Thank you for volunteering to become a team leader for the “ConnectiFIT’s Spring Into Summer” walking program at the Department of Public Health. Your assistance will be very valuable throughout the duration of this program. Your responsibilities as a team leader are outlined below. If you have any questions or concerns, please feel free to contact Eugene Nichols at 509-7533, or email ConnectiFIT@po.state.ct.us

Participant Packages
- Online Packet
  - Encourage you team members to visit www.connectifit.uconn.edu for additional program information including:
    - Participant’s Guide
    - Walking Maps (Indoor and Outdoor)
    - Weekly Motivational Tips
    - Current Group Progress
    - Success Stories

If any of your team members do not have access to a computer or the internet, please let us know and we will be happy to provide them with hard copies of the walking program informational materials.
- Handout Packet
  - Please distribute a packet to each of your team members. Each packet should include:
    - Quick start guide (Encourage your team members to read this first!)
    - Consent/release form (blue)
      - Must be completed, signed, and returned at the May 10\textsuperscript{th} Kick-Off from 12:15-2:15 in A/B*
    - Pre-participation survey (yellow)
      - Must be completed and returned at the May 10\textsuperscript{th} Kick-Off from 12:15-2:15 in A/B*
    - 10 weekly walking logs

* Blood Pressure and Weight will be taken at the Kick-Off.
- Team Leader Packet
  - Your packet contains all of the information listed above, as well as a set of envelopes to return your team’s weekly log sheets to the ConnectiFIT mail stop at MS#11AVP

Collect Weekly Walking Logs
- You, as the team leader, will be responsible for collecting your team members’ walking logs on a weekly basis. These walking logs should be returned to the ConnectiFIT mail stop (MS#11AVP) each week; pre-addressed envelopes have been provided to you for each week’s log sheets. Simply drop the envelope with the completed logs in the mail each week. If we do not receive a participant’s log sheets of a member for two consecutive weeks we will assume that he or she is no longer participating. That person will then be removed from the program, unless prior communication has been made regarding vacations, etc. Each participant has been assigned an ID number; please keep these numbers confidential when collecting the log sheets.

Serve as a Liaison between team members and ConnectiFIT coordinators
- As a Team Leader, you will be in direct communication with the ConnectiFIT coordinators throughout the program. You will be responsible for relaying any information about the program that is distributed to your team members. In addition, you will communicate any changes in your team’s status (vacations, etc.) to ConnectiFIT.

Collect Pedometers at the end of the program
- Upon completion of “ConnectiFIT’s Spring Into Summer”, you will be responsible for collecting and returning your team’s pedometers and post-survey questionnaire.

Please encourage your team to bring the consent form and pre-survey to the May 10\textsuperscript{th} Kick-off. Anybody who has not returned both of these forms will not be able to get a pedometer or be registered for the program.

As a thank-you for your support and commitment to this program, you will receive an incentive at the end of “ConnectiFIT’s Spring Into Summer”.