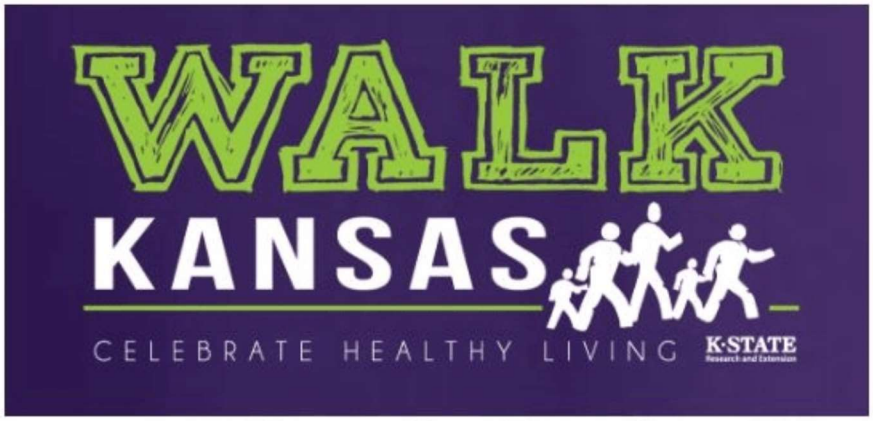

2019 Walk Kansas Team Registration Check List

_____Completed Team Registration Form with $48.00 Registration Fee ($8.00 per person)

_____Completed T-Shirt Orders (Optional) on Team Registration Form – Are Sizes and Colors Marked? T-Shirts are $10.00 (tax included).

_____Completed Individual Registration Forms for All Members Including Captain. (Be sure each Form is signed by individual.)

All above information must be delivered to:
Butler County Extension Office
206 N. Griffith
El Dorado, KS 67042

By Thursday, March 14, 2019, by 4:00 p.m.

If You Have Questions, contact Barb Roths at 316.321.9660 or at broths@ksu.edu

Walk Kansas

celebrate healthy living

Guide for Captains 2019 **March 17 – May 11, 2019**

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. You can register online, beginning February 22 through March 14.
OR Paper packets can be downloaded from our Butler County Extension web site at www.butler.ksu.edu
General information about Walk Kansas and healthful living is available at www.walkkansas.org.
Here is a step-by-step guide that covers both ONLINE and PAPER 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. T-shirts are optional and can be ordered when you register your team. You will be asked to pay the program fee ($8/person) for your team AND for any t- shirts you order. **You will need to make these payments by stopping by the Butler County Extension Office or by sending a check to the office. Check payable to: Butler County Extension**

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 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 21 – Registration opens online
Paper forms can be picked up at County Extension Office
March 14 – 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 11 – Walk Kansas ends. Celebrate Healthy Living!

Butler County Extension
206 N. Griffith, Ste A
El Dorado, KS 67042
316.321.9660
www.butler.ksu.edu

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 statements to continue. Note: Each team mate that you enter will receive a message asking them to create a user profile and consent, just like you completed. Each person must do this before your team is ready to go.
10) Order summary -- Select "Pay with Check." Address for Extension Office will appear.
11) Congratulations – you are registered for Walk Kansas! Please contact Barbara Roths, Butler County Extension Agent, at 316.321.9660 or broths@ksu.edu if you have further questions.

Register with paper forms:

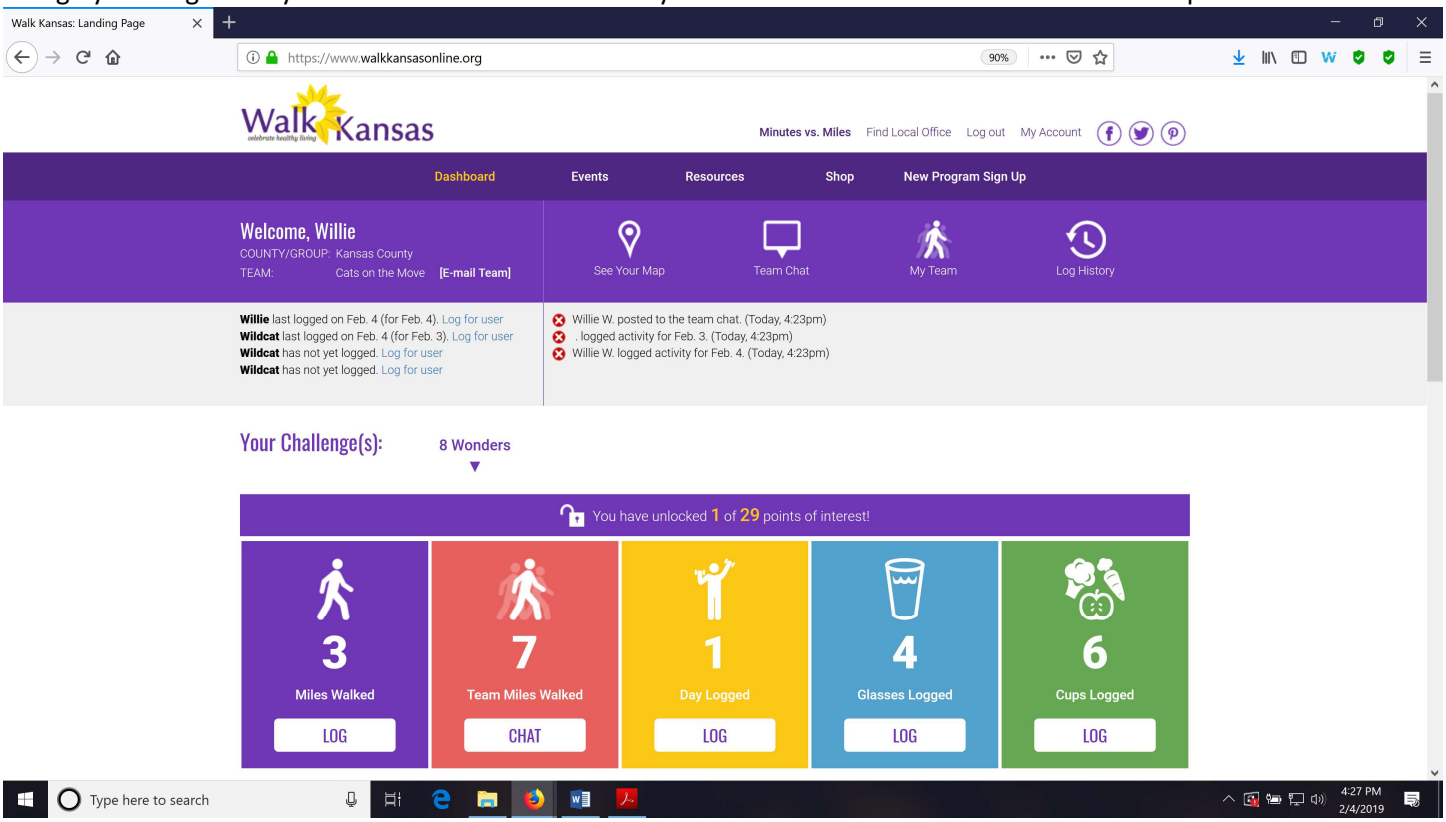
▪ Distribute participant information to each team member. You can print forms from our website: www.butler.ksu.edu OR Forms can be picked up at the Butler County Extension Office. Call ahead and we will have the forms printed and ready-to-go -- 316.321.9660.
▪ Select a Team Challenge and complete the Team Registration Form.
▪ Collect individual registration forms, program fees, and payment for t-shirts (optional). Return forms and payment (one check per team is preferred) to the Extension Office by 4:00 p.m., March 14. Registration is not complete until all forms are collected and fees are paid.

Ready to go!

Reporting/logging online:

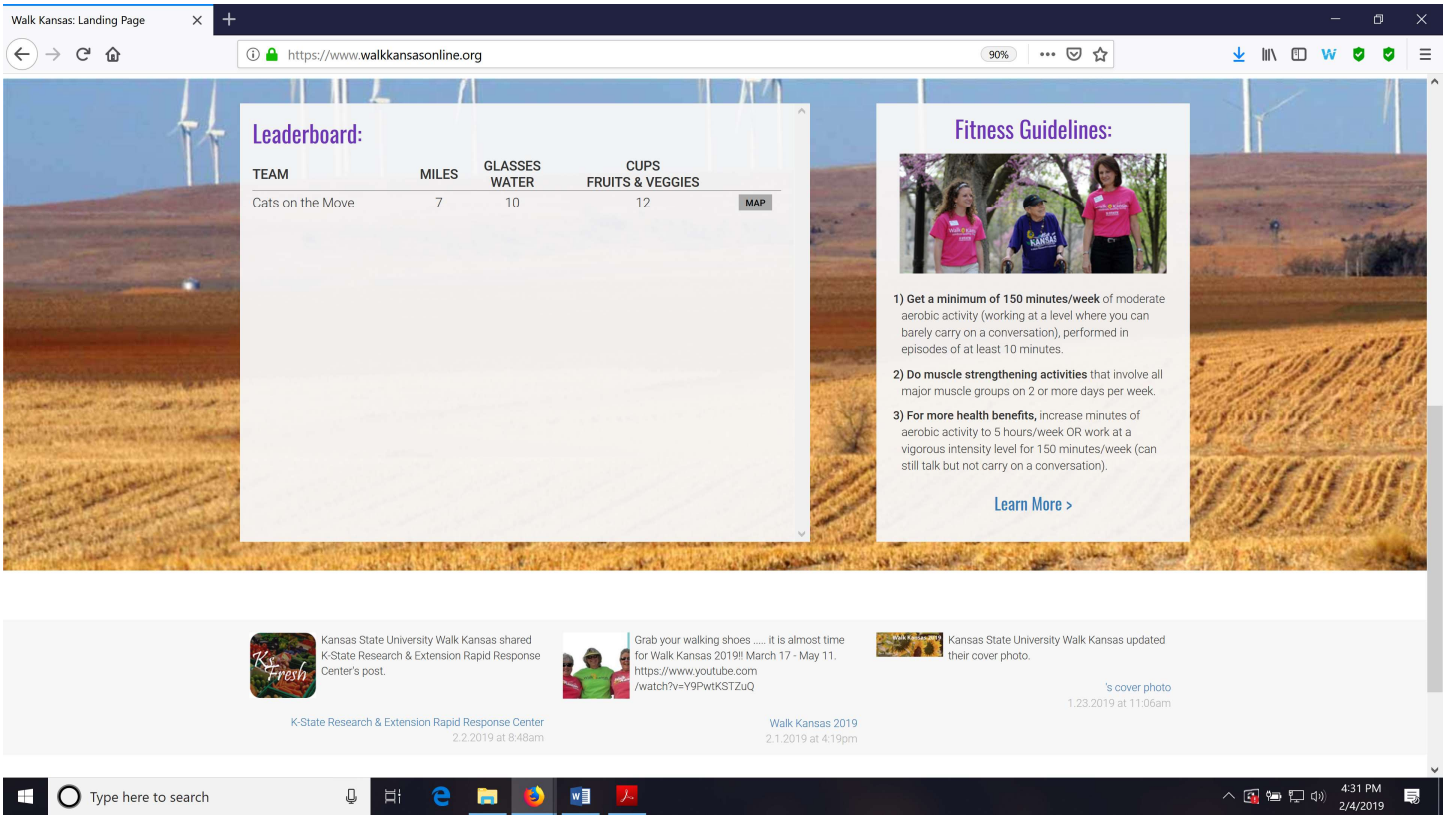
Once your team is "ready" (everyone has added user information, consented and all fees are paid) you will see a screen like this when you log in. New this year: The "team chat" features have been expanded so you will see when someone posts in the chat box, and you can log for team members from your Dashboard. (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.

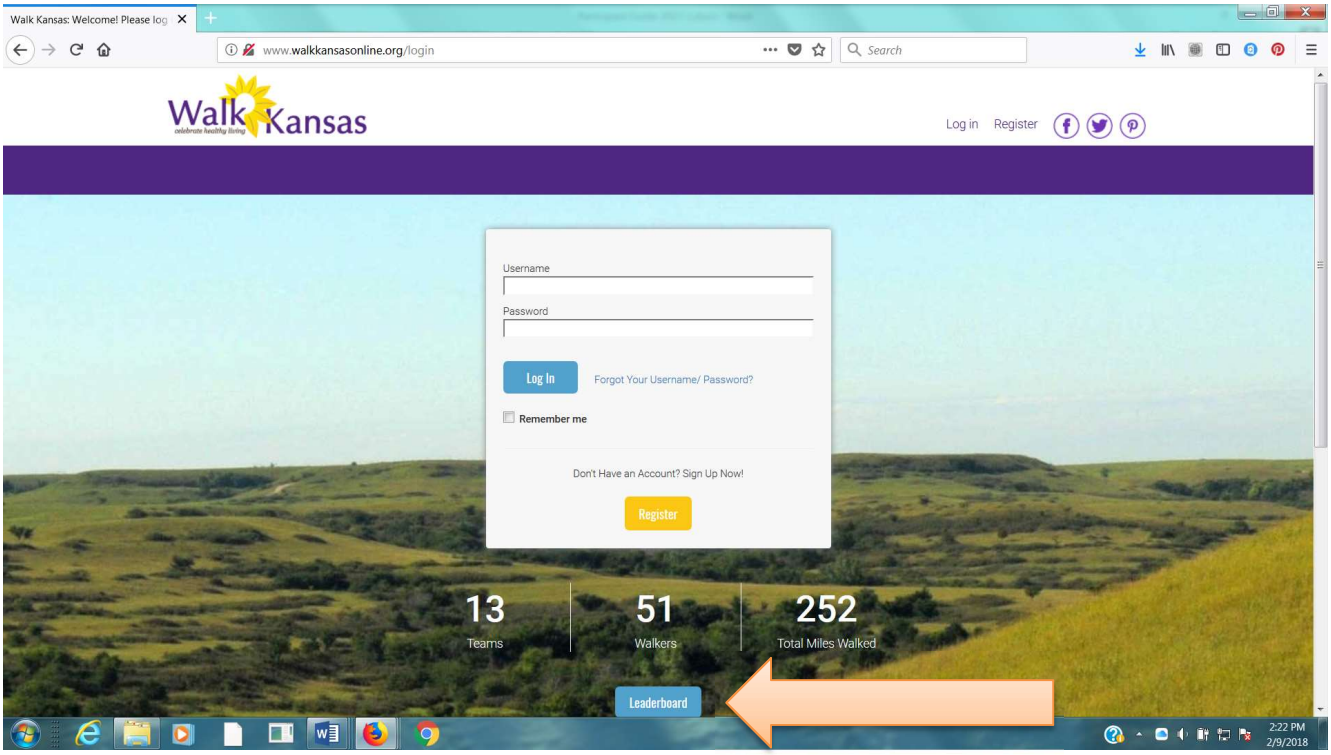


Make sure you and your team-mates check your progress on the map – click "See Your Map" on the large purple bar. As your team moves along the trail you will unlock points of interest. Some will have photos and all have a description of the town/community, area of interest, or Wonders of Kansas. You can 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 are 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!!

Butler County 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 by Thursday, March 14, 2019, 4:00 p.m.
The individual participant fee is $8.00 and Walk Kansas T-shirts (optional) are available.

Team's Name: _____Team Captain's Name_____

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 requires 150 minutes/week per participant; Challenge #2 = 4 hours/week per participant, Challenge #3 = 6 hours/week per participant.)

First & Last Name Phone Number	Mailing Address w/ City State & Zip	Participant Fee	Optional T-Shirt/Circle Size Cost per Shirt $10.00 (tax included)								T-Shirt Colors Circle Color Choice	Total Due
Captain Phone		$8.00	S	M	L	XL	2XL	3XL	4XL		Heather Navy (4XL will not be heather) Heather Orange (4XL will not be heather)	
Name Phone		$8.00	S	M	L	XL	2XL	3XL	4XL		Heather Navy (4XL will not be heather) Heather Orange (4XL will not be heather)	
Name Phone		$8.00	S	M	L	XL	2XL	3XL	4XL		Heather Navy (4XL will not be heather) Heather Orange (4XL will not be heather)	
Name Phone		$8.00	S	M	L	XL	2XL	3XL	4XL		Heather Navy (4XL will not be heather) Heather Orange (4XL will not be heather)	
Name Phone		$8.00	S	M	L	XL	2XL	3XL	4XL		Heather Navy (4XL will not be heather) Heather Orange (4XL will not be heather)	
Name Phone		$8.00	S	M	L	XL	2XL	3XL	4XL		Heather Navy (4XL will not be heather) Heather Orange (4XL will not be heather)	
		$48.00	T-Shirt Total ➜								Team Total Fees & T-Shirts ➜	

To complete team registration, return this form with payment of registration fees and t-shirt fees (optional) to: Butler County Extension Office - 206 N. Griffith - El Dorado - 67042 Please make checks payable to: **Butler County Extension Office**

For Office Use Only:	Person Paying:	Check/Cash:	Date Rec'd:	Rec'd By:

2019 Walk Kansas T-Shirts - (Optional)
T-Shirt Colors are Heather Navy and Heather Orange

Collect t-shirt order forms and money from each of your team members who is interested in ordering a t-shirt. (t-shirt orders are optional)
Cost of each t-shirt is $10.00 (tax included). If using check, make payable to: Butler County Extension

Sizes Available / Prices

All T-Shirts cost $10.00 per shirt
(includes sales tax)

Small
Medium
Large
XLarge
2XLarge
3XLarge
4XLarge

Heather Navy
4XL – Plain Navy

These shirts are a softer, lighter weight shirt. If you are trying to decide on a size, you may want to go up in size as the cut is just slightly smaller (mainly in the arm) and the shirt is softer and drapes differently.

Material is a blend – 65% polyester; 35% cotton.
4XL shirt will be a solid color, not heather.

T-Shirts of all sizes are available for $10.00 per t-shirt
(includes sales tax).

Heather Orange
4XL – Plain Orange

K-STATE Research and Extension | Walk Kansas

Individual Registration Form – 2019

Please complete and return to your local K-State Research and Extension office.

Name _____

Mailing Address _____

City _____ Zip Code _____ County/District _____

Email _____ Phone _____ Gender ☐ Male ☐ Female

Team Captain _____ Team Name _____

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.

K-STATE Research and Extension | Walk Kansas

Team Captain's Log

Team Captain's Name _____

Team Name _____

Directions:

- Collect individual registration forms and fees from each member (include yourself). Submit forms/fees by Thursday, March 14, 4:00 p.m. to County Extension Office.
- At end of each week, record team members' total weekly activity minutes and fruit/vegetable amounts.
- On Monday of each week, report team totals to the Extension Office or enter information to your Team on www.walkkansasonline.org
- Encourage team members to view their team progress and other resources at www.walkkansasonline.org
- Ask team members if they are receiving a weekly Walk Kansas newsletter.

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

Barbara Roths, RD/LD
206 N. Griffith, Ste A, El Dorado, KS 67042
316.321.9660 broths@ksu.edu www.butler.ksu.edu

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.

	Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Week 8	
Teammates	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.																
Total Minutes																
Total Fruits and Vegetables																

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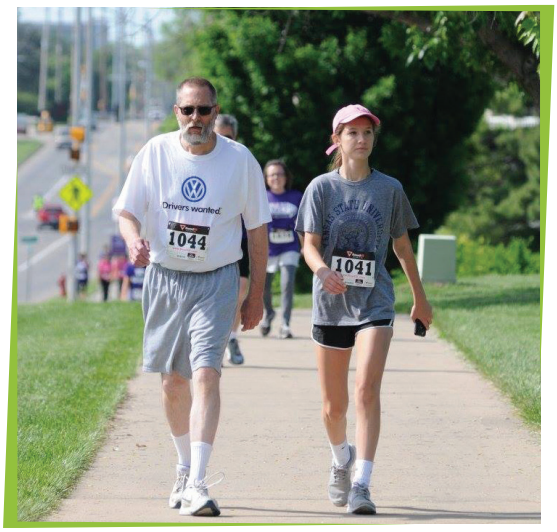
CELEBRATE HEALTHY LIVING

K-STATE Research and Extension

Walk Kansas

Activity Guide

Want to feel better and have more energy?



Maybe you need to blow off some steam from a stressful day or need to get better sleep. Regular exercise can help you achieve this and more. The health benefits from regular exercise and physical activity are hard to ignore, and they are available to everyone, regardless of age, sex, or physical ability. Another fantastic thing about exercise — it's fun!

Walk Kansas is based on *Physical Activity Guidelines for Americans*, which recommend a minimum of 150 minutes of moderate exercise per week OR 75 minutes of vigorous exercise/week, and strengthening exercises at least 2 days per week. Walk Kansas also promotes a warm-up and cool-down time and stretching to improve flexibility.

Make sure it is safe for you to exercise

Before you begin Walk Kansas, or any exercise program, it is important to make sure it is safe for you to exercise. This PAR-Q (Physical Activity Readiness Questionnaire) can help you decide if you are ready or if you might need to check with your physician first. Answer yes or no to the following questions:

1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
2. Do you feel pain in your chest when you do physical activity?
3. In the past month, have you had chest pain when you were not doing physical activity?
4. Do you lose your balance because of dizziness or do you ever lose consciousness?
5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
6. Is your doctor currently prescribing medications for your blood pressure or heart condition?
7. Do you know of any other reason why you should not do physical activity?

If you answered yes to one or more of these questions, are older than age 40, and have been inactive or are concerned about your health, check with your physician before taking a fitness test or participating in Walk Kansas.

Measure your fitness

Almost everyone that increases their physical activity will benefit by improved fitness. You may notice that you don't get out of breath as easily when you climb the stairs or that picking something up from the floor is easier. While a pre/post fitness test is not required, you may want to know just how much you improve over the 8 weeks of Walk Kansas. These tests are relatively easy to do. You can do the walking test by yourself and the flexibility tests will require another person to do some measuring.

Rockport Fitness Walking Test

This is one of the best ways to determine your cardiorespiratory fitness, which is the ability of the heart and lungs to supply fuel and oxygen during sustained physical activity. The test determines your fitness level by estimating your VO2Max, which is your maximum possible oxygen consumption.

To do this 1-mile walking test, you will need: a scale to determine your weight, a stopwatch or cell phone to time the test, a 1-mile measured course, and a way to measure your heart rate (take your pulse).

First, find a 1-mile course. For most high-school tracks, this is 4 laps around the innermost lane. You can also measure out 1 mile on a road or street. Have your phone or stopwatch ready and follow these instructions.

1. Warm up at a gentle pace for at least 5 minutes.
2. Walk 1 mile as fast as you can and time how long it takes.
3. Record your time to walk 1 mile.
4. Take your heart rate immediately at the end of your 1-mile walk. You can use a heart rate monitor or app, or take your pulse for 15 seconds and multiply this number by 4. (See directions for taking pulse on page 4.)
5. Enter this data into the calculator linked below. This will determine your VO2Max and compare it to standards for your gender and age group. *http://knightsofknee.com/calculators/FitnessTestCalc.htm*

If you do not have access to the Internet, contact your local K-State Research and Extension office for calculation instructions.

Please know that this is not a test you can cram for because fitness doesn't improve overnight. Don't be discouraged if your score is low. The most important thing is that you improve your score over time. We would expect your score to improve after the 8 weeks of Walk Kansas, provided you walk or exercise regularly and that you increase the length and intensity of your walking over time.

My Fitness Test Numbers

Before Walk Kansas:

Walking test

Time for 1-mile walk _____

Heart rate immediately after walk _____

Rockport results:

My Fitness Level _____

My Fitness Rating _____

Flexibility Tests

Back Scratch: Right _____ Left _____

Hamstring: Right _____Left _____

After Walk Kansas:

Walking test

Time for 1-mile walk _____

Heart rate immediately after walk _____

Rockport results:

My Fitness Level _____

My Fitness Rating _____

Flexibility Tests

Back Scratch: Right _____Left _____

Hamstring: Right _____Left _____

Flexibility Tests

Flexibility is somewhat hard to measure. These two tests are some of the best ways to determine if your flexibility improves over time. You will need a partner to complete these and have a ruler handy.

Back Scratch Test to determine upper body flexibility. Stand and place your right hand over your right shoulder, palm down and fingers extended. Place your other arm around the back of your waist with palm up, reaching as far as possible and trying to touch or overlap extended middle fingers of both hands. Have your partner measure to the closest quarter inch. Use the diagram below as a guide and record your results. Repeat on the other side.

– minus

0 zero

\+ plus

Chair Sit-and-Reach Test to determine lower body (hamstring) flexibility. Sit on the edge of a chair, one leg bent and slightly off to one side, foot flat on the floor. Extend your other leg as straight as possible, heel placed on the floor and foot flexed to 90 degrees. With arms outstretched, hands overlapping and middle fingers even, slowly bend forward and reach as far as possible toward or past the toes. Use the diagram below as a guide and record your results. Repeat on the other side.

– minus

0 zero

\+ plus

Helpful Information

Walk Kansas:
www.walkkansas.org

Physical Activity Guidelines for Americans: *https://health.gov/paguidelines/guidelines/*

Strength Training
http://workshop.agrability.org/2011/Downloads/Vincent_07.pdf

http://www.walkkansas.org/activity/strength.html

"Don't just sit there!"
http://www.washingtonpost.com/wp-srv/special/health/sitting/Sitting.pdf

Flexibility and Stretching
https://www.uaex.edu/publications/PDF/FSFCS34.pdf

Source for flexibility tests: Stay Strong Stay Healthy Program and University of Missouri Extension
http://www.k-state.edu/staystrong/

Determine Heart Rate by Measuring Your Pulse

As soon as you stop moving your heart rate will slow, so it is important to check your pulse quickly after you complete the 1-mile walk. You can find your pulse at your neck (carotid artery) or wrist (radial artery). Here are the steps:

1. Have a timing device ready, one that shows seconds. You can use a clock or timer with a second hand or use the stopwatch mode on your smartphone.
2. Use two fingers (not your thumb). It is often easiest to find your pulse in the carotid arteries, located either side of your windpipe. Check just beneath your jaw, next to your windpipe.
3. Once you locate your pulse, press lightly and count your pulse for 15 seconds. Multiply this number by 4. Ex: 20 beats for 15 seconds = 80 beats per minute.

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Walk Kansas

Butler County Extension
206 N. Griffith Ste A
El Dorado, KS 67042
316.321.9660

Ready for Walk Kansas!

Physicians say that if walking were a pill, it would be the most widely prescribed medication. The reason we promote walking is that almost anyone can do it and it is good for your heart. Other types of exercise are beneficial as well, so you can be assured that other types of activity also count toward Walk Kansas minutes!

Physical activity versus exercise — there is a difference. Physical activity is anything that gets a person moving, such as walking to the mailbox. Exercise is moving at a pace that increases your heart rate, such as walking around the block. Walk Kansas promotes both physical activity and exercise. It is also important to move throughout your day, and especially important that you move — at least stand — for several minutes every waking hour.

What counts toward Walk Kansas minutes?

The Walk Kansas program is based on the Physical Activity Guidelines, which promote moderate and vigorous intensity activities. Here are the types of activity you can report as Walk Kansas minutes.

- Moderate exercise/activity — at a level where you can carry on a conversation, but not sing. Report actual minutes of activity. Activities could include: walking briskly, water exercise, bicycling slower than 10 miles/hour, tennis (doubles), ballroom dancing, general gardening.
- Vigorous exercise/activity — at a level where you can talk but not have a conversation. **You can double the actual minutes you perform vigorous activity and report that number.** Vigorous activities could include: racewalking, jogging or running, swimming laps, tennis (singles), aerobic dancing, bicycling 10 miles/hour or faster, jumping rope, heavy gardening, hiking uphill or with a heavy backpack.
- Combination of moderate and vigorous — where you add short bursts of vigorous activity or intervals. Example: Add several 30-second bursts of running or fast walking to your moderate walking pace. Report actual minutes of activity.
- Strengthening exercises — report actual minutes.

If you wear an activity tracker (wrist tracker or pedometer), you can start counting steps after you reach 6,000 steps in a day. Report 15 minutes of activity for every 2,000 steps you take above 6,000.*

**Research tells us that most people will not get more than 6,000 steps in their average day. To be consistent with Walk Kansas goals, we ask you to count only the steps that are above this amount.*

For more explanation about moderate/vigorous activities and using the "talk"test watch this video.

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