



PRESENTING SPONSOR



Healthy Futures Database Instructions

The Excel database, **HFStudDatabase**, is to be used for your Healthy Futures record keeping. It is a tool to:

- Help you monitor your student's physical activity and nutrition. This information can be used in individual teacher/student conferences to encourage, recognize and reward activity goals and healthy habits.
- Redeem your students participation for credit and qualification in the annual \$300 Sports Package drawings (three Logs for the first entry and one entry for each additional qualifying Log).
- Provide Healthy Futures with the critical data necessary to receive annual funding.

The database contains basic fields or columns to record your students' Log participation:

- **First Name**
 - **Last Name**
 - **School**
 - **Teacher** (your last name only)
 - **Logs 1-8** (yes, several students completed 8 logs last year!)
1. Enter the info above for each participating student, and then add a numeric "1" in the appropriate column to represent each completed, qualifying log. Please **do not use: x**, an *, bullets or check marks. And please do not total the logs yourself by adding the second log to the first and putting a "2" in the Log#2 field. A simple "1" in each field is all that is needed.
 2. Excel has a memory function to help you with repeated entries such as school and teacher. You will find that as you retype, I.e., "**Alpenglow**" multiple times, each following time you type a capital **A** in that column the full name pops up automatically. Also, for fields such as school and teacher, the copy and paste functions under the edit bar across the top works really well.
 3. After entering your data, please save the database and rename it to include your school name, I.e., AlpenglowDB, KlattDB, O'MalleyDB, etc). It's important that we have a distinct name for each school's data.
 4. Each time you request incentives, attach your updated database and send both to Casey. Please keep the Logs on site until the end of year.

If you have any questions or need assist in getting your database started, please contact Casey by email. You may request a visit locally to get you started or to answer any questions.

Thanks for your awesome work!

For Program Information and Incentives Contact:

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