

Movin' & Groovin'

Win the Challenge: Planning Forms & Activity Logs





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I. Introduction

This section of the Toolkit provides several forms and logs to guide Captains in planning the Challenge as well as earning points to win the Challenge. The beginning of this section focuses on planning for the challenge, then an explanation of the different ways Teams can earn points is described. Both the Individual Activity Log and the Team Activity Log are explained in greater detail. The Forms & Logs are at the end of this section.



II. Description of Planning Forms

Read the description of the forms below to create a plan for to achieve the goals of the Movin' & Groovin' Health Challenge.

Health Ministry Planning Form

The ultimate purpose of this Challenge is to promote healthy hearts in participants and decrease risk for cardiovascular disease. The Church Challenge Events planned will help to get teams movin' & groovin', but there is a role for your health ministry to play too. There is a form on pg. 12 to assist you in thinking about how your ministry can help team members achieve the goals of the Challenge.

Supplemental Funding Request

If you would like to take this Challenge further, and do your own event or increase the competition among your team members by providing incentives, but are short on resources, you can apply for Supplemental Funding. There is a short application with instructions and even a sample to guide you at the end of this section, beginning on pg. 14.



III. Description of Individual Activity Log & Point Scales

Being healthy is not simply the absence of disease in your life- it is being well in every aspect of life- in your heart, mind, soul and body. This section outlines the Individual Activity Log & Point Scales. This log monitors 3 areas of healthy living: physical activity, food intake, and the benefits a person experiences due to living a healthy lifestyle. The Log can be viewed at the back end of this section on pg. 24. It will be helpful to view the log before looking at the point scales below.

Point Scales

To score points on the Individual Activity Log it was necessary to create Point Scales. These scales help to break down the amount of time, steps, servings or benefits a person accumulates throughout each day into a number on a scale from 1-5. Each area is a little different. See the tables below and the Individual Activity Log for more information.

1. Physical Activity

For the category of Physical Activity, points can be earned for minutes of exercise and steps walked, as tracked by a pedometer. Table 2-1 outlines what each level 1-5 is equal to in minutes or steps. Each level earns the team member 5 points. For example, if a team member did a 30 minute aerobics class Saturday morning, then they would circle a 2 on the Individual Activity Log. If they also walked 6000 steps that day, they would also circle a 3 for Steps on a Pedometer. Altogether they earned 25 points that day for physical activity ($2*5= 10 + (3*5) = 25$).

Table 2-1 Physical Activity Points Scale	
Participants receive 5 pts for each level 1-5	
Minutes of Exercise	1= 15-29 min 2= 30-44 min 3= 45-59 min 4= 60 min 5= over 60 min
Steps on Pedometer	1= 2000 -3999 steps 2= 4000-5999 steps 3= 6000-7999 steps 4= 8000-9999 steps 5= 10,000 steps and over



2. Food Intake

The Point Scale for Food Intake is in Table 2-2, below. Participants also use a 1-5 scale to indicate the number of servings of fruits, vegetables, whole grains and water they consume each day. Since serving sizes are different for each food category, the 1-5 scale is different too.

To illustrate how to use this table, let's do another example. In this example we will only look at one meal. A Captain ate a small apple with oatmeal and drank some orange juice for breakfast. This would count as 2 servings of fruit- so circle a 2 on the log, and 1 serving of whole grains- so circle a 1 in the whole grains category.

Information about serving sizes and eating healthy can also be found in the *Support Your Congregation: Resource Materials* section of the Toolkit.

Table 2-2 Point Table for Food Intake			
Participants receive 1 point for each serving			
Servings of Fruits 1 serving = 1/2 cups	1 = 1/2 cup 2 = 1 cup 3 = 1.5 cups 4 = 2 cups 5 = over 2 cups	Servings of Whole Grains 1 serving = 1/2 cup cooked brown rice or whole wheat pasta or 1 slice of whole wheat bread or 1 cup of ready to eat cereal	1 = 1/2 cup 2 = 1 cup 3 = 1.5 cups 4 = 2 cups 5 = over 2 cups
Servings of Vegetables 1 serving = 1 cup	1 = 1 cup 2 = 2 cups 3 = 3 cups 4 = 4 cups 5 = 5 or more cups	Glasses of Water 1 level = 2 glasses of water (16 oz.)	1 = 2 glasses 2 = 4 glasses 3 = 6 glasses 4 = 8 glasses 5 = 10 or more glasses



3. Benefits in 7 Dimensions of Health

The scale for Benefits in the 7 Dimensions of Health is different from the other scales. Looking at each of the dimensions of health, we want to know if you experience none, a few, some, most or all of the benefits of that dimension of health.

There are no points awarded for this portion of the Individual Activity Log so that participants can truly reflect on and practice recognizing the benefits you experience from living healthfully and lovingly. See the scale in Table 2-3 below. The Benefits in each Dimension of Health are on the next page.

Table 2-3 Benefits of 7 Dimensions of Health Scale	
Dimension of Health & Wellbeing Scale	1= experienced none of the benefits of this dimension 2= experienced a few of the benefits of this dimension 3= experienced some of the benefits of this dimension 4=experienced most of the benefits of this dimension 5= experienced all of the benefits of this dimension



Table 2-4 outlines the benefits of physical activity and eating well on every dimension of health and wellbeing. The benefits experienced are not limited to the items listed in the table, but should be used to choose the number on the Individual Activity Log.

Physical Well-being	<ul style="list-style-type: none">• Decrease risk for diseases• Increased flexibility• Can breathe better (increased air capacity)• More energy• Release of endorphins, which make you happy• Increased desire to eat healthy• Sleep better
Mental Well-being	<ul style="list-style-type: none">• Increased self esteem• Experience more positive emotions• Feel more confident in self and in body• Feel calm and prepared to handle stressful situations
Intellectual Well-being	<ul style="list-style-type: none">• Ability to concentrate on tasks better• Can learn new concepts more easily
Spiritual Well-being	<ul style="list-style-type: none">• Appreciate God more fully• Appreciate the body created by God• Increased desire for holiness, to be like Christ• Worshipful attitude toward God• Increased opportunities for prayer while walking, etc.
Social Well-being	<ul style="list-style-type: none">• Desire to be with people• Enjoy time with others more fully• Spend more time with friends or family exercise• Willingness to serve others• Eating healthy with others encourages you to continue eating healthy (positive peer pressure)
Environmental Well-being	<ul style="list-style-type: none">• Experience the calm of nature when active outdoors• Living environment is more positive
Occupational Well-being	<ul style="list-style-type: none">• Able to get more tasks done• Confident with coworker and authority figures• Able to manage time more wisely



4. **Benefits of Completing Individual Activity Log**

There are benefits to completing the Activity Log each week. Additional points can be earned upon submission to GoodNEWS Coaches for:

- 1 pt. Turning in Health Log
- 5 pts. Attendance at Health ministry events (Reported by Captain)
- 5 pts. Recording Weight on Log
- 5 pts. Each percent of body weight lost
- 20 pts. Participation in Church Challenge Events

The six individuals with the most points in each age group will win a prize worth \$50.

Where is it??

? *See the Individual Activity Log on pg. 35 for more complete information.*



IV. Team Activity Log

Churches also earn points for participating in the Movin' & Groovin' Challenge. The Team Activity Log is where Captains can record their regular health ministry activities to earn points for their team. Unlike the Individual Activity Log, this Log is not turned in weekly. The Captain chooses when it is time to turn this form in to their Coach.

The more points earned on the Log the closer your Team is to being the Biggest Mover Church and winning the prize of money for your health ministry! See Table 2-5 below to see all of the categories where your Team can earn points.

Sample form of Team Activity Log on pg. 27

Health Ministry Activity	Examples
Regular Health Ministry Activities	Include regularly scheduled activities completed by the health ministry: <ul style="list-style-type: none"> • Health ministry meetings • Health fairs • Regular exercise or walking groups • Health sermons, etc.
New Activities or Events with another organization or church	These are activities completed together with your church and another church or organization: <ul style="list-style-type: none"> • Attending another church ministry's event • Co-hosting an exercise class with another church • Planning an event with another organization, etc.
Pastor & Leadership Involvement	Pastor or Leadership attended event or activity <ul style="list-style-type: none"> • Pastor comes to health ministry meeting • Associate Pastor exercises with church, etc.
Health Promotion	Include the ways you advertise health: <ul style="list-style-type: none"> • Promoting events through flyers • Making announcements • Using a bulletin insert • Sermon that is dedicated to health, etc.
Healthy Changes in Church Environment	Creating long term healthy choices or policies for your church: <ul style="list-style-type: none"> • Serving low fat, low sugar, low salt meals • Making water available as well as coffee • Eliminating donuts completely and adding fruit to practice healthy thing
Win a Church Challenge Competition	Includes a team member winning a competitions during a GoodNEWS Church Challenge Event <ul style="list-style-type: none"> • Team member wins relay race at challenge event



Challenge Forms & Logs

Form 1: Health Challenge Planning Form--- *page 12*

Form 2: Supplemental Funding Request--- *page. 14*

Supplemental Funding Request- SAMPLE --- *page 20*

Log 1: Individual Activity Log--- *page 24*

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Form 1. Health Challenge Planning Form

This form is for you to use in planning how your health ministry will participate in the Movin' & Groovin' Challenge. Follow the directions, and write your answers in the boxes below.

1. **Purpose:** Every event starts with reminding ourselves of the purpose of the health ministry:

The purpose of our Health Ministry is to:

2. **Goals:** The goals of the Movin' & Groovin' Challenge are for GoodNEWS individuals and Churches to:
 - o **increase** time spent in physical activity
 - o **increase** intake of fruits and vegetables, as well as whole grains
 - o **reduce** intake of fat, salt and sugar
 - o **increase** awareness of individual health behaviors through activity logs
3. **Objectives:** Objectives represent the incremental steps in achieving a goal. They are usually Specific, Measurable, Attainable, Realistic and Time-bound. In the boxes below write down the objectives for how your health ministry will achieve the listed goals.

To increase physical activity in our congregation, our health ministry will:

(Example): *Invite church members (who) to walk (what) for 30 minutes (time) before the Wednesday night service every week (when).*

To increase intake of fruits & vegetables and whole grains in our congregation, our health ministry will:

(Example): *By the end of April (time), apply for supplemental funding to provide fruit (what) every Sunday (when) for church members (who) next to the coffee station in the kitchen (where).*



To reduce intake of fat, salt and sugar in our congregation, our health ministry will:

(Example): Effective immediately (when), we will no longer place salt shakers on the tables (what) during our weekly meal.

To increase awareness of health behaviors in our congregation, our health ministry will:

(Example): Encourage church members (who) to turn in their church logs each week (time), by creating our own point system (what) so they can earn points and win prizes from the health ministry for consistent participation.



Form 2. Supplemental Funding Request Form

Church Request for Supplemental Event Funding
For: GoodNEWS 2011 Movin' and Groovin' Health Challenge

Purpose

The purpose of the supplemental event funding is to enhance participation in the Movin' and Groovin' Health Challenge within individual church health ministries. GoodNEWS is excited to offer LHP's this special opportunity that will ultimately improve cardiovascular health and overall wellness (ex: weight loss, decrease high blood pressure, etc.) in your church's wellness club members as the October measurement event approaches. In order to award your church this supplemental event funding, we need to know what you need to supplement, why you need it and how you will use it.

Benefit

Completing this request for supplemental event funding will provide:

1. an opportunity to enhance your church's and wellness club member's participation in the health challenge
2. an opportunity for you to enhance your skills as an LHP for the current health challenge as well as future activities

Description

1. **Instructions for developing a request:** First, you will plan what you will need to do to facilitate enhanced participation by Movin' and Groovin' Challenge participants (specifically your church wellness club members) during the time period of May 15, 2011 to June 19, 2011. Please refer to the table below for types of items you may want to purchase.

Examples of Items you may wish to use the money for:	
Category	Examples
1. Event Related Items	facility usage fee, refreshments, advertising costs, signs, etc.
2. Fitness Items	yoga mats, balance balls, weights, stopwatches, clipboards, etc.
3. Food Items	healthy food, cooking utensils, etc.
4. Prizes and Other Incentives	gift cards, cash, fitness items, etc.
5. Other Items	scales, etc.



Description (continued)

2. **Funding Request Process:** All LHP's who would like to submit a request to receive supplemental funding are required to complete the attached form and return it to GoodNEWS@unthsc.edu by April 21, 2011. You may also turn the form in at the beginning of the April Lay Health Promoter meeting on April 21, 2011.
3. **Request Due Date:** April 21, 2011
4. **Amount of Funding:** Up to \$200
5. **Funding Receipt Date:** May 15, 2011
6. **Time period to utilize supplemental funding:** May 15, 2011 -June 19, 2011
7. **Funding Recipient:** Checks will be mailed to the address and person specified in the request. Checks can go directly to LHP's or to your church (in this case, we will need you to provide the church employer number).
8. **Funding Reporting Process:** The supplemental funding report form is included. In order to fill it out:
 - 1) Please keep a copy of the budget that you submit in your funding request on April 21, 2011.
 - 2) Use the budget you submitted to fill in part of the budget tracking table.
 - 3) Track your money as you make purchases in the budget reporting form table.
 - 4) Complete the event description portion of the report form after you host your event or utilize your requested materials.
9. **Funding Reporting Due Date:** June 25, 2011
10. **For Questions or assistance, please contact:** Meghan Wernicke at 817-726-9630 or Meghan.Wernicke@unthsc.edu

Church Request for Supplemental Event Funding
For: GoodNEWS 2011 Movin' and Groovin' Health Challenge

Church Name:
Person(s) completing this form:
Expected number of participants from your church participating in Movin' and Groovin':
Expected number of Wellness Club Members participating in Movin' and Groovin':
Amount Requested: \$
Person/church funds should be mailed to:
Employer number of church (only if requesting check for church):
Mailing address (of person or church):

Instructions: Please completely answer all questions in the space provided.

1. What do you want to do with supplemental funding?

2. Why do you want to receive supplemental funding?



3. How will you use the requested items with participants of the Movin' and Groovin' Challenge at your church?

4. What kinds of benefits are you expecting to see as a result of the supplemental funding?

5. How will you be able to tell that the requested items enhanced participation in Movin' and Groovin' at your church?



6. Please write your budget in the table below for the funding requested. Include quantities and specific items and the costs for each item.

Category	Item Descriptions Include: price, quantity, and total cost	Date planned for use
1. Event Related Items		
2. Fitness Items		
3. Food Items		
4. Prizes and other incentives		
5. Other Items		
Total		

Please email completed forms to GoodNEWS@unthsc.edu by April 21, 2011. You may also bring them to the April Lay Health Promoter Meeting to submit. For questions, please call or email Meghan Wernicke at 817-726-9630 Meghan.Wernicke@unthsc.edu



7. Please complete the budget tracking table. Complete the “actual expenditures” column as you spend the supplemental funding.

Category	Item Descriptions Include: price, quantity, and total cost	Date planned for use	Actual Expenditures
1. Event Related Items			
2. Fitness Items			
3. Food Items			
4. Prizes and other incentives			
5. Other Items			
Total			

8. Please provide a brief reflection of your event and how it went in the box below.

Please complete this page and email it to GoodNEWS@unthsc.edu by June 25th, 2011 or submit it in person at the 5K Event on June 25th, 2011.



Church Request for Supplemental Event Funding
For: GoodNEWS 2011 Movin' and Groovin' Health Challenge

Church Name: Bluebonnet Church
Person(s) completing this form: Mary Bonnet and Sue Blue
Expected number of participants from your church participating in Movin' and Groovin': 25
Expected number of Wellness Club Members participating in Movin' and Groovin': 20
Amount Requested: \$ 160.00
Person/church funds should be mailed to: Mary Bonnet
Employer number of church (only if requesting check for church):
Mailing address (of person or church): 5755 Flower Trail Rd. Dallas, TX 75115

Instructions: Please completely answer all questions in the space provided.

1. What do you want to do with supplemental funding?

The health ministry at Bluebonnet Church has great enthusiasm for the upcoming health challenge, and with additional funding we will be able to buy materials to host our own exercise event that will get our participants more involved and excited about the health challenge. Without additional funding to cover the costs for hosting this event, Bluebonnet would not have the resources to do so. Bluebonnet church will host a Saturday morning exercise session in the church gym using fitness DVDs. Members of the health ministry will help the Lay Health Promoters plan the event, and all other GoodNEWS challenge participants will be invited to attend the event.

2. Why do you want to receive supplemental funding?

We want to receive supplemental funding to host our own exercise event because several of our wellness club members have expressed a need for an exercise event that utilizes fitness DVDs. Many people have talked about how much they enjoy the fitness DVDs and that an event hosted by the church with the DVDs would be fun for everyone and provide an excellent opportunity to get people moving on a Saturday morning.



3. How will you use the requested items with participants of the Movin' and Groovin' Challenge at your church?

With the additional funding, Bluebonnet Church will be able to purchase supplies to host a Saturday morning group exercise event in the church gym on June 4th. The funding will cover the cost of printing flyers to advertise the event to church members and other GoodNEWS churches starting May 14th (3 weeks before the event takes place). We will purchase two workout DVD's: "Sweatin' to the Oldies" and "Taebo for Beginners" that will each be played for 30 minutes during the event on a TV borrowed from the middle school Sunday School room. Pre-cut fruit trays will be purchased to provide light and healthy refreshments for participants after the exercise. Pitchers will be borrowed from the church kitchen and filled with ice water, and cups will be purchased. At the end of the event, the LHP's will announce the best exerciser (based on enthusiasm and overall time participating with the exercise DVDS) for both males and females. The winners will receive \$25 gift cards to FootLocker.

Both Lay Health promoters at Bluebonnet Church will be responsible for advertising, planning, set up and clean-up with the help of several key volunteers. We expect 25 Bluebonnet Church members to attend the event (20 of them are Bluebonnet Church Wellness Club Members). We expect at least 20 additional people to attend who are members of other churches.

4. What kinds of benefits are you expecting to see as a result of the supplemental funding?

As a direct result of the event we will host that utilizes the fitness DVD's, participants in Movin' and Groovin' at Bluebonnet Church will increase their levels of physical activity. Participants will also consume more healthy food (fruit) on the day of the event. We think that by having this event in our own church, participants will be more enthusiastic about the challenge and will spend more time doing physical activity and eating healthfully on their own.

5. How will you be able to tell that the requested items enhanced participation in Movin' and Groovin' at your church?

We will be able to tell that the event was a success by the number of attendees from Bluebonnet church and from other GoodNEWS churches. Hopefully, our goal of 25 participants in the event will be broken. We will also ask everyone what they thought about the event before they leave. We will hopefully hear many positive comments and also suggestions for how we could improve similar events in the future.



6. Please write your budget in the table below for the funding requested. Include quantities and specific items and the costs for each item.

Category	Item Descriptions Include: price, quantity, and total cost	Date planned for use
1. Event Related Items	Printing of 100 flyers @ \$0.10 each = \$10	May 14 th -June 4 th
2. Fitness Items	2 exercise DVDs (Sweatin' to the Oldies and Taebo for beginners) @ \$22 each = \$44	June 4 th
3. Food Items	2 pre-cut fruit trays @ \$25 each = \$50 2 packages of 25 cups @ \$3 each = \$6	June 4 th
4. Prizes and other incentives	2 gift cards to FootLocker @ \$25 each = \$50	June 4 th
5. Other Items		
Total		\$160

Please email completed forms to GoodNEWS@unthsc.edu by April 21, 2011. You may also bring them to the April Lay Health Promoter Meeting to submit. For questions, please call or email Meghan Wernicke at 817-726-9630 Meghan.Wernicke@unthsc.edu



7. Please complete the budget tracking table. Complete the "actual expenditures" column as you spend the supplemental funding.

Category	Item Descriptions Include: price, quantity, and total cost	Date planned for use	Actual Expenditures
1. Event Related Items	Printing of 100 flyers @ \$0.10 each = \$10	May 14 th - June 4 th	\$10 (printing)
2. Fitness Items	2 exercise DVDs (Sweatin' to the Oldies and Taebo for beginners) @ \$22 each = \$44	June 4 th	\$46 (DVDs)
3. Food Items	2 pre-cut fruit trays @ \$25 each = \$50 2 packages of 25 cups @ \$3 each = \$6	June 4 th	\$48 (fruit) \$6 (cups)
4. Prizes and other incentives	2 gift cards to FootLocker @ \$25 each = \$50	June 4 th	\$50 (gift cards)
5. Other Items			
Total		\$160	\$160

8. Please provide a brief description of your event and how it went in the box below.

50 people attended the Bluebonnet church Saturday morning group exercise event on Saturday, June 4th. 40 were from our own church and 10 were from Paintbrush Church. All people who attended the event said they really enjoyed working out the fitness DVD's and would like to do it again in July. Everyone said that they were able to exercise a lot more on the day on the event than they would have without the event and that they were re-motivated to keep exercising on their own. The event started at 9:00 sharp and ended at 10:55 am. The two winners of the best exerciser prize were thrilled to have won, and both showed extra enthusiasm throughout the event. Overall, the event was a great success!

Please complete this page and email it to GoodNEWS@unthsc.edu by June 25th, 2011 or submit it in person at the 5K Event on June 25th, 2011.



Captain Name: _____ **Team:** _____ **Date:** _____



Team Activity Log

Directions: Fill in the table below to record the Team Activities during the Movin' & Groovin' Challenge. If you need assistance, contact your Coach.

Team Activity Log	Date	Activity	Number of Participants	Points (Coach)
Regular Health Ministry Activities (10 pts.)				
New Activities or Events with another organization or church (20 pts.)				
Pastor & Leadership Involvement (10 pts.)				
Health Promotion (bulletin announcement, flyer, Pastor announcement, sermon/bible study) (10 pts.)				
Healthy Changes in Church Environment (ex. Fruit bowl instead of donuts, healthy meal option, etc.) (15 pts.)				
Win a Church Challenge Competition (30 pts.)				
Total Points				

SAMPLE



Movin' & Groovin'

Team Activity Log

Name: Glenda Joy **Team:** First Baptist Loving **Date:** May 5, 2011

Directions: Fill in the table below to record the Team Activities during the Movin' & Groovin' Challenge. If you need assistance, contact your Coach.

Team Activity Log	Date	Activity	Number of Participants	Points (Coach Fills In)
Regular Health Ministry Activities (10 pts.)	3/12	Monthly Meeting	7	10
	3/20	Health Sunday	Congregation	10
New Activities or Events with another organization or church (20 pts.)	4/4	Health Fair w/	10 WCM's 100 Attendees	20
Pastor & Leadership Involvement (10 pts.)	3/20	Health Sunday	Pastor	10
	4/4	Health Fair	Assoc. Pastor	10
	5/7	Kick-Off Event	Deacons & Pastor	10
Health Promotion (10 pts.)	3/20,	Bulletin	--	10
	4/4	Announcement	--	10
	3/15	Put up flyers	--	10
	4/3	Pulpit Announcement		10
Healthy Changes in Church Environment (become policy or routine practice) (15 pts.)	Starting	Fruit available w/	--	15
	4/3 and	Donuts	--	15
	every	Health Posters in		15
	Sunday	Stairways Water available w/ Coffee	--	
Event Competition Points (30 pts.)	5/7	Won Relay Race	7	30
Total Points				185



Movin' & Groovin'