Instructors/leaders,

The Healthy for Life (HFL) team and the University of Missouri System faculty and staff deeply appreciate your service. By providing affordable physical activity options to university employees, you are playing an important role in promoting individual wellness and advancing the UM Culture of Health (umurl.us/COH).

Instructor requirements
For each class/session that you lead, you must collect and submit:

- A class roster for sign-in at every class, which includes:
  - Title of class
  - Date(s) class is held
- Consent to participate and waiver of liability, a single form submitted annually from each participant and from you, the instructor/leader.
- Confidentiality form submitted annually by you, the instructor/leader.

These documents are accessible and can be printed from this webpage: umurl.us/BeALeader.

Send your documentation to Sarah Ellis (EllisS@umsystem.edu) if you are on the MU, MUHC, S&T, or UMSL campuses. If you are on the UMKC campus, send your documentation to Laurie Goldstein (GoldsteinLJ@umsytem.edu).

HFL needs these documents because:

- The university’s Office of General Counsel requires HFL to keep records of attendees to comply with liability rules. You are an extension of the HFL team so these requirements extend to you.
- It is important for the HFL team to track program engagement and productivity.

Failure to comply
In the event you do not follow through with collecting and submitting the documentation listed above, the HFL team has the right to stop promoting the classes/sessions. You will no longer be able to use the University of Missouri System or Healthy for Life names, and you will not have the ability to use campus rooms/facilities to conduct any further classes/sessions. If you continue to use the university or Healthy for Life names and refuse to provide the required documentation, the Office of General Council will be contacted, and a cease and desist letter will be issued.

Healthy for Life recognizes the time it takes to instruct/lead these sessions/classes and the additional time it takes to complete this documentation. If we can be of any assistance, please do not hesitate to contact us.

Sincerely,
Sarah Ellis and Laurie Goldstein
Wellness Program Coordinators
Healthy for Life, University of Missouri Employee Wellness Program