FITNESS & WELLNESS OUTREACH PROGRAM POLICIES AND PROCEDURES

**Purpose:** This policy is used to describe the outreach procedures for group fitness instructors and personal trainers providing outreach programs.

**Scope:** These policies and procedures are used by all F&W Group Fitness Instructors and Personal Trainers instructing outreach programs.

**Policies:**

I) OUTREACH PROGRAM PRE-PROGRAM PROCEDURES
   a) Arrive 15 minutes early to complete the following:
      i) Inspect and set-up any equipment.
      ii) Open stereo and play welcome music and greet participants.
      iii) E-mail professional staff on your arrival at the outreach program location (if not held at Ramsey).
         (1) For outreach programs held at Ramsey, you will clock in as normal.

II) OUTREACH PROGRAM POST-PROGRAM PROCEDURES:
   a) Instructors have up to 15 minutes after conclusion of class to complete the following.
      i) Answer participants questions.
      ii) Clean and put away any equipment.
      iii) Secure stereo and microphone and placing batteries on charger as needed.
      iv) E-mail professional staff on your departure from the outreach program location (if not held at Ramsey).
         (1) For outreach programs held at Ramsey, you will clock out as normal.