



CAPTAIN'S PACKET

Captain's Responsibilities

Team Captain's Log

Success Stories Log

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School Walking Log

Walk Across Tennessee is Ending Memo

Team Member Materials

Individual Registration Form

Walk Across Tennessee Steps

Individual Mileage Logs

Walk Across Tennessee Wrap Up

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CAPTAIN'S RESPONSIBILITIES

Before Walk Across Tennessee begins, the Captain will:

- Recruit county specified number of walkers.
- Complete the **Team Registration Form** and turn it into the county Extension office.
- Provide each team member with an **Individual Registration Form, Individual Mileage Log** and **Walk Across Tennessee Wrap-Up**. These forms are in the 'Team Members' section of the Captain's Packet received from the Extension agent.
- Turn in the team's **Individual Registration Forms** (including his/her own) to the Extension office or site coordinator (who then turns these into the county Extension office) before Walk Across Tennessee begins.
- Ask team members to record their mileage every day on their **Individual Mileage Logs**, total their weekly miles, and contact you to report their totals for the week each Monday. Record your mileage on your own **Individual Mileage Log** and add this to your team total.
- Inform the team members about the **Kick-Off Event, Health Breaks education programs, Celebration and Awards Activity**, and any other events during Walk Across Tennessee.

Every Week on Monday:

- Collect the mileage walked by the seven other team members; record their numbers plus your own on the **Team Captain's Log**.
- Report your team's mileage and any Success Stories to your county Extension office or site coordinator before Wednesdays at 5:00 p.m.

On Week Seven:

- Ask (or use the "**Walk Across Tennessee is Ending**" Memo in your Captain's Packet) each team member to complete the **Walk Across Tennessee Wrap-Up** and **Individual Mileage Log** and turn both into you as soon as Walk Across Tennessee is over. Please remember to complete these two forms for yourself as well.

Two weeks after Walk Across Tennessee is over or prior:

- Calculate your team's total mileage/pounds lost for the 8 weeks and note this on the **Captain's Log**.
- Call all team members one time to remind them if they have not turned in their **Individual Mileage Logs** or **Walk Across Tennessee Wrap-Ups** to you.
- Send or deliver to your county Extension office or site coordinator all your team's **Individual Mileage Logs, Walk Across Tennessee Wrap-Up Forms** (including yours), **Success Stories Log** and **the Captain's Log**.

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CAPTAIN'S LOG

Team Captain's Name: _____ Team Name: _____

Team Captain's Phone Number: _____ County: _____

Directions:

- Collect an **Individual Registration Form** from every member and yourself before walking begins, and send these to your county Extension office.
- Record your team members' total weekly mileage (and pounds or inches lost, if recorded).
- Record members' Success Stories using the **Success Stories Log**.
- Turn in (call, e-mail, mail or drop-off) your team totals to your county Extension office by Wednesday each week during the Walk Across Tennessee program.
- In week 7, remind your team members to finish their **Individual Mileage Log** and **Walk Across Tennessee Wrap-Up** and, at the end of Week 8, to turn these in to you. Also inform them of the time and location for the Celebration and Awards Activity.
- When Walk Across Tennessee is over, calculate the total miles (and pounds or inches lost) for Weeks 1 through 8 and write the totals for your team in the bottom row and last column.
- Collect an **Individual Mileage Log** and **Walk Across Tennessee Wrap-Up** from each member and yourself. Attach your **Team Captain's Log** along with any **Success Stories**, and turn in everything to the county Extension office.

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CAPTAIN'S LOG

Team Miles Walked & Pounds/Inches Lost

Member Name		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
	mi.								
	mi.								
	mi.								
	mi.								
	mi.								
	mi.								
	mi.								
	mi.								
	mi.								
Totals	mi.								

Total Team Miles Walked _____ Total Pounds/Inches Lost by Team _____
 (add weekly totals above) (add total above)

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SUCCESS STORIES LOG

Team Name: _____

County: Smith

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HEALTH BREAKS TOPICS LIST

For Adults

- Arthritis
- Cancer
- Chronic Conditions
- Diabetes
- Flexibility
- Physical Activity
- Preventive Health Care
- Stress
- Weight Management

For Youth

- Don't Hold Your Breathe(Tobacco-use Discouragement)
- Safety First
- Sun Time

Contact your county extension agent for Health Breaks

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SCHOOL WALKING LOG

8 Week Summary

Directions:

At the end of Walk Across Tennessee, would you please fill out this log and give it to your school coordinator? If there is no coordinator at your school, please send or fax it to your county Extension agent.

County: _____ City: _____

Name of School: _____ Teacher Name: _____

Grade Level (circle one):

K-3 4-5 6-8 9-12 Other (specify) _____

How many children walked each week? (Count each child only once) _____

How many times each week did each child walk? _____

How long did they walk each time? _____

How many miles did they walk each time? _____

Thank You for your help.

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PROGRAM ENDING MEMO

To: Members of Team

From: Captain's Name

Date: _____

Subject: Walk Across Tennessee is Ending!

Directions:

Please send or bring to me the following completed forms at the end of week 8:

- Individual Mileage Log
- Walk Across Tennessee Wrap-Up

Please come to the Celebration and Awards Activity at Kidz Central on September 9. Team awards will be presented at this time.

Thank You for your help.

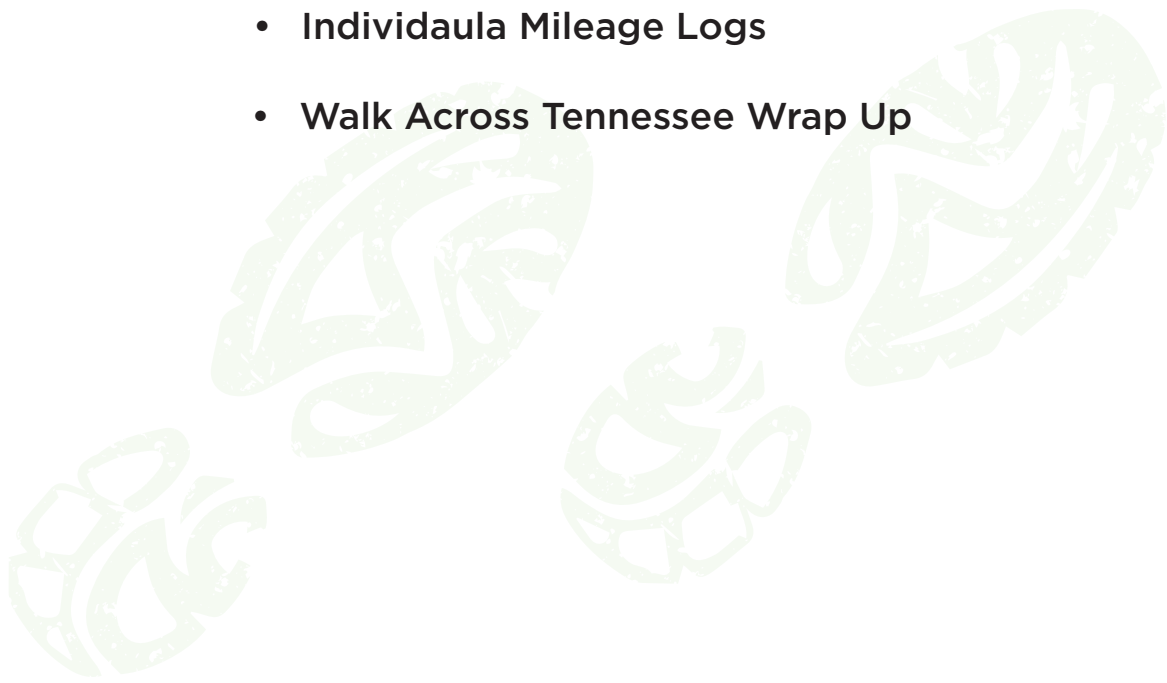
*** Individual Registration Forms should already be turned in before Walk Across Tennessee began, however, if you still need to turn that in please do so as soon as possible.**

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TEAM MEMBERS MATERIALS

- Individual Registration Form
- Walk Across Tennessee Steps
- Individual Mileage Logs
- Walk Across Tennessee Wrap Up



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INDIVIDUAL REGISTRATION FORM

Turn into Captain BEFORE you begin!

Name: _____ County: _____

Telephone: _____ Team: _____

Age: _____ Address: _____

Gender: Male Female

Ethnic Background: Anglo African-American Asian
Hispanic Native-American Other _____

My team is made up of people in my... (circle the number of one item below):

- 1. Worksite 2. Church 3. School 4. Family 5. FCE club 6. 4-H Club
- 7. Neighborhood 8. Community organization (name of org): _____
- 9. Other: _____

I wish to participate voluntarily in the Walk Across Tennessee physical activity for the purpose of personal fitness. I understand that I should have medical approval from my health care professional if I:

- have any chronic health problems such as heart disease or diabetes.
- have pains in my heart and/or chest areas.
- have a bone or joint condition, like arthritis, that might be made worse by an exercise program.
- have been told by a doctor that I have high blood pressure.
- have any physical conditions or problems that might require special attention in an exercise program.
- am a male over 45 or a female over 50 and not accustomed to vigorous exercise.

I agree to accept full responsibility for any injuries I may sustain while participating in this program.

Signature: _____

Date: _____

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INDIVIDUAL REGISTRATION FORM

Which of these fitness activities do you do now? (check the box of all that apply)

- | | |
|-------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> I do no fitness activity now | <input type="checkbox"/> Walk |
| <input type="checkbox"/> Run | <input type="checkbox"/> Swim |
| <input type="checkbox"/> Ride Bicycle | <input type="checkbox"/> Other (specify) _____ |

If you do a fitness activity now, please indicate how many days each week you perform the activity(ies) checked above.

- A. Walk _____ days each week
- B. Run _____ days each week
- C. Swim _____ days each week
- D. Ride bicycle _____ days each week
- E. Other activity _____ days each week

Write the number of minutes each day you perform the activity(ies) checked above.

- A. Walk _____ minutes each day
- B. Run _____ minutes each day
- C. Swim _____ minutes each day
- D. Ride bicycle _____ minutes each day
- E. Other activity _____ minutes each day

How would you describe your eating habits?

Note: Schools and/or classes only need to report number of students participating and total miles walked each week to their site coordinator who will call in the totals to the Extension office; the school may track their progress on a map at the school. No registration forms or logs are required for school groups. Classes may compete with each other or student vs. teacher, etc.

At the end of eight weeks, team members and their captain will complete the **Walk Across Tennessee Wrap-Up**, turn it in to the captain along with their **Individual Mileage Logs** by 9-6-17. Captain's will turn-in **Individual Registration Forms** (if not already turned in), **Individual Mileage Logs** and **Walk Across Tennessee Wrap-Ups** and the **Captain's Log** to the county Extension office by 9-6-17.

Celebration and Awards Activity:

Date: September 9, 2017 Time: 10:30 Location: Crump Paris Park

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WALK ACROSS TENNESSEE STEPS

Through a modest increase in daily activity, most Americans can improve their health. Walk Across Tennessee is a program that persuades and motivates people of all ages to make that most important change . . . to get started. It is a program that is simple, inexpensive and safe. All you need is a team of eight people and a desire to get moving.

Teams do not really walk or ride together, although they may if they want to; teams simply pool their mileage each week to work towards the chosen destination on a map posted in a convenient place for people to check.

So, dust off your walking shoes and prepare to join us in this eight-week journey “across” Tennessee. Here are the “steps” to Walk Across Tennessee.

1. Form a team: 1 captain and county specified number of members to walk.
2. Captain will complete a **Team Registration Form** and send it to the county Extension office.
3. Captain will receive a **Captain’s Packet** and distribute materials to team members.
4. Each team member will complete an **Individual Registration Form** and give to the Captain (the captain completes one too). Captain sends all **Individual Registration Forms** to the county Extension office.
5. Attend the Kick-Off Event
Date: July 10, 2017 Time: 5:00 pm Location: Crump Paris Park
6. Walking/biking/running
Start Date: July 10, 2017 Finish Date: September 3, 2017
7. On Tennessee map
Starting Point: Bristol Ending Point: Memphis
8. Recognition and awards will be given to the team walking, riding or running the most miles.

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WALK ACROSS TENNESSEE STEPS

9. The captain and team members will record their mileage on their **Individual Mileage Logs** between Sunday and Saturday each week.
10. Members will notify their captain to report each weekly mileage total on Monday of each week.
11. Captains will record their own and their members' mileage on the **Team Captain's Log**, determine the total number of miles walked by the team that week, and then call it into the Extension office by Wednesday at 5:00 p.m.
12. Team miles will be noted on the Tennessee map posted at Smith Co. Chamber by Friday morning.
13. Large work-groups with multiple teams of 7 members plus their captain should have captains give their team totals to a site coordinator each week; the site coordinator then calls each team total for the entire worksite to the county Extension office; such groups may track their own teams' progress on a map posted at their worksite as well as compete with one another, if they wish.
14. Schools and/or classes only need to report number of students participating and total miles walked each week to their site coordinator who will call in the totals to the Extension office; the school may track their progress on a map at the school. No registration forms or logs are required for school groups (a **School Walking Log** will be provided to fill-out and turn-in to the site coordinator at the end of Walk Across Tennessee). Classes may compete with each other or student vs. teacher, etc.
15. At the end of eight weeks, team members and their captain will complete the **Walk Across Tennessee Wrap-Up**, turn it in to the captain along with their **Individual Mileage Logs** by September 6. Captains will turn-in **Individual Registration Forms** (if not already turned in), **Individual Mileage Logs**, **Walk Across Tennessee Wrap-Ups**, **School Walking Log** (if applicable) and the **Captain's Log** to the county Extension office by September 6.
16. Recognition of winning teams:

Date: September 9, 2017

Time: 10:30 a.m.

Location: Crump Paris Park

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INDIVIDUAL MILEAGE LOG

Name: _____ Team Name: _____

Phone: _____ Captain's Name: _____

Captain's Phone: _____

Directions:

- Record your daily mileage on this Individual Mileage Log.
- Report in (phone, mail or e-mail) your weekly total miles to your Team Captain every Monday. Also report any successes you have had (like feeling better, spending more time with your family, sleeping better, losing weight, losing inches, lower blood pressure, clothes fitting better, watching less TV, etc.).
- When Walk Across Tennessee is over, total all your miles.
- Turn in this form along with your completed Walk Across Tennessee Wrap-Up form to your Team Captain after the 8th week.

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INDIVIDUAL MILEAGE LOG

Day		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Sunday	mi.								
Monday	mi.								
Tuesday	mi.								
Wednesday	mi.								
Thursday	mi.								
Friday	mi.								
Saturday	mi.								
Totals	mi.								

Total Miles Walked _____
(add weekly totals above)

Total Pounds/Inches Lost _____
(add total above)

About how many minutes did you usually walk each time you walked?

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WALK ACROSS TENNESSEE WRAP UP

It has been a pleasure to host Walk Across Tennessee (WAT). Your success and opinions are important to us. Please help us plan the future for Walk Across Tennessee by taking a few minutes to complete this form.

Participating in Walk Across Tennessee

	Yes	No	Not a Goal
1. Reduced by stress			
2. Improved by sleep			
3. Increased by energy level			
4. Reduced or helped me stop smoking			
5. Reduced my blood pressure			
6. Reduced my blood sugar level			
7. Decreased my blood cholesterol level			
8. Decreased my pain from arthritis			
9. Increased my exercise routine during WAT			
10. Helped me lose weight (How many lbs?____)			
11. Will you continue tp exercise after WAT ends?			

Your success is important to us. How has Walk Across Tennessee helped you?

Thank You for Participating and Happy Walking!

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