

2009

Soar Into Shape Handbook

Eat Better, Move More, Live Healthier!

Brought to you by:

**Health and Wellness Center
(HAWC)**

Nutritional Medicine Clinic

Arctic Oasis Community Center

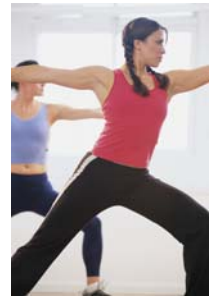
Elmendorf Fitness Center

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Eat better!



Move more!




Live healthier!

Purpose of the Handbook

Soar into Shape is a 12-week healthy lifestyle initiative that challenges participants to increase fruit and vegetable intake, consume healthy beverages, and engage in physical activity most days of the week. This handbook provides the rules of engagement, key program components, and program staff contact information.

Getting Started



*"I really enjoyed the program and I think it helped people get the right mind set for the summer season."
~2007 Soar participant*

Before beginning the challenge, confirm with your primary care provider that you can fully participate in a fitness program. If you have a pre-existing condition or are recovering from an injury, it is important to know your limitations. Although fitness is not the only component in the *Soar into Shape* program, it is a key component to help you meet your healthy lifestyle goals. Most importantly, you are encouraged to exercise at your own pace.

Who Can Join the Program?

Soar into Shape is open to all active duty members, retirees, and beneficiaries 8 years of age and older, regardless of service affiliation.

Start Date

Soar into Shape officially begins January 12, 2009 with the first weigh-in. However, there is a prerequisite that will occur before the weigh-in. You or at least one member of your team must attend a mandatory orientation briefings held January 6 and 14, noon-1 p.m. & 5-6 p.m. at the base theater and January 9, 7-8 a.m., noon-1 p.m., & 5-6 p.m. at the hospital dining hall. NOTE: You need to attend only one of the briefings.

Registration forms may be picked up **November 3, 2008–January 5, 2009** at the following locations:

- HAWC (Bldg 9497, Necrason), 7:30 a.m.-4:30 p.m.
- Elmendorf Fitness Center, 7:30 a.m.-11 p.m.
- Nutritional Medicine Clinic at the Hospital, 7:30 a.m.-4:30p.m.
- Arctic Oasis Community Center, 9 a.m.-8 p.m.

Registration forms may be delivered at any of the above sites no later than 4:30 p.m. on Friday, **January 5, 2009**.

Program Components

Soar into Shape has five program components. **Adults** registered in the individual, team, and family categories participate in:

- Weigh-ins
- Weekly logs
- Classes
- Wellness Challenges
- Additional points

Youth registered in the family category participate in:

- Log check-ins
- Weekly logs
- At-home assignments
- Wellness Challenges
- Additional points

Members are encouraged to participate in classes and wellness challenges held at the Fitness Center and Arctic Oasis Community Center, and complete a weekly log. At-home assignments are not to interfere with school or related activities, but are used to encourage family dialogue and assist youth in integrating healthy behaviors in their lifestyles at an early age. Although these activities are not mandatory, *Soar in Shape* participants have reported incredible changes in their weight and lifestyle practices that have led to increased energy and improved productivity and morale.

Rules of Engagement

Participants may register in the individual, team or family *Soar into Shape* categories. If adults would like to compete as a group, you must select **ONE CATEGORY**, either team or family, and are not allowed to register in both categories. Youth participants are **ONLY ELIGIBLE** to register for the family category. Points for adult and youth participants registered for the team or family category, are tracked individually to determine eligibility for awards at the end of the program. Refer below to determine the categories that best suit you.

Individual

- Would like to participate on your own.
- Set a weight loss or maintenance (0-25 pounds) plan. Weight loss goal should not be more than 25 pounds during the 12-week challenge. If the goal is to maintain weight, team members must be within 2 pounds of their beginning weight at the end of the challenge to earn points.

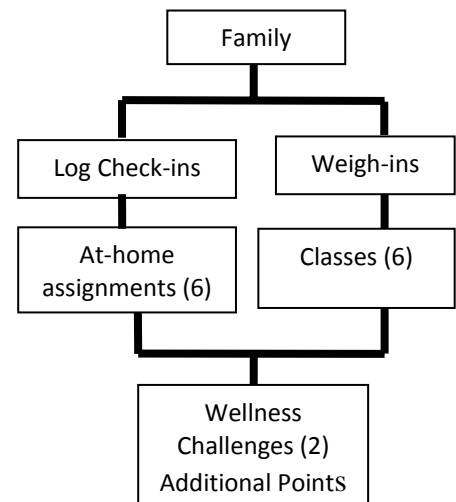
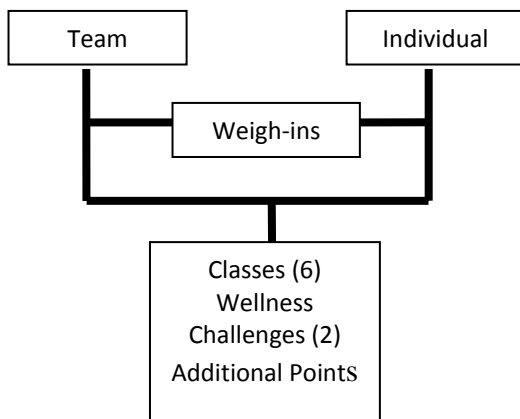
Team

- Must have 4 members age 18 and older.
- Team must select a leader and have a name. NOTE: Changes to the team name will NOT be accepted at a later date so chose wisely.
- Each participant must turn in a registration form.

- ❑ Each participant may set a weight loss or maintenance (0-25 pounds) plan. Weight loss goal should not be more than 25 pounds during the 12-week challenge. If the goal is to maintain weight, team members must be within 2 pounds of their beginning weight at the end of the challenge to earn points.
- ❑ Participants' points are tracked to determine eligibility for highest points and weight loss percentage.
- ❑ Squadrons may have more than one team.

Family

- ❑ Teams must have at least one adult and one youth (8-17 years of age).
- ❑ Parents/guardians must turn in registration forms for each member and provide consent for youth to participate in program.
- ❑ Parents/guardians track fruits and vegetables intake, exercise, healthy beverage intake.
- ❑ Adults are eligible to compete in individual category for highest points and percentage weight loss.
- ❑ Youth will track exercise, healthy beverage intake, and screen times (e.g., time spent watching TV, playing video games, and time on the computer).
- ❑ Eligible to compete in individual category for youth (male and female) with highest points.
- ❑ No weigh-ins are conducted for youth. Youth, however, are encouraged to complete logs and turn in during the log check-in times.



Point System

Participants receive points for completing activities related to positive behavior changes and participating in *Soar into Shape* activities and certain base events. The staff tracks points in the *Soar into Shape* spreadsheet.

Soar into Shape key program components	Point (Pts) Values	Maximum per person
Exercise at least 45 minutes per day	0-5	420
Eat \geq 4 cups fruits/vegetables per day	0-5	420
Drink 64 oz water or sugar-free, caffeine-free beverage per day	0-5	420
Attending Soar into Shape orientation	20	20
Attend health and wellness classes (6 classes)	15 30 for classes 4, 5, & 6	135
Compete in 2 wellness challenges	100	200
Weigh-ins (excluding initial and final)	10, 20 for 3 rd , 4 th , and 5 th weigh-in	70
Weight loss or maintenance	2 pts for every 0.1% pounds loss or 150 pts for maintaining weight between 1-2 lbs	Varies
Abdominal circumference	20 pts for every 0.5" lost	Varies
Additional points	10	360

Description of Program Components

Weigh-ins

The initial weigh-in begins **January 12, 2009** at the Health and Wellness Center (HAWC) and **January 14, 2009** at the Nutritional Medicine Clinic in the 3rd Medical Group (hospital) from 7 a.m.-6 p.m. Staff members will record weight and height. An initial body mass index (BMI) is calculated. Team, adults on a family team and individual participants are encouraged to find a physical training leader (PTL) in their assigned squadron if interested in abdominal circumference. Abdominal circumference may be emailed to the Elmendorf HAWC for staff to record on your score card.

Subsequent weigh-ins are held on a bi-weekly basis 7-9 a.m.; 11 a.m.-1 p.m.; 3-6 p.m. at both locations (i.e., HAWC and Nutrition Clinic). Check schedule for dates at each location.

PLEASE NOTE: The *Soar into Shape* Family category was designed for parents and youth to adopt healthy lifestyle practices by exercising, consuming healthy beverages, and reducing screen time. Youth improve their health by focusing on these practices.

Weights are not taken for youth. If parents have concerns about their child's weight, the staff encourages them to see their primary care provider and/or schedule a one-on-one consultation with Nutritional Medicine Clinic.

Weekly Logs

Soar into Shape participants track exercise, nutrition, and healthy beverage intake on weekly logs. Adults record cups of fruits and vegetables, ounces of water/healthy beverages consumed, and minutes of physical activity each day. Youth track physical activity; cups of water/healthy beverage consumed, and screen time.

Fruits and vegetables

On the logs, participants are to indicate the amount consumed for fruits and vegetables. In the past, participants have written "broccoli". This makes it very difficult for the *Soar into Shape* staff to accurately assess points. If an amount is not provided, you will receive "1" point for that fruit/veg.

1 cup = 1 medium piece of fruit, 1 cup fruit/veg juice, 1 cup canned fruit, 1 cup veg.

Potato chips, French fries, and ketchup are not counted as vegetables.

Some fruits and vegetables have a different portion sizes to be considered as 1 cup.

- 1/2 c dried fruit can be considered as 1 cup (Caution: dried fruits are high in calories)
- 2 cups of raw leafy greens can be considered as 1 cup

For the following fruits and vegetables, amounts greater than the following per day will not be counted:

- Maximum of 1 cup starchy vegetables (i.e. legumes, beans such as kidney, peas, potatoes, corn, yams, sweet potatoes)
- Maximum of 1 cup fruit juice (100% fruit juice)
- Maximum of 1 cup vegetable juice (caution: vegetable juices are high in sodium unless low sodium)

PLEASE NOTE: *Although fruit and vegetable consumption are not recorded for youth, it is still important for them to make these foods an integral part of their diet. Due to the variability in what is required for youth ("one size does not fit all"), the staff did not include it on the weekly log. Refer to the Soar into Shape toolkit for information about nutrition for children and adolescents and strategies on ways of integrating fruits and vegetables in their daily consumption.*

Healthy beverages

Sugar-free, caffeine-free or \leq 1% milk/soy milk can be counted as a healthy beverage. Do not include fruit or vegetable juices in this category. Examples of healthy beverages: crystal light; sugar-free kool-aid; diet 7 up/sprite/sierra mist or other diet sodas that are caffeine-free or decaffeinated; decaffeinated coffee, tea or herb teas; various brands/flavors of water that do not contain calories.

PLEASE NOTE: *This list is not all inclusive, but close.*

Fitness

Aerobic conditioning (also known as "cardio") is a major component of fitness that reduces stress and fatigue, improves your immune system, reduces high blood pressure, and stimulates weight loss.

Cardio is what gets your heart beating faster and your breathing harder. For adults to reduce risk of heart disease and maintain good health, at least 30-minutes of physical activity are recommended.

Adults receive “3” points for completing 30-minutes of physical activity that includes, but not limited to: brisk walking (4.5 mph pace), jogging/running, elliptical training, step aerobics class, cycling/biking, cross-country skiing, hiking/snowshoeing, and circuit training (alternate aerobic and strength training stations). You are encouraged to attend classes offered at Elmendorf and/or Ft Richardson fitness facilities. A circuit training class is offered at Arctic Oasis Community Center every Wednesday and Friday at 1 p.m. A one-hour craft session (not a babysitting service) is provided for children (ages 2 and older) while parent participates in circuit. Light snow shoveling, squadron physical training and *Soar into Shape* wellness challenges may count as aerobic activity if the activity is performed continuously for 30-minutes.

Weight loss is one of the primary reasons that participants enroll in *Soar into Shape*. According to the American Heart Association and the American College of Sports Medicine, adults should exercise **60-90 minutes at a moderate intensity** most days of the week to manage body weight and prevent gradual unhealthy body weight gain. The *Soar into Shape* staff encourages adult participants to engage in at least **45 continuous minutes** of moderately intense aerobic activity at least 4-5 times a week. To exercise at a moderately –intense level (50-85% in target heart rate zone), you must work hard enough to raise your heart rate and break a sweat, but still carry a conversation[see above listed activities]. To calculate your target heart rate zone, refer to the Karvonen formula in the *Soar into Shape* toolkit.

Other fitness activities

Participants receive “2” *Soar into Shape* points for performing other types of fitness activities that involve short bursts of energy, not performed for 30 continuous minutes, and/or involves muscular strength/flexibility exercises. Examples include basketball, soccer, softball, jump rope (less than 30 minutes), plyometrics, racquetball, lifting weights, using resistance bands, yoga, pilates, doing exercises that use your body weight for resistance (e.g. push ups, sit-ups).

Please note that the maximum amount of points earned each day is 5 points. For example, you may receive “5” points for:

- Completing 45 continuous minutes of a cardio-aerobic activity (5 points),
- Doing resistance training for 30 minutes and 30 minutes of cardio (2 points + 3 points)
- Snow shoveling (30 continuous minutes) and Pilates (3 points +2 points)

Youth Physical Activity

Youth should engage in 60 minutes or more of physical activity each day. The **key** goal for youth regarding fitness is to **get up and move!** Trade in your video controller for a walk after dinner or walk to school, going outside and playing in the snow, playing on the jungle gym, or participating in PE at school. Youth are to track the number of minutes of physical activity in their day; it does not have to occur at one time.

For example, Susie walks to school every day. It takes her about 10 minutes to walk to school. She runs around in the gym playing tag during PE. Susie than walks home, puts on her snowsuit and plays with her brothers outside for 30 minutes instead of playing games on the computer. How many minutes does Susie spend in her day being active?

*Walk to school (10 minutes) + School PE (30 minutes) + Walk from school back home (10 minutes) + Playing outside with her brothers (30 minutes) = **80 minutes!!!***

Here is a good rule of thumb! On a scale of 0 to 10, 0 is considering sitting and 10 is the highest level of activity. If your child's heart is beating faster than normal and he/she breathes harder than normal, it is considered as moderate intensity (on the 0-10 scale, about a 5 or 6) or vigorous intensity (about 7 or 8).

Screen Time

Since weight is not taken for youth, screen time is recorded. Youth are awarded points for reducing screen time (e.g. TV, video games, computer time on "myspace," "Facebook", and instant messaging). At the end of the challenge, total points accumulated for youth reducing screen time are calculated. Screen time is defined as time spent watching TV, on computer, and/or playing video games. Time spent completing homework using the computer is not counted as "screen time."

Recording Activity in Weekly Logs - Example

On Monday, Bob, an adult *Soar into Shape* participant, drank 1 bottle of water (16.9 ounces), 1 cup of crystal light and 1 bottle (16.9 ounces) of Propel. Bob exercised for 60 minutes on the elliptical. He ate 1 apple, 2 cups of mixed vegetables, and 1 banana. In the *Soar into Shape* log, Bob would record:

Week 1	Fluid Intake	Pts	Exercise	Pts	Ft/Veg	Pts
Monday	16.9 oz water 8 oz crystal light 16 oz Propel		60 minutes Elliptical		1 med apple 2 cups mixed vegetables 1 lg banana	

Staff review and score logs in accordance to the *Soar into Shape* point system. Serving sizes, healthy beverages, and exercise is discussed in further detail at the orientation. Information may also be found in the *Soar into Shape* toolkit. Teams, families, and individuals must bring their logs to the weigh ins/log check-ins or email it to the Elmendorf HAWC (elmendorfhawc@elmendorf.af.mil) on the day of their weigh-in by 6 p.m. **Late logs are not accepted.**

TIPS FOR SUCCESS

Want to make big points? Don't take the weekly logs for granted! It makes the difference between 1st and 10th place!

- Do something! You may not have the perfect log, but set a goal. Perhaps your goal during week 1 is to eat 1 cup of fruit and 1 cup of vegetable a day, exercise 30 minutes, and drink at least 48 ounces of water. That's OK...at least you are taking baby steps and making room to improve your lifestyle.
- Ask the staff questions at the weigh-ins/log check-in. We are here for you. If there is an aspect of the program that is unclear, confused on what food is considered a fruit or veggie, or you need help, do not hesitate to ask.
- Please write legibly. You may lose points if staff is unable to decipher your write. Typed logs are welcomed, but not mandatory!
- If serving size is not specified, you may not receive the correct number of points earned.
- Please bring your logs with you to the weigh-ins/log check-ins.
- Late logs are not accepted. Please email your logs to elmendorfhawc@elmendorf.af.mil if you forget to bring it with you.
- Youth receive a prize for attending the log check-ins.
- Adults attending the weigh-ins after week 4 are entered into a random drawing to receive a prize.



Classes

Educational classes are provided to expand knowledge and skills on healthy lifestyle living. Topics include:

- Nutrition Basics
- Fitness Basics
- Eating on the Go
- Healthy Sleep
- Core Training and Flexibility
- Stress Management

All adult participants are encouraged to attend. Classes are designed to educate adults on various aspects of healthy living. Youth participants are encouraged to complete home assignments on:

- Healthy eating exercise: "Slow. Go. Whoa!"
- 10,000 step challenge
- Keeping a sleep diary
- Creating a core and flexibility warm up/cool down
- Positive communication

Adults should share with their children information learned from classes or review information found in the *Soar into Shape* toolbox. For youth participants, points may be earned by completing an at-home assignment and submitting it at the log check-in. Assignments are available in the *Soar into Shape* online toolkit at <http://www.anchoragemilitaryfamilies.org> on 12 January 2009.

Wellness Challenges

Wellness challenges are held at the Elmendorf Fitness Center and the Arctic Oasis Community Center. It is not a mandatory activity, but it is an opportunity to test your fitness performance, nutrition knowledge, and most importantly a chance to have fun! The goal of the challenge is for individuals, team members, and family members to **complete as many stations as possible**. If you are registered in the team or family categories, all members from your team do not have to be present at the same time. Refer to the *Soar into Shape* schedule for days and times.

You can attend one of the three sessions offered during the wellness challenge week and you receive points based on your performances at each station.

1.5 mile run	Push ups	Sit ups	Planks	Sit and Reach
Box Drill	"Simon Says..."	Wall Squats	Nutrition Station #1	Nutrition Station #2

Bonus activities (to earn extra points) are also available if all 10 wellness challenge stations have been completed. The first wellness challenge serves as a baseline measurement of your current fitness level. The same stations are set up for the second wellness challenge to see how you improve.

Individuals, teams, and family members complete activities as instructed at each station and points are awarded based on performance. To ensure the challenge ends on time, please arrive within the specified times in the *Soar into Shape* schedule. Exercise and nutrition descriptions and age categories for completing exercises are available at <http://www.anchoragemilitaryfamilies.org> on 12 January 2009.

Keys to Prepare for the Wellness Challenge

- The purpose of the wellness challenge is to complete as many stations as possible. If you are more concerned about getting a perfect score, you may not get through all the stations.
- The first wellness challenge serves as a baseline of your current fitness. You will definitely see improvement in your overall score during the second wellness challenge as you apply the *Soar into Shape* principles in your daily routine. .
- Have fun! The wellness challenges serve as a great opportunity to get you out of your duty station and to get a nice workout!
- Have as many team members participate as possible. You will get more points!
- All members do not have to attend at the same time. Again, the key is to have as many people participate in the challenge so you can earn as many points as possible.
- You do not have to go in a specific order. Before beginning the challenge, you may confer with your team members to determine the order.
- Two hours is not a lot of time to complete all the stations. You will cover more ground if you have members of your team go to different stations.
- It is best to do a few repetitions than opt for a zero score. Do what you can. If you experience back, neck, leg, or any other pain (perhaps a nagging team mate☺), we encourage you to stop.
- Be kind to the volunteers! We were unable to pay them for their time and you cannot bribe them into giving you a higher score! ☺
- Make sure that you drink water before, during, and after the challenge. Do a 5-minute warm up before starting the challenge and a 5-minute cool down before leaving the gym.



Additional Points

Weigh-ins, classes, and the weekly logs are important tools to help you establish new practices in your lifestyle; however, a HUGE portion of the success comes from you. Exchanging “unhealthy” practices for “healthy” ones is very important. It includes utilizing resources, spending time with family and friends, and improving overall health (mind, body, and spirit).

A new addition to the *Soar into Shape* program is rewarding members for completing activities in the *Soar into Shape* toolkit and/or participating in activities coordinated by our partners. Arctic Oasis Community Center is sponsoring numerous activities during the *Soar into Shape* season to encourage families to get active and involved! You may earn an additional 10 points (30 pts maximum each week) for participating in:

Friday night rock climbing Arctic Oasis (Sign up at front desk)	*Indoor Bike Rodeo Hangar 5 (Bring receipt as proof of participation)	Ping Pong tournaments Arctic Oasis (Sign up at front desk)
Volunteering to assist staff at weigh-ins and wellness challenges (email elmendorfhawc@elmendorf.af.mil)	*Valentine’s Day treadmill walk-a-thon Arctic Oasis (Sign up at front desk)	*Scavenger Hunt Arctic Oasis (Sign up at front desk)
Miniature golf tournament Arctic Oasis (Sign up at front desk)	*Hillberg Spring Carnival (Bring receipt as proof of attendance)	Bowling at Polar Bowl (Bring receipt as proof of participation)
Activities or rental equipment Outdoor Recreation (Bring receipt as proof of participation)	Wii Tournaments Arctic Oasis (Sign up at front desk)	*Enrolling in tobacco cessation Health and Wellness Center (Sign up at Health and Wellness Center)
10,000 Steps challenge	*Complete “How has your lifestyle changed?” <i>Soar into Shape</i> evaluation	The Sensible Weigh (Sign up at Nutritional Medicine Clinic)
*Enroll in <i>FitFactor</i> program (Enroll at Youth Center)	*Enroll in <i>FitLinxx</i> (Register at Fitness Center; if active duty, register with unit fitness program manager)	

You may complete most of the activities more than once. A “*” denotes activities that may only be completed once. For more details on dates, times, and when to register for these activities, please visit <http://www.anchoragemilitaryfamilies.org> on 12 January 2009.

PRIZES ANYONE???

Participants who have a FitLinxx ID are eligible to win a prize courtesy of the Elmendorf Fitness Center. If you are not enrolled, contact your squadron physical training leader (PTL) or a Fitness Center staff member. The Fitness Center staff will randomly draw names of participants who exercise on certain days of the week and log it in FitLinxx. You can also log your workouts online at <http://www.fitlinxx.com>.

Weight Loss or Maintenance

Weight loss is a primary reason members sign up for the program. At the end of the challenge, percent weight loss for adults is calculated. For every 1% of body weight loss, 20 pts are awarded.

Weight maintenance is important for participants whose body mass index is within the normal weight range. BMI standards were developed by experts affiliated with the Centers for Disease Control and Prevention (<http://www.cdc.gov>). Persons maintaining weight within 1-2 pounds automatically receive 150 points. Twenty points are awarded for every 0.5 inches lost for abdominal circumference.

If the initial goal set at the beginning of the program is achieved, participants receive an additional 100 points.

Awards Ceremony

Top ranking teams, individuals, and families are recognized for their achievements at the end of the program. The awards ceremony is scheduled for April 17, 2009 at the base theater. Several awards are given to *Soar into Shape* participants who rank highest in the categories below:

- Top team, top male, and female participant for amount of weight loss and highest amount of points
- Top family and youth participant with highest amount of points
- Best team name
- Top team, family, male, female, youth wellness challenge competitor
- Top team, family, male, female, and youth competitor, participation

Soar into Shape participants earning greater than 900 points receive a certificate.

Soar into Shape Toolkit

The *Soar into Shape* staff developed an online toolkit with references on fitness, healthy eating, and other practices that promote a healthy lifestyle. You may also find weekly logs (both adults and youth), at-home assignments and instructions on obtaining extra points during the initiative. The toolkit can be accessed at <http://www.anchoragemilitaryfamilies.org> beginning 12 January 2009. Participants can find:

- MyPyramid
- 100 ways to cut calories
- Comparing cost of healthy and not so healthy foods
- Learning about portion sizes
- Healthy recipe substitutes
- Using a pedometer and activity log
- Examples of circuit work-outs
- Wellness challenge stations
- Body mass index
- Puzzles for kids!

AND MUCH MORE!!!

Tips for Soar into Shape Success

It's not over 'til it's over!!!

Don't assume that you are out of the game if you miss a few points

Keep it simple!

Find at least one thing to change about your lifestyle

Select a weigh-in/log check-in site that you can attend every two weeks.

Have a strong support system.

Take advantage of the entire program.

Wear similar attire to weigh-ins. Try to wear the same clothes for weigh-ins days.

Make copies of weekly logs for your records.

Make a copy of the *Soar into Shape* schedule and post it at your desk or on the refrigerator.



Questions???

That's the rules! There are no limitations on who can participate, no one is kicked out of the program each week, and if you end up gaining weight, there is no penalty (at least not from us). If you have any questions, feel free to contact:

<p>Elmendorf Health and Wellness Center 552-2361 (phone) 552-7223 (fax) elmendorfhawc@elmendorf.af.mil</p>	<p>Nutritional Medicine Clinic 580-4310 (phone) 580-5523 (fax)</p>
<p>Arctic Oasis Community Center 552-8529 (phone)</p>	<p>Elmendorf Fitness Center 552-9890 (phone)</p>

Contributors of the 2009 Soar into Shape handbook are Priscilla Barnes, Health Education Program Manager, HAWC; LtCol Lisa Schuette, Flight Commander, Nutritional Medicine Clinic; SSgt Korrin Leonard, Aerospace Medical Service Craftsman, HAWC; Capt Heidi Worley, Chief Clinical Dietitcs, Nutritional Medicine Clinic; and Mr. Tommie Baker, Community Relations Coordinator, 611 CES/CEVR

Subject matter and community experts: Mrs. Leyla Kelter, Flight Commander, HAWC; TSgt Mark Jaynes, NCOIC, HAWC; Ms. Juli Phelps, Health and Wellness Technician; Mrs. Mattie Wilson, 2008 Soar into Shape participant, Mr. Tom Lawson, Director Fitness Center, 3 SVS; Mr. Matt Livingston, Assistant Director Fitness Center, 3 SVS; Mr. Karl Croft, Director Arctic Oasis, 3 SVS.