

KAUAI'S GREAT 2007 WEIGH OUT

Fit Buck Instructions for Team Captains

1. All team captains must submit a weekly **“Nutrition & Activity Report”** by **noon each Tuesday during the Weigh Out Program**. Information is taken from each member’s Nutrition & Activity Log. Reports received after the deadline will not be accepted. Reports are to be submitted by faxing or emailing them to Nalani Brun between 6:00 a.m. Monday and noon on each Tuesday indicated. (Nalani’s fax: 246-9551; Nalani’s email: nbrun@hoolalahui.org) Nutrition & Activity Reports for the last week, May 7 - May 10, must be sent in no later than noon on Friday, May 11. Your first report will include 9 days of activity and the final report will report on just 4 days. If your report is late, you will not receive the Fit Bucks for the week. Please have back up help to get those reports turned in. Your team is counting on you. If you would like an electronic version of the weekly fit buck report, contact Nalani Brun at nbrun@hoolalahui.org.
2. Inform your team members attending any Weigh Out class/event where Fit Bucks may be earned, to complete a **“KGWO Team Ticket”** and give the ticket to the event leader at the time/date of the event to receive Fit Buck credit. If your team members fail to turn in the tickets to the class/event leader, they will not receive Fit Buck credit for attendance at the class/event. Each event is run by an EVENT LEADER. As the leader they can decide whether or not to give you a grace period if you are late to start the event. I recommend you go to the events on time at first and see which events may have a bit of lee-way and which do not. This is totally left up to the Event Leader as they too, have jobs and families to get back to. Please do not give them any trouble or you will hear from the Fit Buck Queen.
3. Please pre-arrange bringing or meeting your guest(s) at the events you are planning to get their guest Fit Bucks for. Please **DO NOT** go to an event and try to “pick up” guests at that location. This has caused many, many complaints in the past and we hope that this will not occur **AGAIN**. Event Leaders are instructed to watch for this and if necessary, disallow Fit Bucks. There will be prizes for both top winners of total Fit Bucks with guests and top winners of Fit Bucks earned by team members only. (This is in addition to a prize for teams who have lost the most percentage of weight).

4. On the Fit Buck tickets are 5 signature lines for guests. You will receive 1 Fit Buck per guest you bring with you to the event. A guest cannot be counted if the team member listed does not come to the event. Each guest must fill out the information on the ticket and sign their name indicating they have read the back of the ticket. Additional information required on the ticket is the guest's age, gender, ethnicity and if they are registered in the Me2 program or not.
5. Me2s: Each team member on a team can recruit up to 5 Me2's and will get a Fit Buck for each Me2 they register. This does not mean that a Me2 cannot later go onto another team's ticket. They can go ahead and sign whomever's ticket invited them to any event during the weigh out.
6. If at one event we find two tickets with the same name (guest or me2), that name will not receive a Fit Buck for either team.
7. Names MUST BE LEGIBLE! If we cannot read the ticket, we cannot give you the Fit Buck.
8. Each week you will receive a running total of the Fit Bucks you and your team members earn. The weekly totals are based on information you submit on the Nutrition & Activity Report PLUS attendance information from KGWO Team Tickets received from class/event leaders. You will also be able to see how your team's weekly total number of Fit Bucks compares to all the other teams participating in KGWO by checking www.getfitkauai.com website or listening to KQNG Radio on Weigh Out Wednesdays from 4 – 5 pm. Fit Buck standings will be announced at approximately 4:30pm.
9. The Fit Buck Committee will issue a Fit Buck Voucher for each team member in the total amount they have earned for attending classes/events and information from their Nutrition & Activity Logs. Fit Buck Vouchers will be distributed at the Weigh Out Party on May 12. Tickets will indicate total Fit Bucks earned and what level you are at as in comparison to the other participants in the program. You will take this voucher to redeem your prizes that day.
10. As Captain of your team, establish a means of communicating with each team member in order to gather the information you need and to relay information to them. Should you have any questions regarding Fit Bucks (earning, verification and tallying), please contact Nalani Brun at 240-0189 (phone), 246-9551 (fax), or e-mail at nbrun@hoolalahui.org (best way).

Yours Truly,
The Fit Buck Queen