



Local Coordinator's Implementation Kit

Congratulations on volunteering to coordinate the InStep for Life walking/fitness program. This kit provides everything you need to start an InStep program in your church or organization.

- 1. Download the participant Starter Kit** from the www.InStepForLife.com website or get a copy from your conference InStep coordinator. Become familiar with how the program works so you can help church members and friends sign up.
- 2. Promote the InStep for Life program** in your church or organization. See bulletin inserts and suggested bulletin announcements attached to this Implementation kit.
- 3. Distribute Starter Kits.** Make sure all interested persons in your organization have an InStep Starter Kit. They can download it from the web or you can print up copies and hand them out at a promotional meeting.
- 4. Register participants.** Each participant should complete a Registration Form (in the Starter Kit) and turn it in to you. This allows you to know how many people are participating and gives you contact information for announcements and follow-up. You can enter all of this information on a Spread Sheet or simply keep it in a file for reference (see sample attached).
- 5. Conduct safety screening.** Have each person complete the Physical Activity Readiness – Questionnaire (PAR-Q). This is a safety screening questionnaire to help people know if they need to get medical clearance before starting a walking or exercise program. If they mark “Yes” to any of the screening questions, or if they have medical concerns or questions, they should follow the instructions on the form telling them to talk to their doctor before becoming more physically active. Have them sign the form and return it to you. Keep their signed form in a file.
- 6. Purchase pedometers.** Encourage people just starting an exercise program to start with moderate walking. InStep is primarily a walking program using a pedometer to count daily steps. People who already have a fitness program can continue with any activities they are used to doing. Activities other than walking can be converted to aerobic miles for logging and award purposes using the Aerobic Mile Chart on the participant's logging sheet.

Pedometers are available from www.AdventSource.org . We suggest participants buy the InStep pedometers as they are high quality and should give good, reliable results. Higher quality pedometers with more features are also available in quantity from www.wellsources.com ecommerce site. Research shows people who wear a pedometer are more likely to increase their activity level than those who don't. It is a good motivator and gives immediate feedback on their progress. Instruct people how

to wear their pedometer for best accuracy and answer any questions they have (see handout on pedometers attached).

The book, “Step Into Fitness and Health” is designed for all InStep participants and is a good guide to help people get started carefully and appropriately. This book is available for a discount when ordered in quantity (\$10 each in quantities of 10 or more) from www.wellsource.com ecommerce site, or singly (\$14.95) from www.AdventSource.org (800-328-0525) after January 1, 2009.

7. Identify walking partners. Encourage each participant to get a fitness buddy to walk or exercise with. People are more likely to succeed if they have someone to walk with regularly. It may be a spouse, a teenage son or daughter, a colleague at work, a friend, or a neighbor. Encourage members to invite their neighbors to join with them in the fitness program. What better time to share your Christian lifestyle than when walking together! If someone needs a partner, help them find someone from the church to walk with.

8. Set a walking goal. When first starting it may be only 4,000 or 5,000 steps daily. Gradually increase walking time until they can walk at least 6,000, 8,000, or 10,000 steps daily. For best health, aim for 10,000 Steps a Day. If persons want to record minutes or miles of activity daily in stead of steps, they can do so. The exercise log will handle either method. In this case, participants should aim for at least 30 minutes of walking daily; 45-60 minutes daily for best health results. This is equivalent to about 2-3 miles of walking daily. The Aerobic Mile Chart on the Fitness Log shows how you can convert any physical activity into mile equivalents. Demonstrate how they can do this. For example, swimming at an easy pace for 24 minutes is equal to one aerobic mile (the energy equivalent of walking a mile).

9. Record activity daily. Encourage everyone to put their activity log in a conspicuous place (bathroom mirror, or on the refrigerator door) and write down their steps daily (or minutes or miles). Research shows that people who have exercise goals and log their results are much more likely to improve their fitness than those who don't. Have each participant give you a monthly summary of their fitness activity so you can track progress for the whole church and report on it monthly (see sample progress reports for a church attached). Have a box in the foyer of the church with a pile of forms beside it that people can use and remind them monthly. Post total miles the whole church or organization walked each month in the bulletin, a newsletter, or on a bulletin board. It helps keep people motivated.

10. Present awards. The monthly activity reports also help you know who has reached specific mileage awards (100-, 500-, or 1000-mile award) or the One Million Steps award (10,000+ steps per day for at least 100 days in one year). Pass out awards quarterly in your church. Recognition of accomplishment is a great motivator and it encourages others to start. You can download these awards from the InStep website or get them from the conference InStep Coordinator.

11. Report progress to Conference InStep Coordinator. Lastly, summarize progress at your church and send a report to the conference InStep coordinator. This is important so each conference can report on progress for the whole conference. Conference can compare how they are doing with other conference. Looking at progress is fun and motivating. Compare which church or conference has the highest rate of participation, etc. See a sample report form for a church or organization attached.



Church/Organization Monthly Report Form

Report for month of _____

Name of church or organization _____

Number of persons enrolled in InStep for Life _____

Number of persons actively participating this month _____

Total number of aerobic miles completed for
the whole church/organization this month _____

Interesting experiences or personal accomplishments this month (write below):

Note: Send a copy of this report to the conference InStep for Life Coordinator monthly.



Coming to Your Church January 2009

InStep for Life is a walking and fitness program being launched January 2009 in all churches in the North American Division. Every church member is encouraged to invite friends and family to walk regularly and to be as physically active as possible in the New Year.

Regular activity can make you feel stronger and more alive. It's a fun way to be with your family or friends. It helps you improve your health. If you participate you will feel better, look better, and your body and mind will work better.

It's easy to start. Here's how.

1. Get a starter kit from your local InStep for Life coordinator or go directly to www.InStepForLife.com and download your own starter kit.

2. Get a pedometer. InStep features walking and monitoring your steps with a pedometer. Research shows that this is the best way to help most people improve their activity level. Your Starter Kit will tell you how to order your pedometer. InStep can also include other activities such as swimming, biking, or active sports.

3. Set a goal and start walking and recording your daily steps on the *Fitness Log* in your starter kit. Aim for at least 30 minutes of physically active daily. As you get stronger and more fit, work up to walking 10,000 steps a day for best health!

4. Enlist a fitness buddy. Invite your spouse, son, or daughter to walk, too. Encourage a friend or neighbor to join you. What a great way to get to know your neighbor by inviting them to walk with you in this program. Imagine the spiritual discussions this could lead to!

5. Turn in a report of your activity monthly to your local InStep coordinator so your local church can track participation and progress. Earn awards, such as the One Million Steps Award (10,000 steps for 100+ days in one year) or 250-, 500-, 1,000-mile awards.

6. You can also join www.GetFitAdventures.com and log your activity online. As you log your miles, you can take virtual fitness adventures all over the world. Regular mileposts provide pictures and interesting reports about your journey and give you the opportunity to explore these sites on the web. Make your walking more fun! (Enter **InStep10K** as the discount code for a 50% savings for InStep for Life members).

Make 2009 the best year of your life.

Join InStep for Life today and experience the abundant health God wants everyone to enjoy as we stay InStep with Him. Invite family and friends to join you as well.

InStep for Life is a North American Health Ministries Initiative. The goal is for as many members as possible in all Adventist churches, schools, institutions and friends to join. For more information, talk to your local InStep Coordinator or visit the InStep for Life website: www.InStepForLife.com.

Here is a suggested paragraph for a church bulletin announcing InStep for Life for churches that don't use inserts:

InStep for Life is a walking and fitness program being launched January 2009 in all churches in the North American Division. To join, get a starter kit from [insert name of pastor or InStep coordinator] or download it from www.InStepForLife.com. See the bulletin board for more information.

Print a copy of the bulletin insert and post it on the bulletin board for members to see for additional information.



Ship order to:

Name: _____

Address: _____

City: _____ St/Prov: _____ ZIP/PC: _____

Daytime Phone #: (_____) _____ Email: _____

Bill order to:

Conference/Union: _____

Church (Must have an AdventSource Express Connect Account)

Church Name: _____

EC Acct #: _____ EC Password: _____

Pedometer Order Form - Retail Price \$19.00			
Catalog #: 500265			
Qty	Discount	Sale Price	Total
	1	\$12.00 + shipping	
	2-9	\$10.00 each + shipping	
	10-19	\$8.00 each + shipping	
	20 +	\$6.00 each + shipping	

Fax your order to 402-486-8819
 or call AdventSource at 800-328-0525
www.adventsource.org



Physical Activity Is Powerful Medicine

PHYSICAL ACTIVITY LOG

Name: _____

Personal Goals (select one):

Start Date: _____

- Jan. – March April – June
 July – Sept. Oct. – Dec.

- 6 aerobic miles/week 6,000 steps/day
 10 aerobic miles/week 8,000 steps/day
 15 aerobic miles/week 10,000 steps/day
 20 aerobic miles/week _____steps/day

Instructions: Write down what you achieved in your fitness program every day (aerobic miles, steps, or exercise minutes). See Aerobic Miles chart on the right to convert various activities into aerobic miles. At the end of the quarter, submit this log to your InStep Coordinator or health leader. If you haven't been exercising, aim for 6 aerobic miles a week or 6,000 steps a day to start. Gradually work up to 15 aerobic miles a week or 10,000 steps daily.

WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT	Weekly Totals
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
13-week Total Steps or Aerobic Miles								

AEROBIC MILES CHART

Activity	Minutes to equal one Aerobic Mile		
	Easy	Moderate	Vigorous
Aerobic dancing	30	20	15
Backpacking	15	12	10
Basketball	20	12	10
Bicycling (10, 12, and 15 mph)	18	14	10
Calisthenics	20	15	12
Canoeing or rowing (4, 6, and 8 METS)	20	15	12
Dancing, social	30	20	15
Football, touch	20	15	12
Gardening, active	60	40	30
Golfing, carrying bag or pulling cart	30	25	20
Hiking, cross-country	20	15	12
Jogging or running	12	10	8
Karate, Tae kwon do	15	12	10
Mountain climbing	15	12	10
Racquetball, handball	20	15	10
Rope skipping	11	10	8
SCUBA diving	20	15	10
Skating	20	15	12
Skiing, cross country	17	12	8
Skiing, down hill	20	15	12
Soccer	15	12	10
Stair stepping	15	13	11
Stationary cycling	16	13	11
Swimming	24	16	12
Table tennis	60	30	20
Tennis	20	15	11
Volleyball	20	15	12
Walking	24	20	15
Water skiing	20	15	12
Weight training	30	20	15



MILEAGE AWARDS

- 100 aerobic miles in one year
 500 aerobic miles in one year
 1,000 aerobic miles in one year
 2,000 aerobic miles in one year
 1 million steps in one year
 2 million steps in one year
 3 million steps in one year