



Dear Walk Kansas Team Captain,

Welcome to the **Walk Kansas** program and thank you for serving as captain of your team! By accepting the Captain's role, you have agreed to lead your team members through the 8-week challenge to move more, eat better and learn positive ways to deal with stress. As the team captain, you will be responsible for communicating weekly with your team members, provide motivation and support as they work toward personal goals, and report the progress of your team each week. Your Captain's Guide includes information to help you get started and register your team for a **Walk Kansas** journey to better health. Your team needs to decide which of the three challenges you will undertake. See challenge information in the attached captain guide for a complete explanation. If you have any questions, please call us at 620-341-3220.

There will only be three order dates for t-shirts this year. If you want your shirt early in the program, registration needs to be in by March 1st.

### Summary of Walk Kansas Events:

**Kick-Off Party** will be in conjunction with the Tuesday Poker Walks at the Bowyer Bldg., March 19<sup>th</sup> from 11:30 – 1:00. **Please RSVP before March 14<sup>th</sup> by calling the Extension Office (620) 341-3220 or emailing lycoext@ksu.edu.**

**Poker Walks** will be on Tuesdays from 11:30 to 1:00 at the C of E Park starting March 26<sup>th</sup> and ending May 7<sup>th</sup> during Walk Kansas.

**Food Too Good to Waste – April 2<sup>nd</sup> 10 a.m. and 7 p.m. at the Bowyer Bldg.** Food is the number one contributor to landfills today. This does not include food and beverages disposed of in other ways, such as down kitchen drains. Only about 5% of all food in the waste stream is currently “recycled” by composting or anaerobic digestion.

**Pickle Ball – April 17<sup>th</sup> 11a.m. to 1p.m.** Come learn how to play Pickle Ball at the **Emporia Rec. Center.**

**Everyday Mindfulness – April 30<sup>th</sup> 10a.m. and 7p.m. at the Bowyer Bldg.** Learn the meaning, concepts and benefits of practicing mindfulness to help reduce stress.

**Wrap-Up Event will be Poker with a Twist at the C of E Park on May 7<sup>th</sup> from 11:30 to 1:00.**

Best wishes and welcome again to Walk Kansas!

Rhonda Gordon  
Lyon County Extension Agent  
Family and Consumer Sciences

Barb Rourk  
Emporia Recreation Center

# Summary of Walk Kansas Events!

## Lyon County

### Kick- Off Party

**Kick Off Party will be March 19<sup>th</sup> at the Bowyer Bldg** in conjunction with the Tuesday Poker Walks from 11:30 – 1:00. RSVP **by calling the Extension Office at (620) 341-3220 or email [lycoext@ksu.edu](mailto:lycoext@ksu.edu)**. There will be food, fun and prizes.

### Tuesday Poker Walks

Poker Walks will take place every Tuesday starting March 26<sup>th</sup> from 11:30 – 1:00 at the **C of E Park** during Walk Kansas. Call the Extension Office at (620) 341-3220 or email [lycoext@ksu.edu](mailto:lycoext@ksu.edu) if you have questions about the Poker Walks.

### Food Too Good to Waste

**This class will be held on April 2<sup>nd</sup> at 10 a.m. and at 7 p.m. at the Bowyer Bldg.** Food is the number one contributor to landfills today. This does not include food and beverages disposed of in other ways, such as down kitchen drains. Only about 5% of all food in the waste stream is currently “recycled” by composting or anaerobic digestion. Please **RSVP by March 25<sup>th</sup>** by calling the **Extension Office at 341-3220 or emailing [lycoext@ksu.edu](mailto:lycoext@ksu.edu)**.

### Pickle Ball

**April 17<sup>th</sup>, 11 a.m. to 1 p.m.**

Come learn how to play Pickle Ball at the Emporia Rec Center!

### Everyday Mindfulness

**April 30<sup>th</sup>, 10 a.m. and 7 p.m. at the Bowyer Bldg. Fairgrounds**

The term, “mindfulness” seems to be everywhere — it’s touted as the new yoga, the answer to stress, or the alternative to prescription drugs. But beyond the buzz, do you understand the concepts of “mindfulness”? With this fact sheet, the authors aim to provide a definition of mindfulness, share some of the benefits of practicing mindfulness, provide samples of simple exercises, and provide resources to explore.

Please RSVP by April 26<sup>th</sup>. Location Bowyer Building on the Lyon County Fairgrounds

### Wrap Up Event

**Poker with a Twist at the C of E Park**

**May 7<sup>th</sup> from 11:30 – 1:00**

Please RSVP by May 1<sup>st</sup> by calling (620) 341-3220 or emailing [lycoext@ksu.edu](mailto:lycoext@ksu.edu).

# Walk Kansas

*celebrate  
healthy living*

Guide for Captains 2019

March 17 – May 11

## Time for Walk Kansas!

Gather your team-mates – it's time for Walk Kansas! K-State Research and Extension (KSRE) has been offering this health initiative since 2001. Online registration is available February 19 through March 15, and information about Walk Kansas and healthful living is available at [www.walkkansas.org](http://www.walkkansas.org).

Here is a step-by-step guide that covers options for registering your team followed by general program information.

### Register online:

- Before you go to register, recruit team members (at least 4 – you can add more later). You will need their email address or mailing address if they do not have email. You will be asked to pay the program fee (\$17/person) for your team at the end of registration. **In Lyon County the program fees must be paid at the Lyon County Extension Office by sending or bringing a check to 2632 W. Highway 50. T-shirts will not be ordered until payment is received.** We apologize for any inconvenience but we do not accept credit or debit cards.

Talk to your team and select a goal for how many minutes of exercise each person will commit to per week – 2 ½ hours, 4 hours or 6 hours.

- When you are ready, go to [www.walkkansasonline.org](http://www.walkkansasonline.org) and follow these steps. If you reach a point during the process where you don't have the needed information, click CANCEL and start again later. (Please do not exit out of the system without selecting CANCEL.)

- 1) Click the yellow "Register" button
- 2) Ready to Go! (Notice the link that will help you locate all KSRE offices in Kansas.)
- 3) Select the county or district where you will participate
- 4) Pick your Challenge. You have 3 options based on the goals your team goals: "8 Wonders Walk" = 2 ½ hrs/wk; "Cross Country" = 4 hrs/wk; "Little Balkans to Nicodemus" – 6 hr/wk
- 5) Choose "Captain" if you are registering a team. Choose "Individual" if you do not have a team and would like to be placed on one.
- 6) Enter the name of your team. (You can change the name later.)
- 7) Create your personal user account. Select a username and password; then complete the required personal information.
- 8) Now you are ready to build your team. Complete the required information for at least 4 people. Then confirm your team.

### Important dates:

**February 15** – Packets will be available at the Lyon County Extension Office, 2632 W Highway 50.

**February 19** – Registration opens online

**March 15** – Registration closes

**March 17** – Go! Log exercise minutes and cups of fruits/vegetables

**May 4** – *Walk Kansas 5K for the Fight!* In Manhattan on the K-State campus

**May 10** – Photo Challenge entries due

**May 7** – Plan to attend the Walk Kansas Wrap-Up Event!

**K-STATE**  
Research and Extension  
Walk Kansas

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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9) Complete the next page by giving your consent to participate. You must consent and choose from the authorization to continue. Note: Each team mate that you entered will receive a message asking them to create a user profile just like you completed. Each person must do this before your team is ready to go.

10) Order summary -- select "Pay with Check."

11) Congratulations -- you are registered for Walk Kansas! Please contact Rhonda Gordon or Phyllis Krueger at the Lyon County Extension Office at 620-341-3220 if you have further questions.

### Register with paper forms:

- Distribute participant information packet to each team member.
- Select a team challenge and complete the Team Registration Form in Captains Packet from the Extension Office.
- Collect all individual registration forms and program fees. Return individual registration forms, team registration form and payment (**one check per team**) to the Extension Office before March 15. **Registration is not complete until all forms are turned in with payment to the Lyon County Extension Office 2632 W. Highway 50.**

### Ready to go!

#### Reporting/logging online:

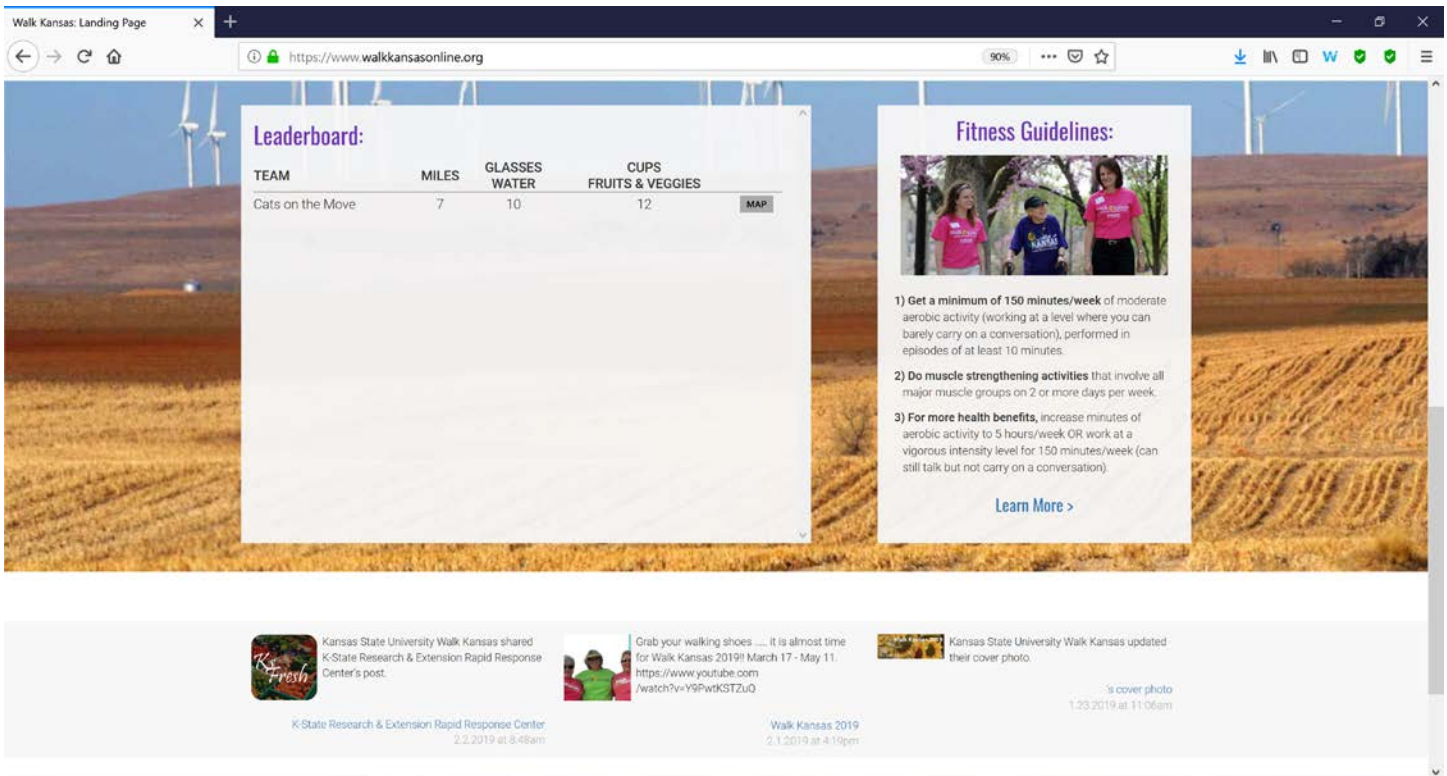
Once your team is "ready" (everyone has added user information, consented and all fees are paid) you will see a screen like this when you log in. New this year: The "team chat" features have been expanded so you will see when someone posts in the chat box, and you can log for team members from your Dashboard. (See these features below the purple bar.) Also, it is super easy to upload a photo/image to your team chat. Look for image icon in the chat box.

You will record your personal exercise minutes, fruits/veg here and you can also view how others on your team are doing by clicking on "My Team." Check for "Events" in your area and "Resources" located on the top bar.

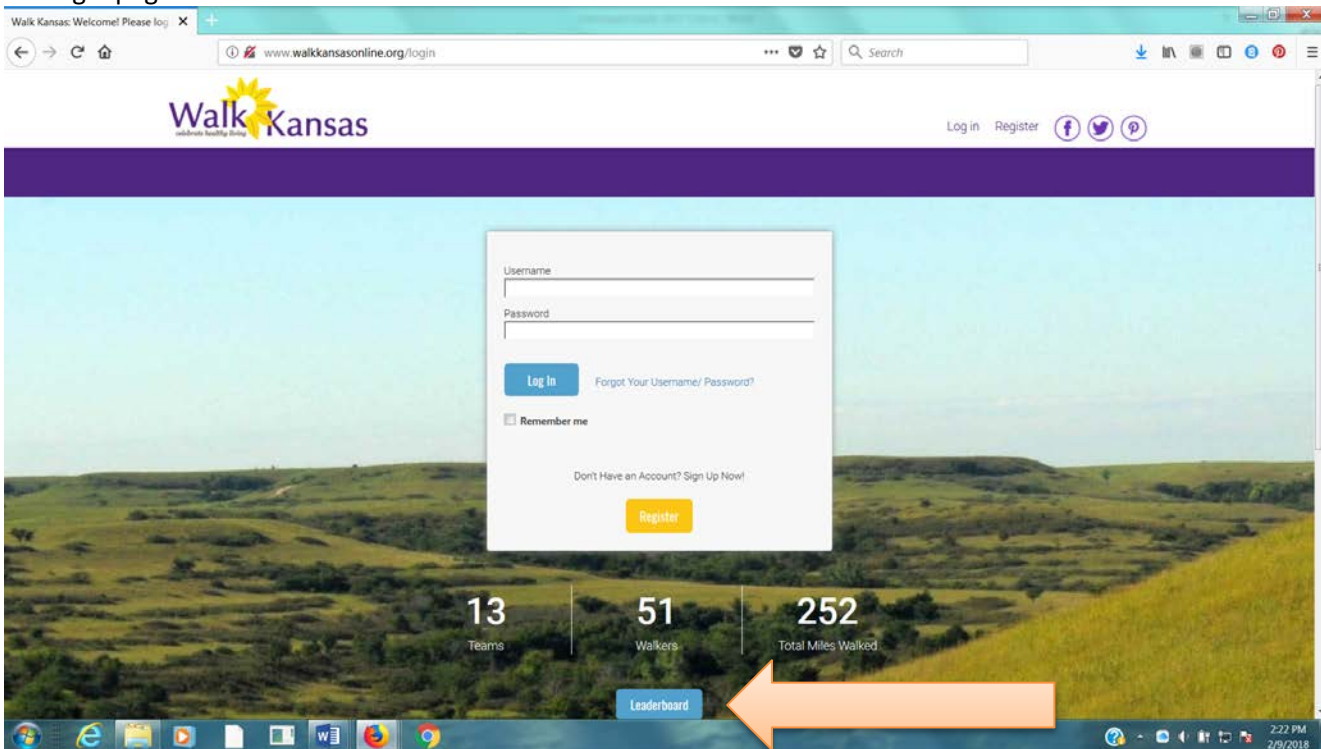
The screenshot shows the Walk Kansas online dashboard. At the top, there's a navigation bar with "Minutes vs. Miles", "Find Local Office", "Log out", and "My Account". Below this is a purple header bar with tabs for "Dashboard", "Events", "Resources", "Shop", and "New Program Sign Up". The main content area is divided into two columns. The left column displays a welcome message for "Willie" and lists team members: "COUNTY/GROUP: Kansas County" and "TEAM: Cats on the Move [E-mail Team]". It also shows a log of recent activity for Willie and Wildcat. The right column features four icons: "See Your Map", "Team Chat", "My Team", and "Log History". Below the main content, there's a section for "Your Challenge(s): 8 Wonders" with a dropdown arrow. A purple banner indicates "You have unlocked 1 of 29 points of interest!". At the bottom, there are five colored boxes representing progress: "Miles Walked" (3), "Team Miles Walked" (7), "Day Logged" (1), "Glasses Logged" (4), and "Cups Logged" (6). Each box has a "LOG" button.

**Make sure you and your team-mates check your progress on the map** – click "See Your Map" on the large purple bar. As your team moves along the trail you will unlock points of interest. Some will have photos and all have a description of the town/community, area of interest, or Wonders of Kansas. You can go back and click on any dot you have passed through to read the information. Enjoy!! This year, captains will also have the option to switch your team to a different trail/challenge if you reach the end of your trail before Walk Kansas is over. Captains will receive a prompt and are the only ones that can move the team to another trail. The miles your team has gone will continue with you to the new trail OR you can select another option for your team to keep going.

Scroll down a bit further and you will see a “Leaderboard” at the bottom. You can view how other teams in your county/district are doing and at the very bottom you will see recent posts from “Kansas State University Walk Kansas” on Facebook. Be sure to *like* this page to see more.



You can also view how teams in any county/district across the state are doing through the blue “Leaderboard” button on the login page.



**Reporting if logging by paper:**

If team mates log on paper and report to you weekly, add totals once a week for that person by clicking on their name just below the purple bar on the left side. If you want to report only one number (total minutes of activity) for your entire team, report it as minutes for you – the captain – only.

**Reminders for captains:**

- ▶ Communicate with your team mates each week (email, chat in Walk KS system, phone call or in person.) All Walk Kansas participants will receive a message on Wednesday of each week that includes a short report of how their team is doing. Everyone will also receive a weekly newsletter.
- ▶ Make sure team-mates are receiving a weekly Walk Kansas newsletter. If not, report this to your local office. (Newsletters will also be posted in the “Resources” section. Top dark purple bar)
- ▶ Stay informed of events and activities offered in your community and participate when you can!
- ▶ Plan a fun activity(s) your team can do together during the 8 weeks of Walk Kansas.
- ▶ Encourage team mates to enter the photo contest – that includes you!

**Captains also participate:**

Not only are you the captain of your team, you are a Walk Kansas participant! Make sure you read through the participant materials, especially the **Activity Guide**. [There is information here about pre/post fitness tests that your team may want to do and this is an activity you could do together.](#) These are optional and can be very helpful and motivating. Make sure you also review what counts as Walk Kansas minutes as there are a few changes from previous years.

One last thing .... While Walk Kansas is sometimes viewed as a (friendly) competition, reaching the goal your team has selected is the most important. We want the physical activity and healthy eating habits you and your team mates practice, during the program, to continue. Keep it realistic, keep it fun and don't worry about what others are doing or reporting. Be honest, be supportive to others and have a great Walk Kansas!!



## Individual Registration Form – 2019

Please complete and return to your local K-State Research and Extension office by **March 1st<sup>h</sup>** to receive t-shirts early.

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_ County/District \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_ Gender  Male  Female  
Team Captain \_\_\_\_\_ Team Name \_\_\_\_\_

Please circle t-shirt size and color choice: **S M L XL 2XL 3XL 4XL**      **Heather Navy OR Heather Orange**

If this is a work-site team, please specify company/organization \_\_\_\_\_

Which age range are you in? (Check one)

- Under 5       5 - 12       13 - 17       18 - 24       25 - 34  
 35 - 44       45 - 54       55 - 64       65 - 74       75 and over

Which of the following best describes you? (Check one)

- American Indian/Native American       Asian       Black/African American  
 Bi-racial       Hispanic or Latino       Native Hawaiian/Pacific Islander  
 White       Other

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

- » have chronic health problems such as heart disease or diabetes.
- » have been told by my doctor that I have high blood pressure.
- » have pains in my heart and/or chest area.
- » have any physical conditions or problems that might require special attention in an exercise program.
- » feel dizzy or have spells of severe dizziness.
- » have a bone or joint condition, such as arthritis, that might be made worse by an exercise I am not accustomed to, or a vigorous exercise program.
- » am a male over age 45 or a female over age 55 AND not accustomed to vigorous exercise.

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

**Parent/Guardian Signature (If under 18) Date** \_\_\_\_\_

### FOLLOW-UP SURVEY

I am willing to participate in a brief follow-up survey 6 months after Walk Kansas.

### PUBLICITY RELEASE

I authorize K-State Research and Extension to record and photograph my image and/or voice for use in research, educational and promotional programs. I also recognize that these audio, video and image recordings are the property of K-State Research and Extension.

No, I do not authorize use of my individual image or voice.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

**K-State Research and Extension is an equal opportunity provider and employer.**

Kansas State University is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, contact the Director of Institutional Equity, Kansas State University, 103 Edwards Hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220; (TTY) 785-532-4807.



## Team Registration for Walk Kansas - 2019

Please complete the form below, providing information for each team member as well as yourself (captain), and register your team before March 14<sup>th</sup>. To **receive t-shirts early, please have registration in by March 1<sup>st</sup>**. The individual participant fee and t-shirt is \$17.00. **Please provide E-mail address to receive newsletters.**

Team Name: \_\_\_\_\_ Team Captain's Name \_\_\_\_\_

Captain's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Captain's Daytime Phone: ( ) \_\_\_\_\_ Company/Organization (if a workplace team) \_\_\_\_\_

Captain's E-mail: \_\_\_\_\_ Choose a challenge for your team:  Challenge #1  Challenge #2  Challenge #3  
(Challenge #1 takes participants to the 8 Wonders of Kansas; Challenge #2 starts in Troy and ends in Elkhart, Challenge #3 explores the Little Balkans in SE Ks and ends in Nicodemus.)

First and Last Name	E-mail Address for Newsletters	Mailing Address (Apt. # and Lot #)	City	Zip Code	Circle Size			T-Shirt Color	Pd Cpt.
					S xl	M 2xl	L 3xl		
Captain					S xl	M 2xl	L 3xl	Heather Navy Heather Orange	
2					S xl	M 2xl	L 3xl	Heather Navy Heather Orange	
3					S xl	M 2xl	L 3xl	Heather Navy Heather Orange	
4					S xl	M 2xl	L 3xl	Heather Navy Heather Orange	
5					S xl	M 2xl	L 3xl	Heather Navy Heather Orange	
6					S xl	M 2xl	L 3xl	Heather Navy Heather Orange	

To complete team registration, return this form with **ONE Check, with team name on memo line**, for fees and t-shirts to: **Lyon County Extension Office, 2632 W. Hwy 50, Emporia, KS 66801**. Please make checks payable to: **Lyon County Extension Office**  
Number that will be attending the Kick Off Party on March 19<sup>th</sup> at the Bowyer Bldg. \_\_\_\_\_ **RSVP by March 12<sup>th</sup>!**

For Office Use Only	Person Paying:	Check # or Cash:	Amt Pd.:	Date Pd.:
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## Team Captain's Log

Team Captain's Name \_\_\_\_\_

Team Name \_\_\_\_\_

Directions:

Contact information for local K-State Research and Extension Office:

Please report total minutes of activity for your team each week. The website will convert minutes into miles for your team. Fifteen minutes of moderate or vigorous physical activity counts as one Walk Kansas mile.

Teammates	Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Week 8	
	Min	F/V	Min	F/V	Min	F/V	Min	F/V	Min	F/V	Min	F/V	Min	F/V	Min	F/V
1.																
2.																
3.																
4.																
5.																
6.																
<b>Total Minutes</b>																
<b>Total Fruits and Vegetables</b>																