

*“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.” (1Cor. 6:19-20)*

*fine fit  
+  
fabulous*

A purpose driven spirituality,  
nutrition and fitness program

Evaluation Coordinator’s Guide



Making Health Equality a Reality

## Orientation Agenda

- I. Greet participants
  - a. Ask each participant to sign in on the *Fine, Fit and Fabulous Participant Contact Information* sheet.
  - b. Ask each participant to begin filling out a **disclaimer, health questionnaire and the nutrition pre-test** while waiting for the program to start.
  
- II. Opening Prayer
  
- III. Welcome
  - a. Introductions
  - b. Overview of program
    - i. What is *Fine, Fit and Fabulous* all about?
    - ii. Weeks 1-12
      1. Discuss structure of weekly sessions
      2. Stress importance of punctuality
      3. Stress importance of evaluation
      4. Stress importance of completing homework
  
- IV. Orientation Tasks
  - a. Discuss following forms:
    - i. Disclaimer
    - ii. Health, Fitness and Medical Questionnaire
    - iii. Nutrition Pre-test
  - b. Allow time for each participant to complete above forms.
    - i. Program Leader and Health Coordinator should aid participants in completing forms (as needed) but should not provide answers to pre-test questions.
    - ii. Ask participants to submit forms to Program Evaluation Coordinator.
    - iii. Once each participant submits his/her form, Program Evaluation Coordinator should distribute one Participant Guide to each participant.
  - c. Discuss the following:
    - i. Action Plan and Contract
    - ii. Goal Planning Worksheet (for participants' use – do not need to hand in)
    - iii. Weigh-ins
      1. Stress importance of completing these forms for program evaluation
      2. Note that although some participants may not have a weight loss goal, ALL participants need to be weighed regularly (every three weeks).
      3. All weights and personal information will be kept confidential.

- d. Ask participants to choose a buddy in the group (assign groups of three if needed).
  - e. Allow time for each participant to complete the Action Plan and Contract (if time is limited, ask all participants to bring a completed Action Plan to the next session). Suggest that everyone complete the Goal Planning Worksheet at home.
    - i. Ask each participant to submit his/her Action Plan and Contract to the Program Evaluation Coordinator. **Inform participants that the Action Plan and Contract will be returned to them at the next session** (Program Evaluation Coordinator should make copies of all forms for program records/files).
    - ii. **Program Evaluation Coordinator should then weigh each participant and record data on *Fine, Fit and Fabulous Participant Weight Log* sheet.**
  - f. Once each participant has completed and submitted the following three forms (1) Disclaimer, 2) Health, Fitness and Medical Questionnaire, 3) Action Plan and signed Contract AND has been weighed, distribute the following fitness supplies to each participant:
    1. Fine, Fit and Fabulous t-shirt (1)
    2. Fine, Fit and Fabulous wrist sweat bands (2)
    3. Yoga mat (1)
    4. Pedometer (1)
  - g. Review schedule of upcoming sessions
  - h. Address questions
- V. Closing Prayer – “A Prayer For Power”

## ***Fine, Fit and Fabulous***

### Orientation Check List

**You will need to collect the following forms and information from each participant during orientation. Bring extra copies of each form, just in case!**

- Participant contact information (use *FFF Participant Contact Information Form*)
- Disclaimer Form
- Health, Fitness and Medical History Questionnaire
- Action Plan and Contract – to be returned to participants at the next session
- Nutrition Pre Test
- Base-line weight (use *FFF Participant Weight Log* and Form Tracker)

### **Tasks to complete before next session:**

- Make copies of the following:
  - Completed Health, Fitness and Medical History Questionnaires (2 copies)
    - Send original copy to REACH project coordinator
    - Keep 1 copy for your files
    - 1 copy for Fitness Instructor
  - Signed Disclaimer Forms
    - Send original copy to REACH project coordinator
    - Keep 1 copy for your files
  - Completed Action Plans and Contracts (return originals to participants)
    - Keep 1 copy for your files
    - Return original to participant
  - Completed Nutrition Pre-Tests (2 copies – return originals to participants)
    - 1 copy for REACH project coordinator
    - Keep 1 copy for your files
    - Return original to participant
- Send originals/copies of completed Health, Fitness and Medical Questionnaires, signed Disclaimer Forms, AND completed Nutrition Pre-Tests to the REACH project coordinator:

**Attn: Carlos Devia  
Institute for Family Health  
16 E 16<sup>th</sup> Street, 6<sup>th</sup> Floor  
New York, NY 10003**

- Create a master document listing all participants and the following information:
  - Nutrition and fitness goals for each participant
  - Nutrition pre-tests results for each participant
  - Base-line weight (with date of weight) of each participant
  - Attendance at each FFF session

**Please email this document to the REACH project coordinator:  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)**



# *Fine, Fit and Fabulous!*

## Contact Information Sheet

*Location* \_\_\_\_\_

*Program Dates* \_\_\_\_\_

<b>First Name:</b>  <b>Last Name:</b>	<b>Mailing Address:</b>  <b>Email Address:</b>	<b>Daytime Phone:</b>  <b>Evening Phone:</b>  <b>Cell Phone:</b>
<b>First Name:</b>  <b>Last Name:</b>	<b>Mailing Address:</b>  <b>Email Address:</b>	<b>Daytime Phone:</b>  <b>Evening Phone:</b>  <b>Cell Phone:</b>
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**DISCLAIMER**

I agree and understand that the *Fine, Fit and Fabulous* program, sponsored by Bronx Health REACH, will not diagnose or attempt to cure any diseases.

I further understand that I should continue under the care of my physician and will continue any medications as ordered by my doctor while participating in the *Fine, Fit and Fabulous* program.

I acknowledge that my participation in the *Fine, Fit and Fabulous* program is voluntary and I accept full responsibility for the management of my own health care.

I acknowledge that I am in good health and I have consulted with my doctor regarding my participation in *Fine, Fit and Fabulous*. I will continue to be monitored by my doctor for the duration of this program.

I ACKNOWLEDGE THAT THE *FINE, FIT AND FABULOUS* PROGRAM IS NOT A MEDICAL DIAGNOSIS OR SUBSTITUTE FOR MEDICATION OR MEDICAL ADVICE. IT IS A PROGRAM FOR NUTRITION AND FITNESS AWARENESS, WITH LIGHT TO MODERATE EXERCISE.

I further agree that neither the *Fine, Fit and Fabulous* program, nor any of its instructors are responsible for my health care or any injury that I may sustain during the fitness portion of the program. I agree to hold harmless the Institute for Family Health and the hosting organization/facility, \_\_\_\_\_.

I further understand that my acceptance and continuation in the *Fine, Fit and Fabulous* program is conditional upon my written acceptance of the conditions set forth. If at any time the program learns that I fail to abide by the above conditions, my participation in the program may be terminated.

I have read the above and agree to abide by these conditions and of participation.

Participant name \_\_\_\_\_

Date \_\_\_\_\_

Acknowledged and accepted by:

Instructor \_\_\_\_\_

Date \_\_\_\_\_

# Personal Health, Fitness and Medical History Questionnaire

(All information will be kept confidential)

Name \_\_\_\_\_ Age \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Doctor's name \_\_\_\_\_ Doctor's phone \_\_\_\_\_

Date of last physical examination \_\_\_\_\_

How tall are you? (Ex: 5' 4" = five feet and four inches tall) \_\_\_\_\_

What is your current weight? (If you're not sure, just guess) \_\_\_\_\_

Do you think you are overweight? Yes \_\_\_ No \_\_\_

If you answered yes, by how much are you overweight? \_\_\_\_\_

Have you been diagnosed with diabetes? Yes \_\_\_ No \_\_\_

Has anyone in your family been diagnosed with diabetes? Yes \_\_\_ No \_\_\_

If you answered yes, what is their relation to you (brother, mother, uncle, daughter, etc.)?  
\_\_\_\_\_

Do you have any known heart problems (heart disease, previous heart attack, excess plaque in your arteries, abnormal ECG, etc.)? Yes \_\_\_ No \_\_\_

If you answered yes, please describe \_\_\_\_\_

Has your doctor ever told you your cholesterol level was too high? Yes \_\_\_ No \_\_\_

Has your doctor ever told you your blood pressure was too high? Yes \_\_\_ No \_\_\_

Has your doctor ever told you your blood pressure was too low? Yes \_\_\_ No \_\_\_

Do you have any injuries or orthopedic problems (bad back, bad knees, tendonitis, bursitis, etc.)? Yes \_\_\_ No \_\_\_

If you answered yes, please describe \_\_\_\_\_

Are you taking any prescribed medications or dietary supplements? Yes \_\_\_ No \_\_\_

If you answered yes, which ones? \_\_\_\_\_

Are you pregnant or postpartum less than six weeks? Yes \_\_\_ No \_\_\_

Have you ever given birth to a baby weighing more than 9 pounds at birth? Yes \_\_\_ No \_\_\_

Do you have any other medical conditions or problems not previously mentioned? Yes \_\_\_ No \_\_\_

If you answered yes, please describe \_\_\_\_\_

How much exercise do you get during a typical day? None to very little \_\_\_\_\_ Moderate to a lot \_\_\_\_\_

Describe your current exercise program \_\_\_\_\_



## Answers to Nutrition Pre-Test

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Church: \_\_\_\_\_

1. Some benefits of healthy eating include:  
(you may circle more than one answer)
  - A. Healthier cholesterol levels
  - B. Excessive weight gain
  - C. Increased risk of developing diabetes and other diseases
  - D. Decreased risk of developing diabetes and other diseases
  
2. In general, benefits of regular physical activity include:  
(you may circle more than one answer)
  - A. Poor circulation
  - B. Healthier cholesterol levels
  - C. Better weight management
  - D. Better stress management
  
3. It is good to eat a variety of foods from each food group because:  
(you may circle more than one answer)
  - A. You are more likely to enjoy your food.
  - B. It may help you control your weight.
  - C. You are less likely to consume the nutrients needed for a healthy, balanced diet.
  - D. You are more likely to consume the nutrients needed for a healthy, balanced diet.
  
4. A diet that is high in fat, cholesterol, salt and sugar may lead to health problems, including:  
(you may circle more than one answer)
  - A. Heart disease
  - B. Diabetes
  - C. Excessive weight gain
  - D. Better muscle tone

5. In general, fast food contains a lot of:  
(you may choose more than one answer)
- A. Fiber
  - B. Fat and cholesterol
  - C. Sodium
  - D. Calories
- E. One serving of meat (3ounces) is similar to the size of:
- A. Your entire dinner plate
  - B. A deck of cards
  - C. A computer keyboard
  - D. A football
7. Two servings of cooked pasta (1 cup) is similar to the size of:
- A. The bowl you want to put it in
  - B. Four stacked dice
  - C. Your fist
  - D. The tip of your thumb
8. According to the “Plate Method” a healthy plate might consist of:
- A. Mostly meat and pasta with a small amount of vegetables
  - B. Whatever is leftover from the night before
  - C. Four servings of one type of food
  - D. Mostly vegetables with sensible portions of meat and pasta
9. Eating a variety of fruits and vegetables every day is an important part of a healthy diet because:  
(you may choose more than one answer)
- A. They are generally low in fat and calories
  - B. They contain important nutrients such as fiber, vitamins and minerals
  - C. They are generally high in fat and calories and low in vitamins and minerals
  - D. They contain special substances that may help protect against many diseases including heart disease and some cancers
10. The recommended number of servings of fruits and vegetables per day for adults is:
- A. 1-3
  - B. 2-4
  - C. 5-9
  - D. 10-12

# PROGRAM OUTLINE

The *Fine, Fit and Fabulous* program began at Believer's Christian Fellowship under the leadership of the Pastor, Rev. Dr. Suzan D. Johnson Cook, and the guidance of Loyce Godfrey. The *Fine, Fit and Fabulous* program grew out of Rev. Cook's desire for healthier congregants. After much planning and research, Loyce and some of her fellow congregants, developed a ministry centered on health and fitness. The program is twelve weeks long with a different spirituality and nutrition/health theme each session and a fitness component each week.

- Orientation: **Introduction to *Fine, Fit and Fabulous***
- Week 1: **The Food, God and Health Connection**  
Solomon said, *"Where there is no guidance, the people fall"* (Proverbs 11:14)
- Week 2: **The Basics of Healthy Eating & Making Lifestyle Changes**
- Week 3: **Making Lifestyle Changes (continued from week 2)**
- Week 4: **Purpose Driven Reasons for Wanting to be *Fine, Fit and Fabulous***  
*"For everything comes from God alone, everything lives by his power, and everything is for his glory"* (Romans 11:36)
- Week 5: **Dietary Guidelines for Americans – Feeding God's flock**
- Week 6: **Self-Indulgence and Gluttony are Sins – Are you sinning?**  
*"Jeshurun grew fat and kicked: filed with food, he became heavy and sleek. He abandoned the God who made him and rejected the Rock his Savior."* (Deut 23:15)
- Week 7: **Fast Food and Over-Eating – Forget McDonald's, make God's presence your comfort food!**
- Week 8: **Self-Discipline, Moderation, and Self-Control – Is that your stomach growling or your soul?**  
*"Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever."* (1 Corinthians 9:25)
- Week 9: **5–A–Day The Color Way! God's Health Rainbow**
- Week 10: **Honor God by Taking Care of Your Temple – Is the Holy Spirit at home in your body?**  
*"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body."* (1 Corinthians 6:19-20)
- Week 11: **Using God's Strength to Live a Healthier Life – Trading in "fat and happy" for "fit and healthy"**  
*"I can do all things through Christ who strengthens me."* (Philippians 4:13)
- Week 12: **TBA**

# PARTICIPANT'S GUIDE

*Fine, Fit and Fabulous* is a self-directed fitness and spiritual program. Success in the program relies upon your desire to improve your physical and spiritual body. As a participant, you will be asked to make several evaluations about yourself, including your readiness, interests, and goals relating to exercise and nutrition. These assessments will help you make your own individualized program.

The most important aspects of this program are:

1. Buddy and/or group participation for increased discipline, motivation, and inspiration.
2. Weekly meetings with prayer and discussion about spirituality, fitness and nutrition.

Participants will meet for structured 2 ½ hour sessions, every week for twelve weeks. One hour is devoted to group discussion, one hour to exercise/fitness instruction and ½ hour to addressing participants' goals, weekly food and fitness logs, weigh-ins, etc. Each session will have either a spiritual or nutrition theme –which guides discussion and activities. The focus of the last session is open to allow for flexibility in the program. Together, participants and the program leader should decide how to structure the final session. Previous groups have decided to celebrate their successes in the final week with a recognition ceremony or graduation event. Others used the last week as a “make-up” session for those participants who missed a discussion or for those who wanted to re-visit a particular topic. Each week you will have time to talk about successes and struggles in working toward your nutrition and fitness goals as well. The weekly meetings are a way for everyone in your congregation to get together and learn from each other in an open and supportive environment.

Another key piece of the program is the development of an action plan and a contract to be signed by you and your buddy or group. The action plan and contract will allow you to use evaluations about yourself to make an individualized plan. The format of the action plan has been designed to support your work with a buddy or group. Talking with others can help you better understand different perspectives and the successes that others have had. The guide to creating an action plan includes discussion questions that will help you and your buddy or group think about where you are and where you want to be.

Working with your group or buddy will provide you with the support that you need. Make sure to exchange contact information and sign the *Fine, Fit and Fabulous* contract. Successful individuals in this program have contact with each other every day. Whether it's a quick email or a short phone call, make sure that your buddy or group remains motivated. In exchange, they will do the same for you! Also, try to meet up as often as you can for group activities; go for a walk in the park, swim at the community pool, or try that new exercise tape that you bought. Be sure to exchange thoughtful tips, hints, and recipes. If you are technologically savvy, start an email group and email thoughtful scriptures, articles, and exercise routines.

Because the program is about your interests, feel free to participate in the activities that you think will help you succeed. Make sure that you and your group/buddy have similar interests. Focus on activities that you and your buddy enjoy. Having someone to rely on will help you when you need inspiration or motivation. You will be more likely to reach your goals when you have the support that you need.

Having a buddy will also help you be more accountable to your goals. By holding each other accountable to your goals, everyone will be more likely to succeed. When starting off, it may help to have one or at most two goals. Make sure that these goals are realistic and within your reach. If you have a big goal to reach, such as running a marathon, perhaps you can start off with smaller goals. For example, you may want to think about first walking 20 blocks, then a mile and before you know it, you'll be running the marathon! Most of all, remember that discipline is required for your spiritual and physical growth.

Together, the Program Leader, Fitness Instructor, Evaluation Coordinator, you and your buddy, will use several tools to track progress toward reaching your goals.

### **1. Personal Health, Fitness and Medical History Questionnaire**

At the beginning of the program you will be asked to complete a questionnaire designed to capture general health status information. This provides background and baseline information for evaluation of the program and aids the instructors in helping you set appropriate nutrition and fitness goals.

### **2. Nutrition Pre/Post Tests**

You will be asked to complete a nutrition pre-test at the beginning of the program, as well as shorter quizzes at the end of each nutrition-related session. This way we can track knowledge gain and progress toward your goals over the twelve week period.

### **3. Action Plan**

The first step in the 12-week program is to create an action plan. The action plan includes goals that are developed with your buddy or group and a contract signed by each of you. Be sure to include goals for being spiritually, nutritionally and physically fit. When writing down your goals, think about reasonable commitments that are within your reach.

A guide for developing your action plan is included in this packet. The guide offers discussion points and activities that you can complete with your buddy/group to help you think about what kind of fitness and nutrition goals you want to reach.

### **4. Goal Planning Worksheet**

Use this worksheet to think more about the short and long-term spiritual, nutrition and fitness goals you include in your action plan, the steps you will take to achieve these goals, how you will overcome challenges you might encounter, and the way you and your buddy/group will celebrate once you have successfully completed the program! You should include specific steps that you will take to accomplish your goals. For example, “I will read selected passages from the Bible, consume at least one serving of vegetables at dinner, and walk at least 30 minutes every day.”

### **5. Weigh-ins**

Some *Fine, Fit and Fabulous* participants may decide to pursue a weight loss goal, others may not. All participants will be weighed at orientation and approximately every three weeks after that until the end of the program so that weight changes can be accurately recorded and tracked. Even if you are not considering a weight loss goal, we ask that everyone participate in regular weigh-ins. Your weight and all personal information will remain confidential.

### **6. Weekly Exercise Logs**

Exercise logs will help you track how much time you spent on your fitness goals each week. You are encouraged to use the extra space provided for comments to record daily notes on what you liked, didn't like or found challenging about pursuing your goals, which you can share with the group at each weekly meeting.

### **7. Weekly Food Diaries**

Participants are encouraged to record their daily food and beverage intake on the food logs provided at the end of each section in Participant's Guide. By writing down all of the food and beverages you consume daily, you will better understand your eating habits and discover whether you are eating the recommended number of servings from each food group. You can share this diary with your buddy or group leader to get tips for how to improve your eating habits. Be sure to bring completed food diaries to each *Fine, Fit & Fabulous* session.

# **GUIDE TO CREATING AN ACTION PLAN**

To start the *Fine, Fit and Fabulous* program, you need to come up with a plan. All of the planning that you need to accomplish can be achieved by following this guide. This health and fitness program revolves around spiritual growth, healthy eating and physical exercise. The action plan will walk you through developing the spiritual, nutrition and fitness goals that will help you better your health. You should work with your buddy or group to design an individualized action plan using the template included in this packet. Once you have designed your action plan, you and your buddy or group will each sign the contract on the bottom of the second page.

The discussion questions and activities below will help guide you through the process of developing your action plan. It will be helpful to keep a record of your discussions, so that you can refer to it later. This section covers three areas:

## **1. Getting ready**

Think about the importance of discipline and its role in achieving your fitness goals.

## **2. Commitment**

Your buddy or group is a critical part of this program. How can she/they help you achieve your fitness goals? How can you help her/them do the same?

## **3. Goal-setting**

Everyone will set different goals. Don't compare yourself to others and don't worry if your buddy or neighbor has a "bigger" goal than you. Think of a goal that is reasonable for you and your lifestyle and work toward it. You can always set another goal down the road.

Now let's get going!

## **Getting Ready**

What is discipline? Think about your favorite biblical characters, heroes, sports stars, or successful business people. Discipline is at the base of doing anything well. In order to achieve any goal, you must train for it. The hardest part of training is getting the motivation and desire for self-improvement. Discipline is equally important for spiritual growth as well as physical growth.

## **Discussion Questions**

- What does it mean to be disciplined?
- Does it mean being physically active all the time or just some of the time?
- What is your definition of "disciplined"?
- Consider the pain of discipline versus the pain of regret. How are they different?
- How does discipline contribute to physical and spiritual health?
- What can you do to increase your discipline?
- How does being disciplined for your physical health improve your spiritual health?

## **Commitment**

The action plan is based upon participants working together. Cooperation between participants is vital for the success of the entire *Fine, Fit and Fabulous* program. Together with a buddy or a group, you can design your own plan. Your fellow participants are your greatest tool because they understand the challenge in completing this program; after all, they are going through it too. It is important for you to be sympathetic to your friends as they move along with this program. Sending thoughtful emails or calling them to remind them about their exercise schedule or skipping the candy aisle at the grocery store can be helpful and encouraging.

### **Discussion Questions**

- How will your buddy or group help you reach your goals?
- What are the benefits to working with a group rather than on your own?
- How will your group encourage each other along the way?
- What type of physical and spiritual activities do you all like to do?
- How often will you meet to engage in these activities?

## **Goal-Setting**

By setting reasonable goals that you can reach, you will be more likely to achieve them. If you are just starting your routine and have no experience with exercising, you may want to start off slow. By doing a little bit at a time you will be less likely to get discouraged. Add a few more exercises, routines, or moves every week if you are into aerobics, strength training, or exercise routines. If you like to walk, jog, swim, or run, add a little more distance every week. Keep challenging yourself with new goals. When you achieve each goal, you will be more likely to remain motivated and willing to participate.

### **Discussion Questions**

- What are your feelings toward your own physical and spiritual well-being?
- How does your action plan tie into these feelings?
- What would you like to accomplish over the next twelve weeks? How about six months after that? And a year after that?

### **Activities**

- Keep track of your goals by writing them down. This way you can keep a record of your goals and measure your successes.
- Be specific about your goals. Is your goal to eat more vegetables? Or is to jog further? Or to lift more weights?
- Keep a record of your food intake and any physical activities by completing your food diary and exercise log EVERYDAY!! This will help you to see the progress that you have made.

# ACTION PLAN

I will attend weekly meetings of *Fine, Fit and Fabulous* to increase my spiritual growth and my awareness of the resources God has provided me so that I can live a healthier life.

- I plan to work with my buddy by participating in the following physical activities:

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- I plan to improve my eating habits in the following ways:

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- I will contact my buddy \_\_\_\_\_ times each week to discuss our progress, set backs, successes and challenges.

## 1. Fitness Goals

My short-term goals are \_\_\_\_\_

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I will measure these goals by \_\_\_\_\_

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My long-term goals are \_\_\_\_\_

---

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I will measure these goals by \_\_\_\_\_

---

## 2. Nutrition Goals

My short-term goals are \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will measure these goals by \_\_\_\_\_

\_\_\_\_\_

My long-term goals are \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will measure these goals by \_\_\_\_\_

\_\_\_\_\_

## **CONTRACT**

I, \_\_\_\_\_, hereby agree to follow this action plan to improve my spiritual and physical health. I agree to complete the 12-week *Fine, Fit and Fabulous* program and continue to work toward my goals so that I can achieve spiritual, physical, and mental well-being. In addition to my own goals, I will encourage and support my buddy in her/his action plan for better health.

\_\_\_\_\_  
*FFF* Participant

\_\_\_\_\_  
Buddy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SAMPLE: Goal Planning Worksheet

*"I have fought the good fight; I have finished the race; I have kept the faith..."(2 Timothy 4:7)*

**CLARIFY YOUR GOALS:** You can achieve what you can write down and measure

### Short Term Goals

I want to lose 10 pounds by Christmas

I want to be more faithful in prayer

I want to exercise at least three times per week

### Long Term:

I want to read through the entire bible in 60 weeks

Someday I want to run/walk a marathon

**CLAIM YOUR COMMITMENTS:** How are you going to achieve your goals?

*You pay the price if you don't pay the price*

**Time:** I will get up a little earlier and do my prayers and Bible reading with my morning coffee.

I will walk and run in the evenings after work and sometimes at lunch. Phyllis and I will walk and run together at least once each week.

**Accountability:** Phyllis and I will call each other on the phone at least once each week. I will be honest with her about how I am doing. We will also attend each *Fine, Fit and Fabulous* meeting together.

**UNDERSTAND YOUR CHALLENGES:** What is standing in the way of your goals?

**Challenge:** I have trouble getting up earlier in the morning because I am tired.

**Method to Overcoming:** I will go to sleep thirty minutes earlier at least three times per week so that I do not feel so tired in the morning.

I will eat a healthy breakfast every morning to help curb my hunger and tendency to overeat at lunch.

**CELEBRATE YOUR ACCOMPLISHMENTS:** Focus on the finish line

When we have finished our 12 week unit, Phyllis and I are going to take a day off of work and treat ourselves to a healthy lunch and a massage.

# Goal Planning Worksheet

*“I have fought the good fight; I have finished the race; I have kept the faith...” 2 Timothy 4:7*

**CLARIFY YOUR GOALS:** You can achieve what you can write down and measure

**Short Term Goals**

- 1.
- 2.
- 3.

**Long Term:**

- 1.
- 2.
- 3.

**CLAIM YOUR COMMITMENTS:** How are you going to achieve your goals?  
*You pay the price if you don't pay the price*

***Time:***

***Accountability:***

**UNDERSTAND YOUR CHALLENGES:** What is standing in the way of your goals?

***Challenge:***

***Method to Overcoming:***

**CELEBRATE YOUR ACCOMPLISHMENTS:** Focus on the finish line

## Evaluation of Fine, Fit and Fabulous

This section provides instructions and tools for evaluating the *Fine, Fit and Fabulous* program using the information collected over the 12 sessions. The *Fine, Fit, and Fabulous* curriculum includes tools to evaluate three main components of the program:

- Participants' levels of risk for developing type II diabetes.
- Participants' nutrition knowledge before and after the program.
- Participants' weight loss during the program.

### **American Diabetes Association (ADA) Diabetes Risk Test**

The *Personal Health, Fitness and Medical History Questionnaire* completed by participants during orientation includes questions from the American Diabetes Association (ADA) Diabetes Risk Test. Using these forms will help to determine if the participants are at risk for developing diabetes.

To determine the diabetes risk for each participant, use the questions highlighted in the *Personal Health, Fitness and Medical History Questionnaire* on the next page to complete the American Diabetes Association form *Could You Have Diabetes and Not Know It?* (Page after the form *Personal Health, Fitness and Medical History Questionnaire*). Complete one form for each participant, using the instructions provided.

### Personal Health, Fitness and Medical History Questionnaire

Name \_\_\_\_\_ Age \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Doctor's name \_\_\_\_\_ Doctor's phone \_\_\_\_\_

Date of last physical examination \_\_\_\_\_

How tall are you? (Ex: 5' 4" = five feet and four inches tall) \_\_\_\_\_

What is your current weight? (If you're not sure, just guess) \_\_\_\_\_

Do you think you are overweight? Yes No

If you answered yes, by how much are you overweight? \_\_\_\_\_

Have you been diagnosed with diabetes? Yes No

Has anyone in your family been diagnosed with diabetes? Yes No

If you answered yes, what is their relation to you (brother, mother, uncle, daughter, etc.)? \_\_\_\_\_

Do you have any known heart problems (heart disease, previous heart attack, excess plaque in your arteries, abnormal ECG, etc.)? Yes No

If you answered yes, please describe \_\_\_\_\_

Has your doctor ever told you your cholesterol level was too high? Yes No

Has your doctor ever told you your blood pressure was too high? Yes No

Has your doctor ever told you your blood pressure was too low? Yes No

Do you have any injuries or orthopedic problems (bad back, bad knees, tendonitis, bursitis, etc.)? Yes No

If you answered yes, please describe \_\_\_\_\_

Are you taking any prescribed medications or dietary supplements? Yes No

If you answered yes, which ones? \_\_\_\_\_

Are you pregnant or postpartum less than six weeks? Yes No

Have you ever given birth to a baby weighing more than 9 pounds at birth? Yes No

Do you have any other medical conditions or problems not previously mentioned? Yes No

If you answered yes, please describe \_\_\_\_\_

How much exercise do you get during a typical day? None to very little \_\_\_ Moderate to a lot \_\_\_

Describe your current exercise program \_\_\_\_\_

# Could You Have Diabetes and Not Know It?

Take the Test. Know your Score.

There are 18.2 million Americans with diabetes – and nearly one-third of them (or 5.2 million people) don't know it! Take this test to see if you are at risk for having diabetes. Diabetes is more common in African Americans, Latinos, American Indian and Alaskan Native, Asian Americans, and Pacific Islanders. If you are a member of one of these ethnic groups, you need to pay special attention to this test.

To find out if you are at risk, write in the points next to each statement that is true for you. If a statement is *not* true, write a zero. Then add all the points to get your total score.

- |  |     |   |              |
|--|-----|---|--------------|
| 1. My weight is equal to or above that listed in the chart.                              | Yes | 5 | _____        |
| 2. I am under 65 years of age <b>and</b> I get little or no exercise during a usual day. | Yes | 5 | _____        |
| 3. I am between 45 and 64 years of age.  | Yes | 5 | _____        |
| 4. I am 65 years old or older.   | Yes | 9 | _____        |
| 5. I am a woman who has had a baby weighing more than nine pounds at birth.              | Yes | 1 | _____        |
| 6. I have a sister or brother with diabetes.   | Yes | 1 | _____        |
| 7. I have a parent with diabetes.  | Yes | 1 | _____        |
|  |     |   | <b>TOTAL</b> |

### Scoring 3-9 points

You are probably at low risk for having diabetes now. But don't just forget about it – especially if you are a Hispanic/Latino, African American, American Indian and Alaskan Native, Asian American, and Pacific Islander. You may be at higher risk in the future.

### Scoring 10 or more points

You are at a greater risk for having diabetes. Only your health care provider can determine if you have diabetes. At your next office visit, find out for sure.



At-Risk Weight Chart  
Body Mass Index

Height	Weight
In feet and inches without shoes	In pounds without clothing
4' 10"	129
4' 11"	133
5' 0"	138
5' 1"	143
5' 2"	147
5' 3"	152
5' 4"	157
5' 5"	162
5' 6"	167
5' 7"	172
5' 8"	177
5' 9"	182
5' 10"	188
5' 11"	193
6' 0"	199
6' 1"	204
6' 2"	210
6' 3"	216
6' 4"	221

If you weigh the same or more than the amount listed for your height, you may be at risk for diabetes.

## Diabetes Facts You Should Know

Diabetes is a serious disease that can lead to blindness, heart disease, strokes, kidney failure, and amputations. It kills almost 210,000 people each year.

Some people with diabetes have symptoms and some do not.

If you have any of the following symptoms, contact your doctor:

- Extreme thirst
- Frequent urination
- Unexplained weight loss

For more information on diabetes, call **1-800-Diabetes (342-2383)** or visit **www.diabetes.org**.

The information contained in the American Diabetes Association (ADA) web site and this risk test is not a substitute for medical advice or treatment, and the ADA recommends consultation with your doctor and health care professional.



## Using Bronx Health REACH’s Tools to Calculate Nutrition Scores and Weight Loss

Bronx Health REACH has designed tools to organize information from the program *Fine, Fit and Fabulous*. Please visit our website <http://www.institute2000.org/bhr/> and use our Excel Spreadsheet to mark the scores, attendance, and weight of participants. The spreadsheet has formulas embedded to calculate results from the program. Afterwards, send the up-to-date main document by email to the project coordinator, Carlos Devia at [cdevia@institute2000.org](mailto:cdevia@institute2000.org). We would love to learn about your experience.

**TIP: If you can not access our spreadsheet use the worksheet in the “PROGRAM MATERIALS” section on page 28 to manually calculate the results from the program.**

### Bronx Health REACH Scoring Tables

The Bronx Health REACH Spreadsheet is broken down into 4 worksheets:

- 1) Attendance
- 2) Pre-Post Results
- 3) Weight logs
- 4) Test Scores.

Click the tabs at the bottom of the window to move between the worksheets. The following are samples of how our tables present results at the end of the program:

### PHYSICAL MEASURES

Class Results	
Total people in class	27
Desired weight loss for whole class	278
Total number of pounds lost in class	134
Percentage of goal met as a class	48%
Average weight loss goal	10.30
Average number of pounds lost per person	4.45
Average percentage of bodyweight lost	2%
Number of people who met their goal	7
Number of people who lost weight	23
Percentage of people who lost weight	85%

## NUTRITION KNOWLEDGE MEASURES

Name	Pre-Test Score	Post-Test Score	Change in Score
Ames, Diane	85%	95%	10%
Benton, Mother	88%	95%	8%
Blount, Michelle	90%	95%	5%
<b>Total</b>	<b>263%</b>	<b>285%</b>	<b>22%</b>
<b>Class Average</b>	<b>87%</b>	<b>95%</b>	<b>8%</b>

## INSTRUCTIONS FOR FILLING OUT THE ATTENDANCE SHEET

- In the yellow column under "Participants," enter the names of each person in the class. Use the format "Last name, First name" as in "Smith, John."  
*Tip: The order participant's names are entered will remain the same throughout the Spreadsheet. If the names should appear alphabetically, they should be enter them in that order the first time.*
- Each week, enter the date of the session in the yellow box underneath the session number.
- Each week, mark each person's attendance with an "X". If the person was absent, leave the box for that week blank.

	Participants	Week 1	Week 2	Week 3
		Date:	Date:	Date:
		<b>Oct 3</b>	<b>Oct 10</b>	<b>Oct 17</b>
1	Ames, Diane	X	X	X
2	Benton, Mother	X	X	
3	Blount, Michelle	X	X	X
Total in class		Week 1	Week 2	Week 3
	<b>Number Attending</b>	<b>3</b>	<b>3</b>	<b>2</b>
<b>3</b>	<b>Number Absent</b>	<b>0</b>	<b>0</b>	<b>1</b>

### INSTRUCTIONS FOR FILLING OUT PARTICIPANTS' PRE-POST TEST SCORES

1. To enter Pre-Post Test results, click on "Pre-Post Results" at the bottom of this window.
2. Find the name of the participant whose scores is to be entered. Names are listed left to right.
3. Use the yellow column below the person's name to enter his or her answers from the test. For each response the person selected (A, B, C, or D) enter "1". For each response the person did NOT select, enter "0". If a person chose no response on a question (did not mark A, B, C or D), leave the yellow box blank (do not enter "0" or "1").
4. The person's score will be calculated at the bottom of the row. See sample of Pre-Post Test table.  
*Tip: To learn how to scores are calculated, please refer to the next section of the toolkit.*
5. To see class results, click on "Test Scores" at the bottom of this window. Refer to the sample below for a snapshot of the attendance table.

PRE TEST		Ames, Diane		Benton, Mother		Blount, Michelle		Answer Key	
Question 1	A	1	TRUE	0	FALSE		MISSING	1	
	B	0	TRUE	1	FALSE		MISSING	0	
	C	0	TRUE	0	TRUE		MISSING	0	
	D	0	FALSE	1	TRUE		MISSING	1	
Question 2	A	0	TRUE	0	TRUE	0	TRUE	0	
	B	1	TRUE	1	TRUE	1	TRUE	1	
	C	1	TRUE	0	FALSE	1	TRUE	1	
	D	1	TRUE	1	TRUE	1	TRUE	1	
Pre-Test Totals	Total correct	7		Correct	5	Correct	3		
	Total incorrect	1		Incorrect	3	Incorrect	0		
	Missing	0		Missing	0	Missing	4		
	<b>Ames, Diane</b>				<b>Benton, Mother</b>		<b>Blount, Michelle</b>		
	<b>Score</b>		<b>7</b>		<b>Score</b>		<b>5</b>	<b>Score</b>	

**INSTRUCTIONS FOR FILLING OUT PARTICIPANTS' WEIGHT LOST AND BMI**

1. To enter weights, click on "Weight Loss" at the bottom of this window.
2. In the yellow column under "Desired Weight Loss," enter the number of pounds each participant desires to lose.
3. In the yellow column under "Starting Weight," enter each participant's weight as recorded on that date.
4. Enter the dates in the yellow boxes under the headings for the 2nd, 3rd and final weigh-ins when they occur.
5. Enter each participant's weight in the yellow columns for each weigh-in. If no weight was recorded for a participant, leave their box blank. Weight loss is calculated next to each weight entered. Weight gain appears in red
6. After the final weigh in, "Class Results" will be calculated.

Participant	Starting Weight	2nd Weigh-In	Weight Loss as of:	3rd Weigh-In (optional)	Weight Loss as of:	Final Weigh-In	Total Weight Loss on:
	Oct 3	Oct 24	0	Nov 14	0	Dec 12	0
Ames, Diane	100	95	5	95	5	90	10
Benton, Mother	120	115	5	115	5	110	10
Blount, Michelle	267	267	0	263	4	250	17

7. In a second table under the "WEIGHT LOST" sheet you can calculate participants BMIs, percentage of "Body Weight Loss" and level of success at reaching personal goals. In order to obtain these results, please use the "Personal Health, Fitness and Medical History Questionnaire", scores from the "ADA risk test" and "participants goal sheet" to complete the table following same instructions mentioned above. See sample below.

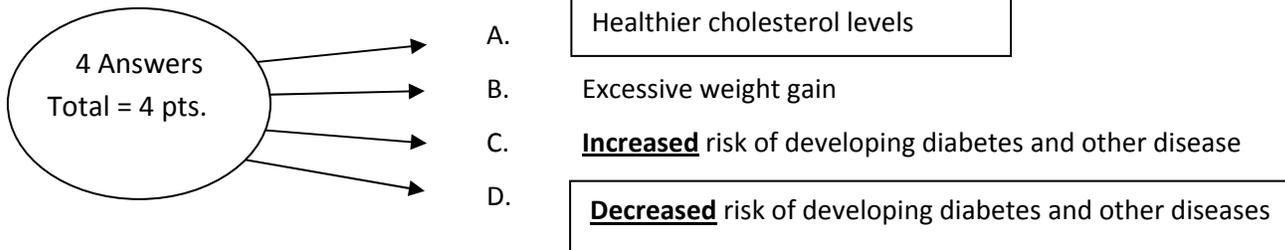
Participant	Diabetes Risk Level	Height		BMI	Desired Weight Loss	Actual Weight Loss	Goal met?	% Body weight Loss
		Feet	Inches					
Ames, Diane	High Risk	5	4	17.2	8	10	yes	10%
Benton, Mother	High Risk	5	3	21.3	11	10	no	8%
Blount, Michelle	High Risk	5	2	48.8	13	17	yes	6%

## How Nutrition Tests are Scored

The FFF spreadsheet will calculate scores automatically using the following method. Each question on the nutrition test has four possible answers. Every answer option represents a possible point that participants can receive on the exam. Participants receive one point for each correct answer chosen. In order to total 4 points for each question participants also receive one point for each incorrect answer *not* chosen.

### Example: Question 1

1. Some benefits of eating healthy include:  
(The correct answers are A and D)



Participants receive points for the answers that they correctly select as well as for the incorrect responses that they do not select.

## How questions are scored

### Example: Nutrition quiz (Question 1)

The participant, Miriam, marked answers **A and B**. However, the correct answers are answer **A and D**. So, what score will Miriam receive for this question?

1. Some benefits of eating healthy include:

- A.  Healthier cholesterol levels
- B.  Excessive weight gain
- C.  **Increased** risk of developing diabetes and other disease
- D.  **Decreased** risk of developing diabetes and other diseases

Of the answers Miriam selected, one answer was correct and one was incorrect. The points for this question should be assigned as follows:

**Option A** – SELECTED BY PARTICIPANT (**correct**) – the participant receives **1 point** because she selected correctly

**Option B** – SELECTED BY PARTICIPANT (**incorrect**) – the participant receives **0 points** because she selected incorrectly

**Option C** – NOT SELECTED BY PARTICIPANT (**correct**) – the participant receives **1 point** because she selected correctly

**Option D** – NOT SELECTED BY PARTICIPANT (**incorrect**) – the participant receives **0 points** because she selected incorrectly

Total points that Miriam received in the question 1 = **2 pts**

Total points that Miriam could have received on question 1 = **4 pts**

### Points to Ponder

The evaluation can be a tedious process at the beginning; however, after you become familiar with the process, you will have a better understanding of the enthusiasm of participants and the successes of the program. The best part of the evaluation is the ability to share results with participants to motivate them to continue their new life style and to develop new health goals so that they will in fact remain *Fine, Fit and Fabulous*.

## Weekly Food Diary

Name \_\_\_\_\_

Week of \_\_\_\_\_ Church \_\_\_\_\_

Nutrition Goal for the week \_\_\_\_\_

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Type of food & drink? Amount?							
Time	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Type of food & drink? Amount?							
Time	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Type of food & drink? Amount?							
Time	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Type of food & drink? Amount?							
Time	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Type of food & drink? Amount?							

## Weekly Exercise Log

Name \_\_\_\_\_

Week of \_\_\_\_\_ Church \_\_\_\_\_

Fitness Goal for the week \_\_\_\_\_

Date	Day	Type of exercise	Total minutes	Total steps	Comments
	M				
	T				
	W				
	Th				
	F				
	S				
	Su				

## *Fine, Fit and Fabulous*

### Week 1 Check List

**You will need to collect the following forms and information during week 1. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

**FOR NEW PARTICIPANTS AND THOSE WHO DID NOT COMPLETE FORMS LAST WEEK**, make copies of the following:

- Completed Health, Fitness and Medical History Questionnaires (2 copies)
  - Send original copy to REACH project coordinator
  - Keep 1 copy for your files
  - 1 copy for Fitness Instructor
- Signed Disclaimer Forms
  - Send original copy to REACH project coordinator
  - Keep 1 copy for your files
- Completed Action Plans and Contracts (return originals to participants)
  - Keep 1 copy for your files
  - Return original to participant
- Completed Nutrition Pre-Tests (2 copies – return originals to participants)
  - 1 copy for REACH project coordinator
  - Keep 1 copy for your files
  - Return original to participant

Send originals/copies of completed Health, Fitness and Medical Questionnaires, signed Disclaimer Forms, AND completed Nutrition Pre-Tests to the REACH project coordinator:

**Attn: Carlos Devia**  
**Institute for Family Health**  
**16 E 16<sup>th</sup> Street, 6<sup>th</sup> Floor**  
**New York, NY 10003**

Update the master document with any new participant information collected (nutrition pre tests, weights, etc) and the week 1 attendance record.

**Please email the updated document to the REACH project coordinator:**  
**[cdevia@institute2000.org](mailto:cdevia@institute2000.org)**

## *Fine, Fit and Fabulous*

### Week 2 Check List

**You will need to collect the following forms and information during week 2. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- Week 2 nutrition post-tests
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- FOR NEW PARTICIPANTS AND THOSE WHO DID NOT YET COMPLETE ORIENTATION FORMS**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 2
  - Week 2 nutrition post-test results
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)

## Week 2 Nutrition Post Test

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Church: \_\_\_\_\_

1. Some benefits of healthy eating include:  
(you may circle more than one answer)

- A. Healthier cholesterol levels
- B. Excessive weight gain
- C. Increased risk of developing diabetes and other diseases
- D. Decreased risk of developing diabetes and other diseases

2. In general, benefits of regular physical activity include:  
(you may circle more than one answer)

- A. Poor circulation
- B. Healthier cholesterol levels
- C. Better weight management
- D. Better stress management

## *Fine, Fit and Fabulous*

### Week 3 Check List

**You will need to collect the following forms/information during week 3. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- Weights of all participants
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- For new participants and those who did not yet complete orientation forms**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 3
  - Week 3 weights
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)

## *Fine, Fit and Fabulous*

### Week 4 Check List

**You will need to collect the following forms/information during week 4. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- For new participants and those who did not yet complete orientation forms**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 4
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)

## *Fine, Fit and Fabulous*

### Week 5 Check List

**You will need to collect the following forms/information during week 5. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- Week 5 nutrition post tests
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- For new participants and those who did not yet complete orientation forms**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 5
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)

## Week 5 Nutrition Post Test

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Church: \_\_\_\_\_

3. It is good to eat a variety of foods from each food group because:
- A. You are less likely to consume the different nutrients needed for a healthy, balanced diet.
  - B. You are more likely to consume the different nutrients needed for a healthy, balanced diet.
4. A diet that is high in fat, cholesterol, salt and sugar may lead to health problems, including:  
(you may circle more than one answer)
- A. Heart disease
  - B. Diabetes
  - C. Excessive weight gain
  - D. Better muscle tone

## *Fine, Fit and Fabulous*

### Week 6 Check List

**You will need to collect the following forms/information during week 6. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- Weights of all participants
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- For new participants and those who did not yet complete orientation forms**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 6
  - Week 6 weights
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)

## *Fine, Fit and Fabulous*

### Week 7 Check List

**You will need to collect the following forms/information during week 7. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- Week 7 nutrition post tests
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- For new participants and those who did not yet complete orientation forms**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 7
  - Week 7 nutrition post-test results
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)



## Week 7 Nutrition Post Test

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Church: \_\_\_\_\_

5. In general, fast food contains a lot of:  
(you may choose more than one answer)
- A. Fiber
  - B. Fat and cholesterol
  - C. Sodium
  - D. Calories
6. One serving of meat (3ounces) is similar to the size of:
- A. Your entire dinner plate
  - B. A deck of cards
  - C. A computer keyboard
  - D. A football
7. Two servings of cooked pasta (1 cup) is similar to the size of:
- A. The bowl you want to put it in
  - B. Four stacked dice
  - C. Your fist
  - D. The tip of your thumb
8. According to the “Plate Method” a healthy plate might consist of:
- A. Mostly meat and pasta with a small amount of vegetables
  - B. Whatever is leftover from the night before
  - C. Four servings of one type of food
  - D. Mostly vegetables with sensible portions of meat and pasta

## *Fine, Fit and Fabulous*

### Week 8 Check List

**You will need to collect the following forms/information during week 8. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- For new participants and those who did not yet complete orientation forms**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 8
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)

## *Fine, Fit and Fabulous*

### Week 9 Check List

**You will need to collect the following forms/information during week 9. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- Weights of all participants
- Week 9 nutrition post tests
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- For new participants and those who did not yet complete orientation forms**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 9
  - Week 9 weights
  - Week 9 nutrition post-test results
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)

## Week 9 Nutrition Post Test

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Church: \_\_\_\_\_

9. Eating a variety of different fruits and vegetables every day is an important part of a healthy diet because:  
**(you may choose more than one answer)**
- A. They are generally low in fat and calories
  - B. They contain important nutrients such as fiber, vitamins and minerals
  - C. They are generally high in fat and calories and low in vitamins and minerals
  - D. They contain special substances that may help protect against many diseases including heart disease and some cancers
10. The recommended number of servings of fruits and vegetables per day for adults is:
- A. 1-3
  - B. 2-4
  - C. 5-9
  - D. 10-12

## *Fine, Fit and Fabulous*

### Week 10 Check List

**You will need to collect the following forms/information during week 10. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- For new participants and those who did not yet complete orientation forms**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 10
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)

## *Fine, Fit and Fabulous*

### Week 11 Check List

**You will need to collect the following forms/information during week 11. Bring extra copies of each form, just in case!**

- Attendance list / sign-in sheet
- Weights of all participants
- For all new participants or those that did not yet complete orientation forms, collect the following:
  - Participant contact information (use *FFF Participant Contact Information Form*)
  - Disclaimer Form
  - Health, Fitness and Medical History Questionnaire
  - Action Plan and Contract – to be returned to participants at the next session
  - Nutrition Pre Test
  - Base-line weight (use *FFF Participant Weight Log*)
- Ask participants to report on their nutrition and fitness goals (refer to their exercise logs and food diaries). Record data or comment on progress for each participant.

### **Tasks to complete before next session:**

- For new participants and those who did not yet complete orientation forms**, make copies of the forms listed above per the directions given on the Orientation Day Check List (or Week 1 Check List).
- Update the master document
  - Attendance for Week 11
  - Week 11 weights
  - Progress toward nutrition and fitness goals
- Please email the updated master document to the REACH project coordinator:**  
[cdevia@institute2000.org](mailto:cdevia@institute2000.org)