WalkWorks

pennsylvania
DEPARTMENT OF HEALTH

WalkWorks Group Leader Guide

Funding is provided by the Pennsylvania Department of Health through the Preventive Health and Health Services Block Grant from the Centers for Disease Control and Prevention.

Welcome to WalkWorks!

Thank you for your interest in promoting healthy lifestyles in your community through your group leadership role! We hope you will find this WalkWorks Group Leader Guide a useful tool for building and maintaining a successful walking group. Being physically active is one of the best things we can do to improve our health and well-being. Walking is an excellent form of physical activity – it's free, easy, and accessible to people of all ages and abilities.

The Pennsylvania Department of Health (PA DOH) and the University of Pittsburgh Graduate School of Public Health collaborates with community based partners to increase physical activity by creating walking opportunities for residents in Blair, Chester, Delaware, Fayette, Indiana, McKean, Northampton, Schuylkill, and Tioga counties as well as in Harrisburg by:

- identifying safe walking routes that are accessible to people of all ages and abilities;
- establishing guided community-based walking groups; and
- influencing policy related to health and active transportation – both pedestrian and bicycle - in the built environment.

Social support systems outside of the family – such as those in the workplace, church, community, and school – are important influences on an individual's overall health and well-being. Research provides strong evidence of the effectiveness of community-level programs that build, strengthen, or maintain social support. According to the Centers for Disease Control and Prevention, social support increased the time spent in physical activity by approximately 44 percent and the frequency of physical activity by approximately 20 percent.

WalkWorks is excited to welcome you to our network and to offer this WalkWorks Group Leader Guide. The intent of the guide is to share guidelines and resources to assist you in your role as a walking group leader. We value your commitment to support your friends, colleagues, and neighbors! Whether you choose to lead a single walking group or several walking groups, your efforts can have a tremendous impact on the health and well-being of your community. So lace your sneakers, grab your bottle of water, and walk!

Regards,

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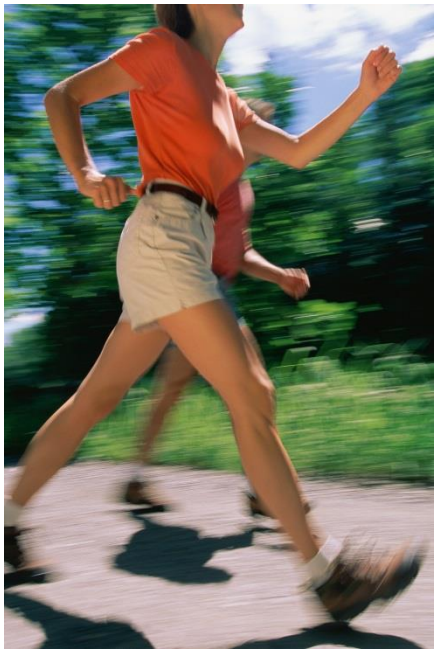
Introduction

Welcome to WalkWorks! This group leader guide has been developed to provide you with information and tools to assist you in your role of walking group leader so that you may build and sustain a successful walking group.

As a WalkWorks group leader, members will look to you for guidance and encouragement. This guide offers ways in which you can help your members. Walking groups provide support, accountability, and encouragement. Some of the ways walking groups can help members are by:

- Providing a set time and place to walk;
- Providing accountability – knowing that someone is expecting them to walk helps with self-motivation;
- Providing companionship and making the time spent walking go faster;
- Giving and receiving encouragement from other walkers and the group leader;
- Promoting the fact that walking is a low-risk activity; and
- Offering security – walking with a group can reduce safety concerns.

As a WalkWorks group leader, you can make a difference in the lives of the walkers as well as your own.



Building a Group

Walking groups are more than an assembly of people walking at the same time in the same location. Walking groups provide support, accountability, and encouragement. As a group leader, you are helping to promote a healthier community. Your most important role will be that of a cheerleader – mobilizing and supporting group members and helping them to achieve their walking goals. For a more detailed explanation of the documents mentioned in this section, please refer to "Explanation of Appendices."

Here are a few suggestions to help you recruit members for and organize your walking group:

- Assist your local WalkWorks program coordinator to plan a kick-off event in your community.
- Garner support in your community by talking with stakeholders and distributing promotional materials, such as posters, brochures, and articles for newsletters.
- Recruit walking group participants; ask family, friends, colleagues, neighbors and faith group members to join your walking group.
- At the first walk, distribute and collect registration forms (Appendix A) and provide each member with a WalkWorks Participant Packet; continue to share these materials as new members join the group. Note: A Spanish translation of the form is available (Appendix B).
- Facilitate discussion among your members regarding the parameters of the group, such as day, time, frequency and duration of walks; use of listening devices and whether pets are allowed.
- Schedule walks several weeks in advance and post them on the designated website, social media, and/or a shared calendar platform such as Google.
- Encourage your members to create a name for the group to help establish its identity.
- Discuss the benefits of walking; see the Tips/Benefits card in the participant packet.
- Motivate group members on an ongoing basis; celebrate success, give praise and more praise as it helps people to develop confidence in their ability to be physically active.
- Continue to promote your group and recruit additional members.
- Commit, focus and follow through: encourage your group members to commit to the walking program as individuals and as a group. Ask them to think about their goals and how they will achieve them; refer them to the Weekly Personal Goal Contract *(*Appendix D*)*. Encourage members to set goals and consider changes they may need to make to ensure that walking is a priority. Encourage members to use their Personal Activity Log (Appendix C) to track progress toward meeting their goals.

How will you recruit participants?

Will you actively promote your effort to form a walking group or contact people who you think might be interested, or will you do both? Since there is no right or wrong answer, you are the judge of what will work best in your community. This section offers some ideas for recruitment.

Consider placing materials provided by the local WalkWorks program coordinator throughout your community – libraries, coffee shops, worksites, health care clinics, hospitals, recreation centers, senior centers, community centers, grocery stores, places of worship, and other popular gathering places. Work with community organizations to place articles in newsletters announcing the group and inviting residents to the kick-off and subsequent events. Take advantage of free calendar listings in local newspapers and newsletters to advertise your walks. WalkWorks will provide you with brochures as well as posters with banners announcing events.

You might want to gather your group – even before the kick-off event. If so, the following are some possible topics for discussion and/or on which you might invite input:

- Decide on a date and time – schedule the event at least one week before the official start date of your group.
- Take a trial walk of the route.
- Plan for weather – decide on an alternate date or location, if such is necessary.
- Explore whether a permit will be required for the event.
- Recruit volunteers to assist with planning and helping on the day of the event. Invite media coverage; have someone take photos.
- Plan to have a booth or table where people can obtain information about WalkWorks and fill-out Registration Forms.
- Consider inviting businesses (e.g., athletic stores, other merchants, neighborhood restaurants) that are along the route, medical providers and others to have a presence at the event; encourage retailers and others to offer discount coupons to the walkers.
- Discuss potential activities at the event, such as:
    - Speakers, such as a local official, a police officer to talk about pedestrian safety, someone with a success story of how walking impacted their health or quality of life;
    - Brief review of the benefits of walking and of walking in a group;
    - Demonstration of warm-up and stretching exercises;
    - Display of walking shoes by local merchants with discussion on how to select the correct shoe;
    - Demonstration on the proper use of pedometers;
    - Drawings for donated prizes; and
    - Health screenings.

Routine walks

- Identify yourself as the group leader on your first walk and when new individuals attend.
- Welcome group members before each walk. Introduce new members and distribute participant packets when they participate in their first walk.
- Distribute and collect registration forms.
- Complete the Walking Group Log (Appendix E) to record attendance at each walk. These logs will be used to evaluate the program.
- Develop and distribute a contact list for your group. Communicate regularly with members to support attendance and participation in routine walks as well as special events.
- Demonstrate proper walking technique on your first walk and for new group members. Proper walking technique includes maintaining an upright posture, holding the stomach in (tightening your abdominal muscles), and striking with the heel and rolling off from the toe. Keep arms bent generally at an angle between 45-90°. Keep fists loose, not clenched. The head should be in a neutral position with the gaze toward the road ahead. Keep the shoulders relaxed.
- Demonstrate the proper use of a pedometer for group members who want to use them; refer to "Fun with Pedometers," page 16. Share information on downloadable pedometer apps.
- Discuss dressing appropriately for the weather.
- Discuss the importance of warming up, stretching, cooling down, record keeping, goal setting, and tracking progress.
- Set aside time before and after each walk for warming up, stretching, and cooling down exercises. These exercises help prevent injuries as well as provide additional opportunities for participants to interact.
- Walking is usually quite safe, though you may want to consider keeping a cell phone with you during your walks in the event of an emergency.

YOUR Walking Group

What type of walking group will you lead?

From a lunchtime business walking group to an evening dog walking group, there is an infinite number of walking group themes. People with common interests can be more motivated to share and achieve common goals.

Sample Walking Group Themes
Walk with a Doc
Fathers and Sons
Mothers and Daughters
Walk with a Pet
Seniors
Parents with Strollers
Neighborhood Watch
Co-worker Challenge

Setting parameters for your group

There are many variations in how you can organize your walking group.

- Where will you walk? A safe, accessible WalkWorks route has been identified and marked in your community. This will be your primary walking route. At times, you might elect to use one of the other WalkWorks routes in nearby communities, which are included in the WalkWorks Participant Packet. To add variety and challenge, explore possibilities for additional walks on the trails of the Department of Conservation and Natural Resources (DCNR) and the Rails-to-Trails throughout the region.
- Where will you meet? Each route has a starting (and ending) point, reflected on the maps in the participant packet. When using alternate routes, be sure to inform your group participants of the day, date, and time of your walk. They will also need to know where to meet and where to park.
- What day of the week will you walk? How often will your group walk – once a week, twice a week, three times a week? You may want to start out slowly and, later, add to the number of walks per week or extend the length or increase the intensity of the walks. As members reap fitness benefits and confidence, you might want to add to their challenge.
- How long will it take to walk the route? How long will your group walk – 30 minutes, 60 minutes? Consider the availability of each participant, individual goals and individual fitness levels when determining the schedule. For example, parents with small children or co-workers on a lunch hour have a finite amount of time in which to walk, whereas individuals with a goal of getting in shape may have more time in the evening. Most walking group programs offer walks ranging from 30 to 60 minutes in length and covering an average distance of 1 to 2 miles.
- Will you walk when it's raining or snowing?
- Will you walk both indoors and outdoors? Consider the options for indoor walking if the weather prohibits walking the route.
- Will members call one another if someone is unable to attend a scheduled walk or will the group just walk with whoever shows up? The group may be as formal or casual as you and the members choose.
- Will members bring pets?
- Should members to listen to music or talk on the phone during walks?
- Encourage the group to participate in charity or other walking events, such as 5 K's or 10 K's.

Setting goals for your group and your group members

As the group leader, you can facilitate the group and help the members to share ideas and goals for the group in order to come to a consensus about how they will move forward. You can also assist individuals in setting personal goals. Setting goals will help you to be accountable to yourself and to those in your group. Part of setting good goals and tracking progress is to think about how you will achieve them. Refer to the *Weekly* Personal Goal Contract; see Appendix E.

- We will walk for _____ minutes each walk.
- We will walk _____ times each week.
- We will recruit _____ new members each month.
- I will walk _____ minutes each day, _____ days each week.
- I will increase my minutes walked each day by _____.
- I will recruit _____ individuals to join me when I walk.

Physical activity guidelines from the Centers for Disease Control and Prevention (CDC):

- Adults should accumulate **at least 150 minutes** per week.
- Children should accumulate **at least 300 minutes** per week.
- Exercise at moderate to vigorous intensity.
- Spread out physical activity during the week, working at least 10 minutes per session.

By walking at these intensities, the heart works at a level to reap health benefits:

- Moderate intensity: Your members are working hard enough to raise their heart rate and break a sweat. They can talk, though they can't sing.
- Vigorous intensity: Your members are breathing hard and can barely talk.

Start Slowly

Encourage members to:

- Begin by walking 12 minutes per day, 5 days per week. To reach the goal of 150 minutes per week, over time, see the schedule below.
- Try to build up to walking 30 minutes per day, 5 days per week. This can translate to 30 minutes per day, 5 days per week or 10 minutes, 3 times per day, 5 days per week.

Challenge your members to increase their opportunities to walk. Here are some ideas for adding extra walking minutes into a daily routine:

- Park the car further away from one's destination.
- Take the stairs, rather than the elevator or escalator.
- Get off of the bus one stop earlier.
- Walk in place when watching TV.
- Walk the grocery cart back to the store.
- Avoid people movers in airports.
- Walk around the playing field during your child's practice.
- Walk the kids to school.

Week	Total Minutes Walked Per Day	Number of Days Walked Per Week	Total Minutes Walked Per Week
Week 1	12 minutes	5 days	60 minutes
Week 3	18 minutes	5 days	90 minutes
Week 5	24 minutes	5 days	120 minutes
Week 7	30 minutes	5 days	150 minutes

Motivating the group

People often find that one of the biggest challenges they face with any fitness program is staying with it over the long haul. It is normal for motivation to dwindle over time. Your positive attitude and continued enthusiasm as the group leader are very important. Talk about how walking has improved your life. Ask others to share their stories. Provide encouragement to members and welcome new walkers. Think through how you, as the group leader, can continue to motivate participants, maximize social support among the participants, and maintain the group's interest in walking. Most of all, be a role model by being a committed walker! Below are some suggestions to keep your group members motivated.

- Distribute a contact list to facilitate networking among members. Set up a group phone tree or e-mail distribution list in the event of a route change or cancellation due to inclement weather.
- Stay connected. Some communication options to connect with and provide support to your members include: e-mail, Facebook, and Twitter. Attempt to accommodate the members' preferred means of communications, which will differ among individuals.
- Based on how they wish to be contacted, consider friendly reminders and encourage attendance. Inform members of changes in the schedule.
- Assist members with overcoming transportation problems, which could limit participation (e.g., car pools).
- Recognize participants when they meet their goals.
- Address concerns as they arise that may limit involvement or lead to program drop-out.
- Following your walks, have coffee or lunch. Spin off a dinner club or book club.
- Organize an all-day walk or weekend walk to explore a new place (i.e., a historic site, a big city, part of the Appalachian or Pittsburgh-Erie Trails).
- Add diversity to your walk by selecting an alternative WalkWorks route to keep walks fresh and interesting for participants.
- Encourage your group to participate in charity or other walking events, such as 5K's (3.1 miles) or 10K's (6.2 miles).
- Plan walking contests, walk-a-thons or "challenge" events to promote healthy competition, motivate group members, and recruit new members. Be sure to recognize your group members.
- Ask local businesses to donate prizes for incentives that support healthy lifestyles. The use of incentives or prizes has been proven to motivate individuals to adopt positive behaviors. Incentives might be eco-friendly water bottles, brightly colored T-shirts, hats, sun visors, coupons for discounts on walking shoes and at restaurants.
- Suggest that group members bring a friend to select walks. People are less likely to abandon or postpone a walk when a companion is present. Offer incentives to participants who bring friends.
- For large groups, it may be best to involve one leader to walk at a fast pace, one leader to walk at a medium pace, and one leader to walk at a slower pace. Consider pairing walkers or encouraging individuals to find buddies. Buddies can rely on one another for support.

Optimizing for success

A crucial step to optimizing individual and group success in meeting goals and staying with the walking program is to address potential barriers. In many places and in many ways, our society has made it difficult to walk. Reasons that are given to avoid walking include, though are not necessarily limited to, time, weather, illness, vacations, holidays, family commitments and work schedules.

Encourage members to make walking a part of their daily routine. The following are examples of perceived barriers and corresponding strategies that you might want to employ to assist members.

Perceived Barriers	Strategies
It's too cold/hot/ rainy/snowy/icy.	In the age of climate control and central air conditioning, people have been conditioned to expect the environment to remain comfortable at all times. Here are some tips to keep weather from getting in the way: • Dress for the weather. Great rain and snow gear are available as are hats and breathable fabrics for hot weather. • Adjust your walking routine to each season. In hot or humid areas, start your stroll early or walk at dusk. In cold areas, walk during the middle of the day—on your lunch break or in the afternoon. • Work with local schools and community organizations to share use of their facilities during inclement weather.
I'm out of shape; I can't keep up with the others.	For someone who is recovering from an injury or illness or is less physically active than others, walking might be painful — at first. Walking is one of the easiest physical activities to do and it will get easier if people make it routine. • Ensure that at least one person keeps pace with those who are slower or too shy to reach out to others; pair them with another walker or encourage them to find a buddy. • Build up slowly as the walkers become more comfortable. • Never add more than 10 to 20 percent more time or distance to a walk in a week's time. • Motivate the member to add more time and distance to a daily walk by keeping a walking diary.
I get bored walking.	• Make it social – bring a friend. • Vary the routine – vary WalkWorks routes or with different people. • Participate in organized walking events – raise money for a charity.

Health and Safety FIRST!

Encourage group members to carry or wear some form of identification when walking. Advise them to be aware of their surroundings at all times and walk in familiar, well-lit areas. Emphasize that it is wise to avoid listening to music or talking on the phone when walking. The use of headphones and cell phones can minimize awareness of traffic, pets, and other pedestrians. Walking is usually quite safe though, in rare cases, issues may arise. The best approach is prevention. The following are a few tips to share with your members:

Prevent sore muscles and cramps by:

- Gradually and safely increasing how often, how hard, and how far people walk;
- Warming up before and cool down after all walks;
- Drinking plenty of water before, during, and after walks;
- Wearing socks that are comfortable, fit well, and keep your feet dry; and
- Wearing a good pair of athletic or tennis shoes with proper stability and cushioning.

Be aware of some of the signs and symptoms of when to stop walking. Watch for:

- Unusual foot pain or numbness;
- Severe muscle soreness;
- Joint pain or swelling; and
- Blisters, ulcers, redness or tenderness.

Follow pedestrian traffic guidelines by using crosswalks. If sidewalks or paths are not accessible, always face traffic when walking on the shoulder of the road. In winter weather, be extra cautious if walking in snow or icy conditions, always keeping your eyes on the oncoming traffic.

Chest Pain, Shortness of Breath, Sweating, Lightheadedness, Nausea
What to do:

- Stop and rest.
- If it doesn't go away after two to four minutes, go to an emergency room or call 911.
- If it does go away, yet returns each time you walk, see your doctor.

Extreme Weather Conditions

Remind members to dress appropriately for the weather. When walking outdoors, be sun-smart and always wear sunscreen with a high SPF. Dress in layers to adjust for varying temperatures.

Heat

- Walk early or late in the day on hot or humid days.
- Drink water before, during, and after walking.
- Go at your own pace – don't overdo it.
- Wear light, loose fitting clothes.
- Wear a hat to shade the face.

Cold

- Walk in the middle of the day.
- Dress appropriately:
    - Wear a warm hat or ear muffs.
    - Wear mittens or gloves.
    - Wear well-insulated socks.
    - Wear shoes or boots that provide good traction and keep your feet warm and dry.
    - Dress in several thin layers. Remove or add layers as needed.
        - Full length long underwear or tights
        - Long sleeve T-shirt or turtleneck
        - Well vented wind jacket with a zipper
- Walk out against the wind and walk home with the wind.
- Avoid icy patches.

Walking etiquette

A reminder of proper walking etiquette is good to share at the initial walk of the group and, again, when new members join. Some suggestions are:

- Walk no more than two abreast.
- Be respectful of other walkers; e.g., do not smoke.
- Be respectful of the environment; e.g., do not litter.
- When walking with a dog, use a scooper.
- Manage gossip – keep the conversation positive during the walk to set a good example.

Safe and Easy Stretches

Avoid injury – stretch!

Warm-ups and cool-downs help to strengthen muscles and stretch tendons slowly, thereby reducing the chance of an injury. **A good walking program includes a brief, slow walk to warm up (it is best to stretch when muscles are warm), a stretching period, a brisk walk, a slowly reduced pace, and a cool-down stretching period.** Although walking has a lower incidence of injury than other forms of physical activity, it is very important to add stretching and flexibility training to any walking program. Proper form and taking the time to properly stretch one's muscles can help to minimize the potential for injury. The following are some suggestions to share with your members:

Warm-ups should be done 5 to 10 minutes <u>before</u> the walk to:

- Prepare the body for increased demands;
- Increase performance of activity;
- Reduce the risk of injury or illness; and
- Gradually increase the heart rate.

Cool-downs should be done within 5 to 10 minutes <u>after</u> the walk to:

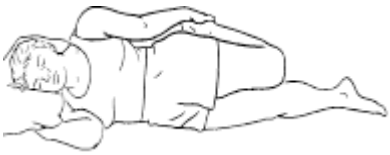
- Enable the body to return to normal;

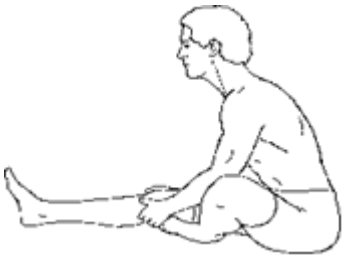
- Help prevent soreness and fatigue; and
- Return the heart rate to normal.

Stretching is one of the best ways to prevent and avoid muscle soreness, cramps, and injuries and helps an individual to be more flexible and feel relaxed.

- Stretch before and after the walk.
- Move slowly until feeling the muscle stretch. A safe stretch is gentle and relaxing.
- Hold the stretch steady for 15-30 seconds - do not bounce.
- Relax and repeat.
- Stretch within personal limits; don't compete with others.
- Breathe slowly and naturally.

The following table illustrates a few stretching exercises that you might demonstrate and/or do with your members. Note that one should never stretch if experiencing pain; if a particular stretch causes pain, one should stop doing it.

Triceps	• Gently pull on the raised elbow with the other hand until a slight stretch is felt in the back of the arm. • Hold for 15-20 seconds.	
Shoulder	• Gently pull on the forward elbow with the other hand until a slight stretch is felt in the shoulder. • Hold for 15-20 seconds.	
Hip / knee	• Cross right leg over the other thigh and place elbow over the outside of the knee. • Gently stretch the buttock muscles by pushing the bent knee across the body. • Hold for 15-20 seconds.	
Quadriceps	• Pull the right heel in toward the buttocks until a comfortable stretch is felt in front of the thigh. • Hold for 15-30 seconds.	

Calf stretch	• Stand straight with the feet should-width apart. • Step forward with the right foot, slightly bending the right knee. The front of the knee should be lined up with the front of the toes. The left leg should stay relatively straight and the left heel should remain on the floor. • Slightly bend the left knee. • Hold for 15-20 seconds. • Repeat for the opposite side.	
Seated hamstring stretch	• With the right leg straight, tuck the left foot near the groin. • Reach down until the stretch is felt in the back of the thigh. • Keep the back straight. • Hold for 15-20 seconds.	

Walking Essentials

Join the movement!

Physical activity has many benefits and the list continues to grow. Remind your group members that regular walking at a moderate pace can:

- Reverse normal age-related memory loss;
- Delay the development of Alzheimer's disease;
- Reduce risk of type 2 diabetes, heart disease, certain cancers, and depression;
- Lower blood sugar level;
- Lower blood pressure;
- Lower a form of fat in the blood (triglycerides);
- Decrease stress and anxiety;
- Improve mood and sleep;
- Help with weight control;
- Improve manageability arthritis;
- Improve bone health and enhance flexibility, balance and coordination; and
- Aid in digestion.

In addition to the health benefits on the previous page, other benefits include:

- Environmental: converting short driving trips to walking trips reduces the impact of greenhouse gas emissions.
- Transportation: increasing walking reduces traffic congestion and the cost of road maintenance.
- Economic: walkable neighborhoods allow families to own fewer cars.

Encourage members to use proper walking technique**.** This includes maintaining an upright posture, holding the stomach in (tightening your abdominal muscles), striking with the heel and rolling off from the toe. Keep arms bent, generally at an angle between 45-90°, and fists loose, not clenched. Carrying or wearing weights is not recommended. The head should be in a neutral position with the gaze toward the road ahead. Keep shoulders relaxed.

Equipment

Shoes

Members do not need to buy special shoes if they have athletic shoes that fit well and support their feet. The following are some tips you can share if a member plans to buy new shoes:

- Go to the shoe store after being active. Feet will be the size they are when warmed up.
- Take an old pair of shoes with them to the store. Ask the sales person to look at the pattern of wear. This can show the kind of support needed. For example, if the back of the shoe is worn down unevenly on the bottom, extra support for arches or flat feet may be needed.
- When trying on new shoes, wear the socks that will be worn when walking.
- Most shoes are made for a specific activity, such as walking, running, or aerobic dance. They will give the kind of support needed for that activity. Try on various styles and brands that are suitable for walking.
- The shoes should be comfortable right away. Try them on and walk around. They should not need to “stretch out” later.
- Shoes should match the shape of the foot and the way the feet strike the ground.
- Allow one thumb’s width of space between the longest toe and the end of the shoe. The heel should not pinch or slip when walking. The shoes should bend easily at the ball of the feet (just behind the toes).

Socks

Choose socks made from synthetic fibers instead of cotton. They should fit well, be comfortable and keep the feet dry.

Water

Plan to drink water before, during, and after walking to avoid overheating and dehydration, especially when walking in warmer weather. A good rule of thumb is to drink ½ cup of water for every 15 minutes of walking. Choose plain water and avoid the sugar-sweetened sports drinks and flavored waters - save calories and money. Whenever possible, carry an eco-friendly water bottle.

Fun with Fitness Trackers

How do I use and wear a fitness tracker?

Members who are interested in recording their steps may want to use a fitness tracker, such as a pedometer or Fitbit.

Pedometers

Though pedometers vary, below are some general guidelines you can share with members.

- Before putting on a pedometer, push the reset button. This resets the pedometer to 0 and will start counting the number of steps.
- Do not touch the reset button while wearing a pedometer. Touching the reset button will erase the activity numbers.
- Wear the pedometer on the hip, firmly against the body, in line with the knee.
- Make sure to keep the pedometer upright. In other words, the front face of the pedometer should face outward. If someone were looking at you, they would be able to see the entire front cover. It is important that the pedometer remains in this position in order to capture all steps walked.

The 100 step test

To ensure that members are using their pedometers correctly, suggest the 100 step test:

- Clip the pedometer to the hip in an upright position, firmly against the body, in line with the knee.
- Reset the pedometer to 0 and close the cover.
- Walk 100 steps.
- Open the pedometer and check how many steps were recorded:
    - 100 steps = perfect
    - 95 or 105 steps = good
    - 90 or 110 steps = acceptable
    - 85 or 115 steps = unacceptable
- If the pedometer is giving unacceptable readings, check to make sure it is worn in an upright position. The pedometer should be worn in a spot that gives the most reliable results. If the pedometer is worn correctly and/or is giving unacceptable numbers, it should probably be moved to a different spot along the waistband. If one's weight increases or decreases, the 100 Step Test should be repeated to make certain the results are accurate at the spot the pedometer is being worn.

Pedometer apps

If you have members who are interested in counting their steps without investing in a pedometer, there are many apps available to download, at minimal or no cost. One's smartphone can serve as one's pedometer! As there are many resources available (e.g., Amazon, Google, Apple) which feature different functions, an individual can search the internet for an app appropriate for their device and needs.

Fitbit trackers

Fitbit is a physical activity tracker designed to help you become more active by tracking your daily movements via GPS technology. Fitbits track the number of steps taken in a given day as well as distance traveled. They are available in a range of styles and price points from a standard clip-on pedometer to a wristband that can track heart rate, workouts, and play music. Fitbits offer many features that cannot be found with a traditional pedometer including the ability to sync to a smartphone. Once synced, a Fitbit user can track workouts, steps, miles, and with some versions, even sleep patterns. Competing with friends and family and encouraging one another is a great way to stay motivated. Fitbit users can invite one another to be "Friends" which then allows individuals to track each other's daily steps. The ease of use and versatility make Fitbits a popular choice for fitness tracking.

Wrapping up the Walk

At the end of the walk, remember to:

- Make sure everyone is together and feeling good;
- Thank everyone for coming;
- Mention the time and date of the next walk if applicable; and
- Allow time for walkers to ask you questions or talk with you one-on-one.

Resources

Pedestrian and Bicycle Information Center www.walkinginfo.org

Walkable Communities, Inc. www.walkable.org

American Heart Association www.startwalkingnow.org

AARP www.serve.gov/toolkits/walk-seniors/index.asp

America Walks www.americawalks.org

Pennsylvania Department of Health/WalkWorks www.paworkwalks.com

Additional Walking Routes

Pa. Department of Conservation and Natural Resources www.explorepatrails.com

Pa. Rails to Trails www.traillink.com/stateactivity/pa-walking-trails.aspx

Revised: June 2016

Appendices

Explanation of Appendices

Walking Program Registration Form …….. Appendix A

Walking Program Registration Form – Spanish …… Appendix B

Personal Activity Log …… Appendix C

Weekly Personal Goal Contract …….. Appendix D

Walking Group Log ……... Appendix E

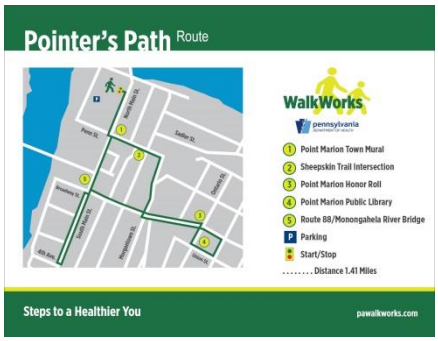
Quarterly Activity Report …….. Appendix F

Explanation of Appendices

Group Leader Essentials

As a WalkWorks group leader, your role will focus on motivating and sustaining your walking group. You will have the most contact with members of your walking groups and for that reason, WalkWorks will need your assistance in distributing and collecting information within your walking groups.

To start, each member of the walking group must complete a registration form which includes a liability waiver (Appendix A). The registration forms are used to collected general information regarding the age, current activity level, and current health status of members participating in the WalkWorks program. This is also a great way for you, as the group leader, to collect contact information such as phone and email, as well as emergency contact information. Each time a new member joins your group, please distribute the registration form and send a copy to your county's WalkWorks program coordinator. The registration form and liability waiver are also available in Spanish translation, if appropriate for your community (Appendix B).



You will be provided with several resources to assist with reporting participants' miles including Participant Packets, Walking Group Logs, a Quarterly Activity Report, and a Weekly Personal Goal Contract. The Participant Packet will include information about each route located within the county. A map of the route will be provided as well as Points of Interest along the route. Additionally, the packet will include a Personal Activity Log (Appendix C). When explaining the participant packet, reference the Personal Activity Log as a way for each participant to track his or her daily activity. You may find it beneficial to distribute the Weekly Personal Goal Contract (Appendix D) to assist members with setting goals and to remain motivated.

You will be provided with a Walking Group Log (Appendix E) which will be useful to you for monthly reporting of walking route activity. The information collected on the Walking Group Log will be used to complete the Quarterly Activity Report (Appendix F). This report will document the number of new registrants, total number of walking groups for each route, how many walkers are in each group, and the number of times the groups walk the route. Additionally, WalkWorks will be collecting information regarding events and any promotional materials that are distributed to walking group members. The quarterly activity report will assist WalkWorks with assessing the use of the routes.

Your role in this process is a vital component to the success of the WalkWorks program! This reporting is an important element of WalkWorks as it will help to measure the impact walking is having on the community as well as a way to assess program sustainability.

Walking Program Registration Form

Route _____ **Date** _____

Name _____
First name Last name

Address _____
City State Zip

County _____ **Gender** (Select one) **Male** **Female**

Email address _____

Preferred phone _____ **Preferred time** (Select one) **Afternoon** **Evening**

Emergency contact _____ **Emergency phone** _____

Age group: (Select one)

☐ **Under 20 yrs.** ☐ **21-39 yrs.** ☐ **40-59 yrs.** ☐ **Over 60 yrs.**

How often do you participate in physical activity for 15 or more consecutive minutes? (Select one)

☐ **3 or more times/week** ☐ **1-2 times/week** ☐ **1-4 times/month** ☐ **Less than once/month**

In general, describe your health. (Select one)

☐ **Excellent** ☐ **Very good** ☐ **Good** ☐ **Fair** ☐ **Poor**

The information collected will be used for the purpose of WalkWorks related materials and events, only. It will be treated in confidence and not be disclosed to any other party. I understand that a WalkWorks representative will use this information to help better my WalkWorks experience.

This document is to release the Pennsylvania Department of Health, the University of Pittsburgh and all contracted organizations, including _____, from any liability resulting from your participation in the activities described below, and to waive all claims for damages or losses against these organizations which may arise from such activities. (WalkWorks Partner)

It is not possible to identify all potential risks of walking. By signing this, I acknowledge that I know that walking is a potentially hazardous activity; I should not enter a beginning walking program unless I am medically able and have consulted with my physician either in person or via telephone. I acknowledge that falls, contact with other participants, the effects of weather and the condition of the track, trail or street are all risks known and appreciated by me.

As a participant in WalkWorks, I voluntarily give my consent and agree to this release form of responsibility, assumption of risk and waiver.

Signature_____ Date_____

To register for any of the WalkWorks routes, please complete this form and e-mail it to: pawalkworks@pitt.edu. Upon receipt, your form will be forwarded to our community-based partner responsible for the route that you designate. To view the route options, visit www.pawalkworks.com.

Programa de Caminar
Formulario de Registro

WalkWorks
pennsylvania DEPARTMENT OF HEALTH

Camino _____ Fecha _____

Nombre _____
Nombre Apellido

Dirección _____
Ciudad Estado Código Postal

Condado _____ Sexo (Seleccione una opción) Masculino Femenino

Dirección de Correo Electrónico _____

Número de Teléfono Preferido _____ Hora Preferida (Seleccione una opción) Tarde Noche

Contacto de Emergencia _____ Número de Emergencias _____

Grupo de Edad: (Seleccione una opción)

☐ Menos que 20 años ☐ 21-39 años ☐ 40-59 años ☐ Más que 60 años

¿Con qué frecuencia usted participa en la actividad física por 15 minutos consecutivos o más? (Seleccione una opción)

☐ 3 veces o más/semana ☐ 1-2 veces/semana ☐ 1-4 veces/mes ☐ Menos que una vez/mes

En general, describa su salud. (Seleccione una opción)

☐ Excelente ☐ Muy bien ☐ Bien ☐ Regular ☐ Deficiente

La información recogida será utilizada con solamente el propósito de materiales y enventos relacionados con WalkWorks. Será tratada de forma confidencial y no será compartida con ninguna otra parte. Yo entiendo que un representante de WalkWorks utilizará esta información para ayudar mejorar mi experiencia WalkWorks.

Este documento es para liberar el Departamento de Salud de Pensilvania, la Universidad de Pittsburgh y todas las organizaciones contratadas, incluyendo _____ (Socio de Walkworks), de cualquier responsabilidad derivada de su participación en las actividades que se describen a continuación, y renunciar a todas las reclamaciones por daños o pérdidas contra estas organizaciones que puedan derivarse de tales actividades.

No es posible identificar todos los riesgos potenciales de caminar. Al firmar el presente, reconozco que sé que caminar es una actividad potencialmente peligrosa; No debería ingresar en un programa principiante de caminar a menos que esté médicamente apto y he consultado con mi médico ya sea en persona o por teléfono. Reconozco que caídas, el contacto con otros participantes, los efectos del clima y la condición de la pista, el camino o la calle son todos riesgos conocidos y apreciados por mí.

Como participante en WalkWorks, voluntariamente doy mi consentimiento y estoy de acuerdo con esta forma de liberación de responsabilidad, asunción de riesgo y la renuncia.

Firma_____ Fecha_____

Para inscribirse en cualquiera de las rutas WalkWorks, por favor complete este formulario y enviarlo por correo electrónico a: pawalkworks@pitt.edu. Tras la recepción, el formulario será remitido a nuestro socio basado en la comunidad responsable de la ruta que se designe. Para ver las opciones de ruta, visitar www.pawalkworks.com.

Personal Activity Log

WalkWorks

pennsylvania DEPARTMENT OF HEALTH

Day/date	Route	Minutes	Distance/steps	Intensity level

Week of _____

My goal for the week: _____

To download more logs, visit www.pawalkworks.com

Steps to a Healthier You

Appendix C

Weekly Personal Goal Contract

WalkWorks

pennsylvania
DEPARTMENT OF HEALTH

Date:_____

To reach my goal for this week, I will walk:

When:_____

Where:_____

With whom:_____

What can I do this week to help me accomplish this goal?

_____

When I achieve this goal, I will reward myself with:

_____

Date:_____

To reach my goal for this week, I will walk:

When:_____

Where:_____

With whom:_____

What can I do this week to help me accomplish this goal?

_____

When I achieve this goal, I will reward myself with:

_____

Date:_____

To reach my goal for this week, I will walk:

When:_____

Where:_____

With whom:_____

What can I do this week to help me accomplish this goal?

_____

When I achieve this goal, I will reward myself with:

_____

Date:_____

To reach my goal for this week, I will walk:

When:_____

Where:_____

With whom:_____

What can I do this week to help me accomplish this goal?

_____

When I achieve this goal, I will reward myself with:

_____

Appendix D

Walking Group Log

Date: _____

WalkWorks

pennsylvania
DEPARTMENT OF HEALTH

Participants	Date													

Leader: _____ **County:** _____ **Route:** _____

Appendix E

WalkWorks at: (Insert County and Route)

Quarterly Activity Report for: (Insert Quarter)

Please complete this form to reflect each route's progress for the quarter.

Indicator	Month			Notes
	Apr. '16	May '16	Jun. '16	
# of **new** registrants*				
# of total walking groups				
# of times groups walk the route				Report # of times (i.e., total per month).
Average # of walkers				Base this on walkers of all groups.
Total number of events held				Specify type of event. Ex: KO event; collaboration w/ walk for a
# of participants at KO event				
# of participants at other events				Specify type event. Ex: collaboration w/ walk for a cause; holiday
# of promotional materials distributed				Indicate type of materials (posters, brochures) distributed and where
# of materials distributed to schools				Indicate number of schools and the types of materials distributed to
# of outlets to which Press Release is sent**				Name the newspaper, website, etc.**

*Please submit (scan and email) all registration forms to the University of Pittsburgh office (email:PAWalkWorks@pitt.edu) at the time that you submit this report -- quarterly (September 30, December 31, March 31, and June 30); the data on the registration forms will be aggregated by the University of Pittsburgh.

**From time to time (e.g., upon a walkability assessment being conducted, planned kick-off events, etc.), Press Releases will be provided to you for dissemination. You will always have the option of advising us that you prefer to have the Media Relations Office of the University disseminate the Releases -- rather than you. If that is your choice, you may indicate the outlets to which you want the Releases sent; otherwise, Media Relations will send it to them to all known outlets in your respective areas. Please forward all published articles to Carol Reichbaum, reflecting the publication name; links are acceptable, if the publication allows access.

Please share any barriers/challenges as well as successes that are encountered within the reporting period.

Rev. 051316

Appendix F