



March 28 – May 22, 2021

Guide for Captains 20201

Walk Kansas is back!

It's time for Walk Kansas! K-State Research and Extension (KSRE) has been offering this health initiative since 2001.

Online registration www.walkkansasonline.org is available March 8 through March 28, and information about Walk Kansas and healthful living is available at www.walkkansas.org.

Paper packets can be downloaded at www.butler.ksu.edu OR picked up at the Butler County Extension Office. Call ahead and we will have the forms printed and ready to go – 316.321.9660. Here is a step-by-step guide that covers options for registering your team, followed by general program information.

Register online:

- Before you register, recruit 5 team members. You will need their email address, or mailing address if they do not have email. 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.

You will need to make these payments with cash, check, by stopping by the Butler County Extension Office or by sending a check to the office.

Check payable to: Butler County Extension.

Or you can use your credit card through PayPal.

- 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! (Note link to help you locate all KSRE offices in Kansas.)
- 3) Select the county or district where you will participate. **Note:** Team members can be from anywhere but must participate in the same county.
- 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 5 people. ENTER NAMES SPELLED CORRECTLY. ENTER EMAIL ADDRESSES CORRECTLY. Then confirm your team.

Important dates:

March 26 – Registration closes

March 28 – Go! Log exercise minutes and cups of fruits/vegetables

May 22 – Walk Kansas ends. Celebrate with your team!

Extension Offices will NOT be handling t-shirts/apparel orders this year. If you are interested in ordering these items on your own, go to: <http://shopwalkkansas.com/>

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

9) Complete the next page by giving your consent to participate. You must consent and choose from the authorization statements to continue. **Note: Each teammate that you entered 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. Inform your team members that they will receive an “invite” through email. Team members can live anywhere. HOWEVER, WHEN THEY REGISTER THEY MUST CHOOSE BUTLER COUNTY, OR WE WILL BE LOOKING ALL OVER THE STATE OF KANSAS FOR THEM!!**

10) If you have any state of Kansas employees on your team, who are working to earn Health Quest credit, the participation fee is waived. These employees can earn 4 HQ credits. AND if you have any youth who are on your team, the fee is waived for them also. You will need to request a discount code from your local office, or from sharolyn@ksu.edu, to apply at checkout.

11) Order summary -- “Pay with Check.” Pay with PayPal/Credit Card. Must be received in the Butler County Extension Office. Address will appear on screen.

12) Congratulations – you are registered for Walk Kansas! Please contact Barbara Roths, Butler County Extension Agent, if you have further questions. 316.321.9660 or broths@ksu.edu

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, 206 N. Griffith, El Dorado, KS 67042
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 registration forms, program fees. Return forms and payment to the Extension Office by March 26. **Registration is not complete until all forms are collected and fees are paid.**

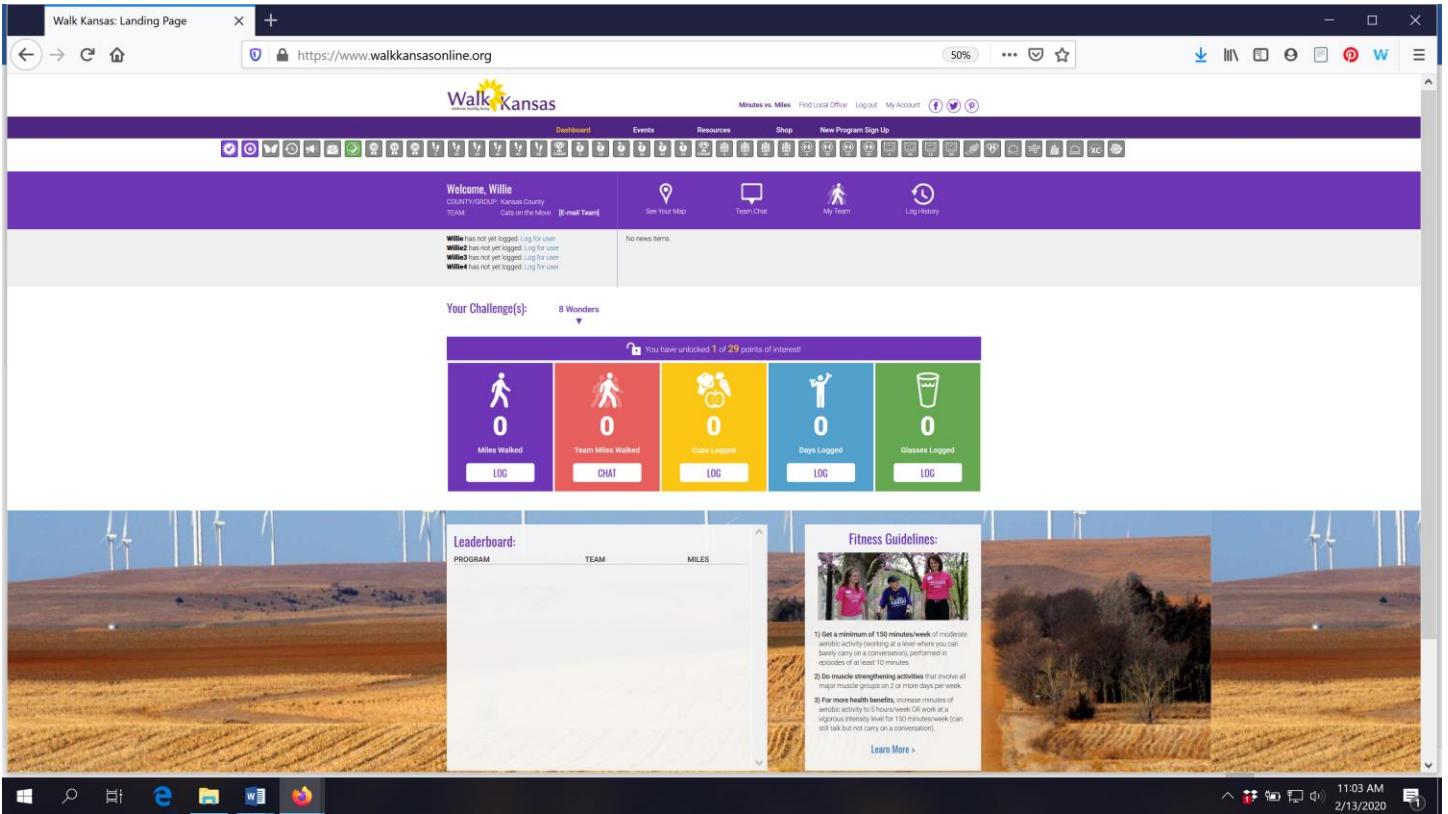
Reminder:

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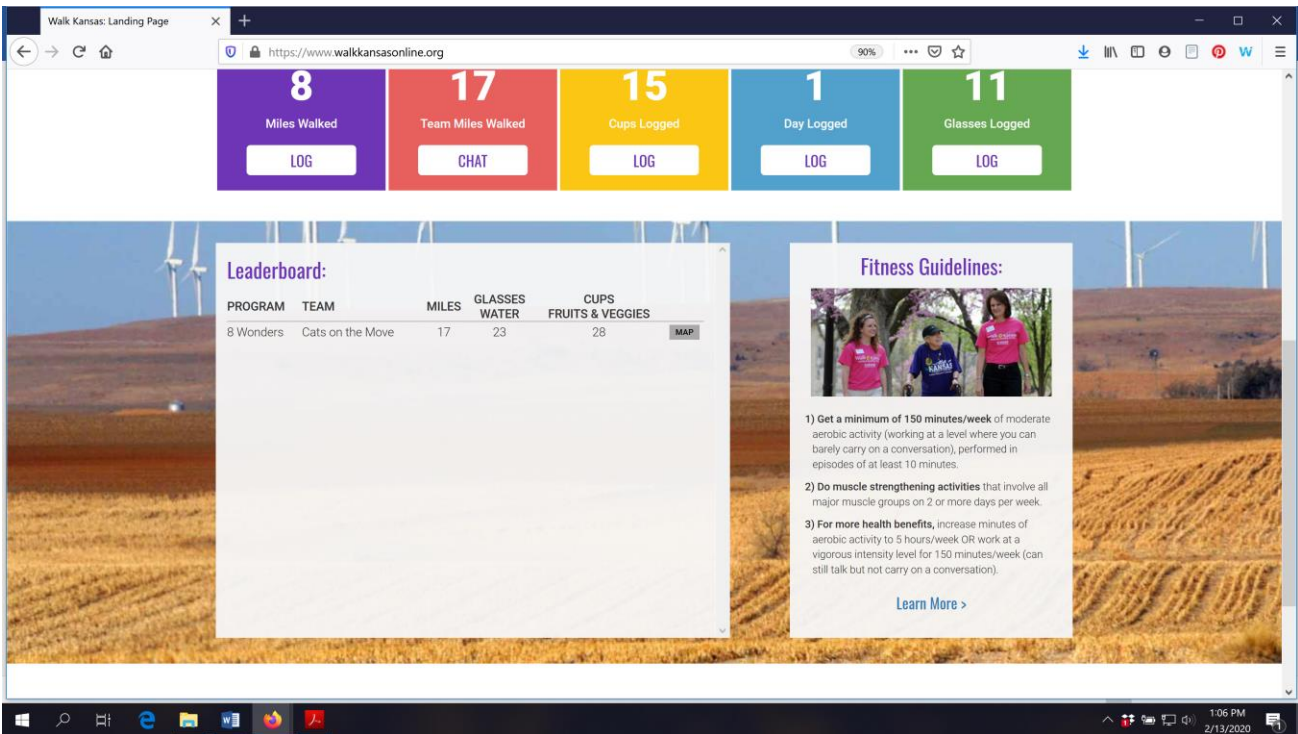
Ready to go!

Reporting/logging online:

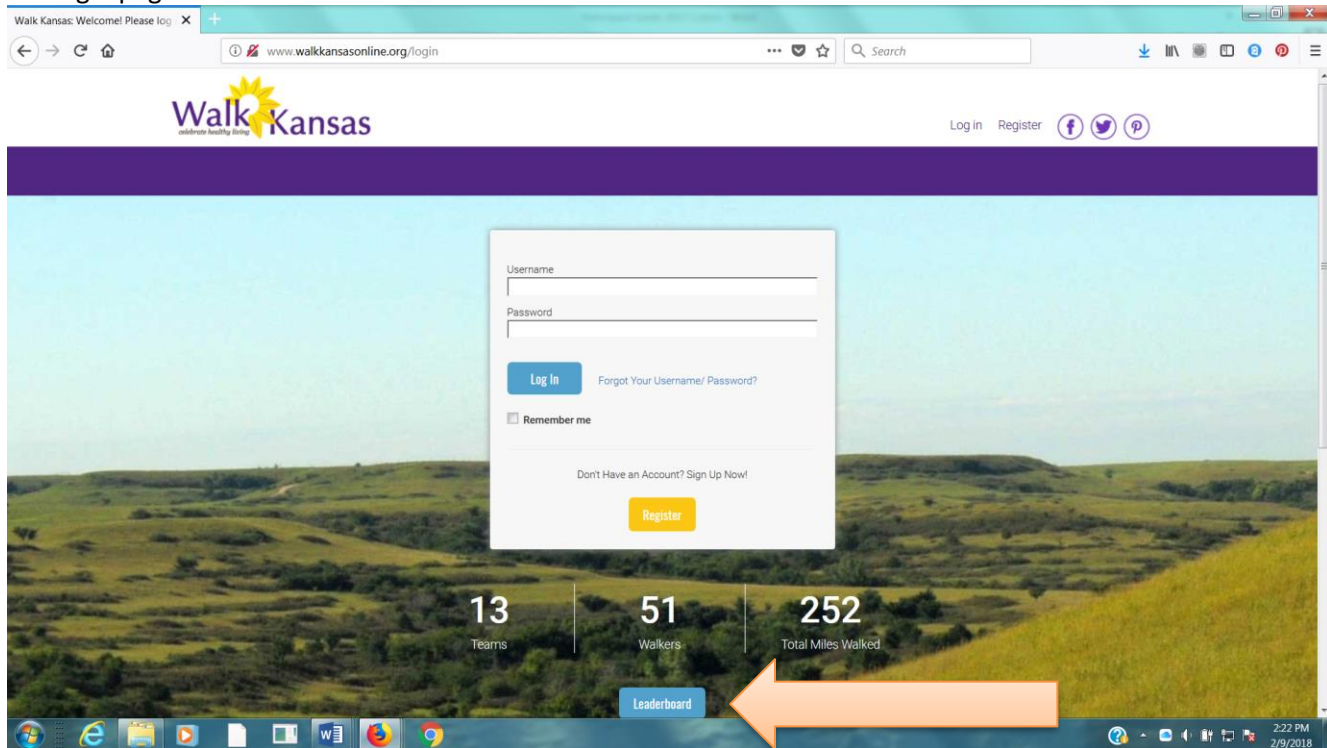
Once your team is “ready” (everyone has added user information, consented and all fees are paid) you will see a screen like this when you log in. Encourage your team to use “team chat” to communicate and to load photos. You will record your personal exercise minutes, fruits/veg here and you can also 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. ***NOTE: The colorful boxes where you log minutes, etc. will not appear in your dashboard until your team is “ready” – all fees have been paid and all participants have completed the consent form. You will not be able to start logging until March 28, the first day of Walk Kansas.***



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. Scroll down a bit further and you will see a “Leaderboard” at the bottom. Here you can view how other teams in your county/district are doing. We are also on Facebook, so like *Kansas State University Walk Kansas* to stay in touch with other participants.



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 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)
- ▶ Plan a fun activity(s) your team can do together during the 8 weeks of Walk Kansas.

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, including 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 in the Activity Guide.

While Walk Kansas is sometimes viewed as a (friendly) competition, reaching the goal your team has selected is the most important. Be 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!!

Walk Kansas app!! Available only in iOS format, for iPhone and iPad. You can log (but not register) through the app and use this to navigate other features of the online system. The app is free and it is available through the App Store. If you have a fitness tracker, data from your tracker should sync with the app. The only exception is if you have a Fitbit. You will need to download Fitbit to Apple Health Sync (\$5.99) from the App Store for this data transfer.

Using the Walk Kansas app:

- Before you use the app make sure your team is created online, that you have selected a challenge (from the 3 available), and make sure that logging is ready to go and that your team is ready. You may want to test this online first to make sure you can log minutes.
- When you open the app for the first time, you'll see a splash screen that tells you to login with the username and password you created on the WK website. When you close this screen you will see some login fields.
- After you login, the default screen should be the log activity screen ; click "new log" and have at it!
- To edit an existing log just click the row you want to edit. All data entered through the app will transfer to the web and vice versa.





Celebrate *healthy living*

Activity Guide

K-STATE
Research and Extension

Walk Kansas

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?

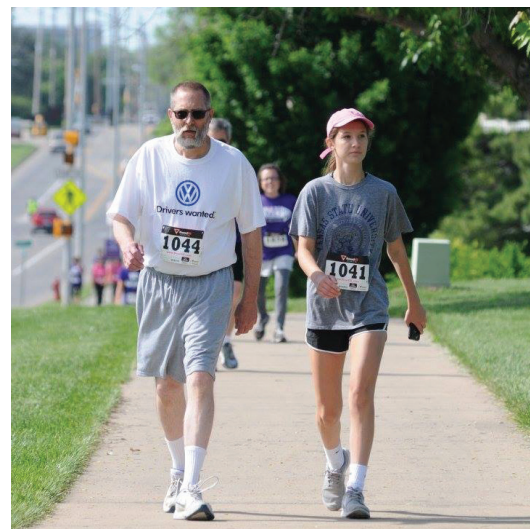
If you answered yes to one or more of these questions, are older than age 40, and have been inactive or are concerned about your health, check with your physician before taking a fitness test or participating in Walk Kansas.

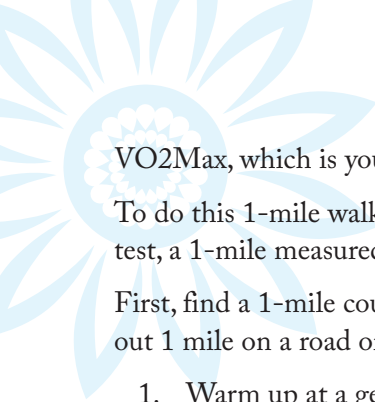
Measure your fitness

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://knightsoknee.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.

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.

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

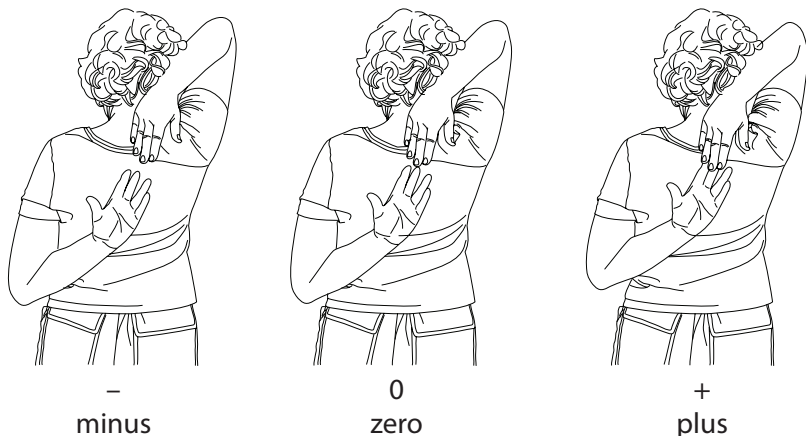
Back Scratch: Right _____ Left _____

Hamstring: Right _____ Left _____

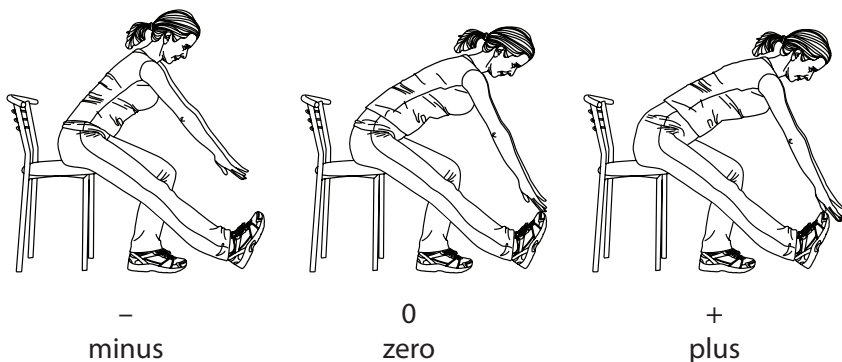
Helpful Information

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.

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.



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/>



We Have an App!

The Walk Kansas app is free and you can download it from the App Store. This is a pilot year so it is available only in iOS format for iPhone and iPad. Watch for the Android version in the future!

You cannot register through the app so wait until your account is set up online first. Then, you can access all of your information and log minutes, etc.

The Walk Kansas app will sync with fitness trackers. However, if you have a Fitbit you will need to download Fitbit to Apple Health Sync (\$5.99) for this data transfer.

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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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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K-STATE
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Walk Kansas

Daily Log

Captain's Name/Phone/Email _____

Directions: Each day, record your minutes of moderate/vigorous activity (and include minutes of strengthening exercises). Give yourself a (check) if you did strengthening exercises that day. Record cups of fruit/vegetables you eat and glasses or ounces of water you drink (this is optional). Every Sunday, report your weekly total of exercise minutes, cups of fruits/vegetables, and number of days you did strengthening exercises to your team captain.

Reminder: If you wear a activity tracker to count steps, you may start counting after you reach 6,000 that day. Report 15 minutes for each 2,000 steps (above the 6,000.)

		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	WEEKLYTOTAL
Week #1	Minutes								Min F/V
	Strengthening								
	Fruits & Vegetables								
	Water								
Week #2	Minutes								
	Strengthening								
	Fruits & Vegetables								
	Water								
Week #3	Minutes								
	Strengthening								
	Fruits & Vegetables								
	Water								
Week #4	Minutes								
	Strengthening								
	Fruits & Vegetables								
	Water								
Week #5	Minutes								
	Strengthening								
	Fruits & Vegetables								
	Water								
Week #6	Minutes								
	Strengthening								
	Fruits & Vegetables								
	Water								
Week #7	Minutes								
	Strengthening								
	Fruits & Vegetables								
	Water								
Week #8	Minutes								
	Strengthening								
	Fruits & Vegetables								
	Water								

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.



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K-STATE
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Walk Kansas

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.																
Total Minutes																
Total Fruits and Vegetables																

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Registration

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.

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Butler County Team Registration for Walk Kansas - 2021

Complete the form below, providing information for each team member as well as yourself (Captain). Return this Registration form, [Individual] Registration Forms completed by each team member, and fees to Extension Office to register your team by Friday, March 26, 4:00 p.m. The individual participant fee is \$10.00.

Please Note: If you are interested in WK Apparel, please order on your own at <http://shopwalkkansas.com/>

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 Email address	Participant Fee
Captain		\$10.00
Phone	Email address for newsletters:	
Name		\$10.00
Phone	Email address for newsletters:	
Name		\$10.00
Phone	Email address for newsletters:	
Name		\$10.00
Phone	Email address for newsletters:	
Name		\$10.00
Phone	Email address for newsletters:	
Name		\$10.00
Phone	Email address for newsletters:	
Name		\$10.00
Phone	Email address for newsletters:	
To complete team registration, return this form with payment of registration fees) to: Butler County Extension Office 206 N. Griffith El Dorado 67042 Make checks payable to: Butler County Extension		\$60.00