



# Tai Ji Quan: Moving for Better Balance

## Forms Instructions

10-30-17

1. **Workshop Notification Form** (Leader Tools 1.)
  - Leader/staff completes 2-3 months prior to class session start date
  - Mail/e-mail/fax to Kelly Wolle prior to the first session and send a copy at the conclusion of the class series with the other forms required
2. **Physical Activity Readiness Questionnaire (PAR-Q)** (Leader Tools 3a.)
  - Distributed to participants prior to class session 1 or in class session 1
  - Participants answer the 6 questions:
    - If “no” to all 6, then participant is ok to start the class series
    - If “yes” to any, participant *should check with their doctor* by phone or in person prior to starting the class series
    - Note: We recommend everyone check with their doctor prior to starting
  - Participants or organizations can keep this form
3. **Release From Liability Agreement** (Leader Tools 3b.)
  - Distributed to participants prior to class session 1 or in class session 1
    - Participants should sign this before starting the class series
  - Organizations keep this form on file
4. **Participant Information Form** (aka “First Session Survey”) (Leader Tools 3d.)
  - Request each class participant complete this prior to or at the first session (if needed, see script 3di for how to present it.)
  - Mail/e-mail/fax to Kelly Wolle at the conclusion of the 12 week session
5. **Participant Post Program Survey** (aka “Last Session Survey”) (Leader Tools 3e.)
  - Request each class participant complete this at the last session. No one is *required* to complete this.
  - Mail/e-mail/fax to Kelly Wolle at the conclusion of the 12 week session
6. **Participant Attendance Form** (Leader Tools 3c.)
  - Completed by leader at each class session
  - Write the participant code in the left hand column (*you may include participant names, but eliminate before submitting*)
  - Mark the box for each session a participant attends
  - Mail/e-mail/fax to Kelly Wolle at the conclusion of the 12 week session

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For questions or concerns contact your regional TJJ representative: **Lynn Buckley** phone: 507-995-0454 or email: lbuckley@mnraaa.org