



MISSOURI

June 22, 2017

Instructors/leaders,

Healthy for Life (HFL) and the University of Missouri System faculty and staff love what you are doing for them. There are several changes that of which we would like to inform you. Each is outlined in this letter.

Currently, we need to collect the following for all classes/sessions:

- Consent to participate and waiver of liability, signed one time annually for each participant and instructor/leader.
- Confidentiality form, signed one time annually by instructor.

Changes:

- HFL will no longer be responsible for coordinating classes. If you wish to host a class, you will be responsible for finding and reserving class spaces. Please contact your campus coordinator for a list of building coordinators who can help you book space reservations.
- HFL will no longer need rosters submitted at the end of each class.

All forms can be found on the Healthy for Life website under the priority area “Be Active.” After navigating to that page, choose the “Be a leader” link.

As stated, it is imperative that we collect this information from you. Please send waiver of liability forms and confidentiality forms to your campus coordinator.

Your support and your commitment to keeping our University faculty/staff healthy is truly appreciated. Healthy for Life recognizes the time it takes to instruct/lead these sessions/classes and the additional time it takes to complete documentation. If we can be of any assistance, please do not hesitate to contact us at wellness@umsystem.edu

All the best,

The Healthy for Life Team, University of Missouri System Employee Wellness Program



University of Missouri System, Office of Human Resources

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