

Tami Stackelhouse

CERTIFIED HEALTH COACH



Coaching Program Agreement

This Agreement is between **You** and
Tami Stackelhouse, Fibromyalgia Coach
(Hereinafter referred to as "**Coach**")

Client Name _____

(The Client herein referred to as "you")

Home Address _____

Business Phone _____ Home Phone _____

Fax Number _____ Mobile Phone _____

Email _____

Birth Date ____/____/____ Program Start Date ____/____/____

All coaching sessions will expire one (1) year from Program Start Date (above).

As a participant in your Coaching Program, you will receive:

1. Weekly Coaching Sessions

- ✓ You and your Coach will have scheduled individual coaching appointments of 45 minutes each via phone (Skype / FaceTime by request). These coaching sessions will generally be scheduled weekly, although this schedule may be adjusted to be more or less often as agreed upon by you and your Coach. Appointments will be used for goal setting, education, troubleshooting, and celebrating your victories. To make the best use of these appointments, your Coach may ask you to fill out and email or fax in the *Plan For Your Coaching Call* form at least 12 hours in advance. (Form will be provided.)

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2. Monthly Goal Setting Workshops

- ✓ You may attend any *Gentle Goal Setting for Fibromyalgia & CFS Workshop* that is held by your Coach during your coaching program at no charge. This is a two-hour phone / web workshop, and includes a specially designed workbook, *A Toolkit for Hope*.

3. Phone and Text Message Availability

- ✓ Your Coach is available during normal business hours by phone and text message for quick check-ins to discuss unforeseen challenges that arise during the week. Your calls and texts will normally be returned within one business day.

4. Email Availability

- ✓ Your Coach is also available during normal business hours by email message to discuss unforeseen challenges that arise during the week. Your emails will be answered within 1-2 business days.

5. Templates and Systems

- ✓ Your Coach will supply you with proprietary templates and systems on an as-needed basis. These include weekly planning sheets, goal setting forms, measurement charts, sleep trackers, workbooks, and much more.

6. Monthly Newsletter

- ✓ Your Coach sends out a *Hope & Healing* newsletter once a month, with articles related to fibromyalgia, monthly tips, Fibro Facts, customer celebrations, Ask the Coach articles, and more. (You are free to opt-out of this at any time.)

7. Referral Service

- ✓ Your Coach has a large network of professionals that she knows and trusts. When needed, your Coach can refer you to these other professionals who can help you, based on your specific needs, personality, insurance, and other factors.

Your Program Investment:

Payment is always on time and paid in advance. Your initial payment will be by check, credit card or PayPal. Subsequent payments will be made by credit card or PayPal. All payments made are non-refundable, but sessions can be rescheduled. Sessions may be used up to one (1) year from date of purchase.

	<i>Coaching Term / Package</i>	<i>Investment</i>
<input type="checkbox"/>	“Hope and Freedom” 6-Month Pack <i>Includes: 26 session</i>	
<input type="checkbox"/>	“Find Your Freedom” 4-Month Pack <i>Includes: 17 sessions</i>	
<input type="checkbox"/>	“Get Your Hope Back” 2-Month Pack My most popular package! <i>Includes: 8 sessions</i>	
<input type="checkbox"/>	Sherri L. Little Fibromyalgia Coaching Scholarship	

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Your Commitment to the Program:

The role of your Coach is primarily that of mentor and motivator. As a client, it's important that your Coach has your commitment and dedication to the program in order to help you achieve your goals, needs, and expectations.

Here is what your Coach expects from you as a client:

- ✓ At all times, you will be honest, truthful and professional.
- ✓ You will disclose all necessary information so that your Coach can serve you efficiently and effectively.
- ✓ When you try something new, you will pay attention to the results so that you can identify what works best for you.
- ✓ You will do your best to keep all your appointments or give at least a 24 hours notice with any changes.
- ✓ If you are not fully satisfied with the services you are receiving, you will immediately notify your Coach so that she can work with you to address your concerns.
- ✓ You will be realistic with your expectations of your Coach and of yourself.
- ✓ You are prepared to take action on the goals you set with your Coach.
- ✓ You are prepared to invest in yourself and change, as necessary, to achieve your goals.

Your Perspective During the Program:

The best attitude to keep during your Coaching Program looks like this:

- 1. Be ready to try something new to get new results.** If what you were doing before was completely working for you, then you wouldn't be needing a Coach.
- 2. Stay willing to be coached.** By remaining open to learning new ideas and ways of doing things, you will discover the things that will provide you with the results you are looking for.
- 3. Have a “whatever it takes” attitude towards reclaiming your health and life.** It won't always be easy, but it can be done. Think of getting healthy as your new job.
- 4. Understand that this will be a journey.** With your Coach beside you, the journey will be easier and the goal attainable.
- 5. Remain committed to putting in the effort to feeling better and actually living again.** It may feel like a long way off. Stay in touch with your Coach when you lose sight of the goal. Remember that your Coach has already “been there, done that” and can help you.
- 6. Keep your sense of humor.** Sometimes the best thing to do really IS just laugh at yourself and life as a fibro babe!
- 7. Be compassionate with yourself.** You're probably very compassionate with others. Understand that you need to be compassionate with yourself as well. Your Coach will model this for you!

General Conditions:

- 1. Confidentiality.** Your Coach agrees to honor your personal confidentiality. Anything discussed in your coaching sessions will remain private. At the same time, the Coaching materials you receive are

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confidential and proprietary. These materials are unpublished works protected by copyright laws and no unauthorized copying, adaptation, distribution, storage or display is permitted. You agree not to be use, disclose, or duplicate them, except for your own personal use.

- 2. Advisory.** Coaching Program services are advisory. You bear sole responsibility for the use and implementation of these services. Information that your Coach gives should not be considered medical advice, nor is it intended to replace consulting with a qualified physician or other health care provider. You agree to forever indemnify and hold harmless your Coach from and against any loss, cost or expense resulting from your activities related to the Coaching Program.
- 3. Scheduling.** Coaching appointments can be rescheduled with a minimum of 24 hours advanced notice. Otherwise, the coaching appointment will be forfeited. From time to time, your Coach may need to take time away to observe holidays, take vacations, attend company events, etc. When this occurs, you will either enjoy a week without goals (no refunds will be given) or reschedule additional coaching appointments before or after the time away. Please note that coaching sessions expire one (1) year from date of purchase.
- 4. Reporting.** Depending on your goals, you may be asked to report some Key Performance Indicators (KPI's) on a regular basis. (For example, this could include your weight, if weight loss is a goal.) This will allow your Coach to monitor your health and progress on your goals.
- 5. Evaluation.** Just as your progress is regularly evaluated through the coaching sessions, you may be asked to evaluate the performance of your Coach from time to time. You agree to certify in writing that you are satisfied with the services you have received since the last evaluation. If you are not fully satisfied with the services you have received (at any stage) you agree to let your Coach know, so that she can work with you to correct your concerns.
- 6. Termination.** You or your Coach may elect to terminate this agreement at any time upon thirty days notice in writing. Your final monthly investment will be due upon notice of termination.
- 7. Agreement.** This is the entire agreement between you and your Coach, all prior agreements, promises or representations being merged herein. This agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Oregon.

I have selected the following Coaching Program and agree with the terms set forth herein:

- "Hope & Freedom" 6-Month Pack
- "Get Your Hope Back" 2-Month Pack
- "Find Your Freedom" 4-Month Pack
- Coaching Scholarship

I elect to pay:

<i>Payment Option</i>	<i>Initial Payment</i>	<i>Remaining Payments</i>	<i>Bonus Items</i>	<i>Total Payments for Coaching Pack</i>

Executed on and effective from the _____ day of _____ 2015

Signature: _____ Date: ____/____/2015
(Type name for e-signature)

Your Coach: Tami Stackelhouse

Signature: _____ Date: ____/____/2015

Credit Card Authorization

I Authorize Tami Stackelhouse, Fibromyalgia Coach & Certified Health Coach, to charge the following Credit Card listed below for both the non-recurring and ongoing monthly recurring charges for Health Coaching services. I understand and agree that a copy of this credit card information may be maintained on file for billing purposes and I agree to keep the billing credit card information current.

Credit Card Number			
Name (As Printed on Card)			
Billing Address			
City		State	
ZIP Code			
Expiration Date (MM/YY)		Security Code	
Authorized Signature			

Send completed Authorization Form back to Tami Stackelhouse:

FAX: (866) 700-4934

Mail: 13640 SW Maplevue Lane, Tigard, OR, 97224

Email: tami@myrestoredhealth.com

Note: Email is not secure and should only be used if no credit card is required on this form.

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