



Dear client,

I am honored and excited to be working with you in this life coaching journey! Life coaching is all about you getting where you want to be through personal exploration, goal setting, and action steps. It is my pleasure to work with you, but please know that I view you as the EXPERT in your life.

This process is about you leading the way by defining your goals and developing your own definition of success. We will be most successful as we work together to welcome new ideas and be accountable in our agreements. In this process, I will work to be supportive and respectful while also challenging you in an encouraging way.

I am attaching a series of questions for you to complete as well. Please send those back to me 24 hours before our session. These questions are designed for you to reflect deeper into your personal, athletic, academic and business goals. There are no right or wrong answers, just whatever feels true for you. Your best answers help me to understand you so I can meet you where you are at.

The first session will be a time for us to briefly go over what life coaching is and it will be a visioning session, which will take about 50 minutes. Payment is due prior to, or at the time of our scheduled session.

Again, I am so happy to be working with you, and I look forward to our first session. Please call with any questions.

Cheering you on,

Coach Crapo & Team

Coaching Agreement

Confidentiality: What is discussed during our coaching sessions is confidential. I will not discuss this information with other people without your written consent. The only exceptions to confidentiality are those times when a coach is required by law to break confidentiality such as to comply with a court order, to report suspected child abuse or neglect, or when clients threaten to harm themselves or someone else.

Acknowledgement and Agreement of Services for Coaching Clients

Nature of the relationship: You are aware that the coaching relationship is in no way to be construed as psychological counseling, psychotherapy, or any health-related service. In the event that you feel the need for professional counseling or therapy, it is your responsibility to seek a licensed professional. Coaching results are not guaranteed. You enter into the coaching with the understanding that you are responsible for creating your own results. You are hiring Coach Crapo and his team for the purpose of advising and supporting you with respect to achieving your goals.

1) Coach-Client Relationship

A. Coach agrees to maintain the ethics and standards of behavior established by the Center of Credentialing and Certification (<https://www.cce-global.org/Assets/Ethics/BCCcodeofethics.pdf>). It is recommended that the Client review the BCC Code of Ethics and the applicable standards of behavior.

B. Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

C. Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.

D. Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client's responsibility.

E. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client's exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

F. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program, including being on time for sessions.

G. The Client understands that minors must have parental/legal guardian approval in order to be seen by the Coach. The Client also understands that the parent(s) or legal guardian(s) of minors receiving care have the right to choose whether or not to be present for sessions. I understand that while sessions are considered confidential, in the case of minors, the Coach retains the right to break confidentiality to a minor's parent/guardian if the Coach deems, to the best of the Coach's understanding, that the minor is in physical, emotional, psychological or spiritual danger. In the case of suspected abuse, the Coach

retains the right and responsibility to break confidentiality in order to report suspected abuse to child protective services or to law enforcement agencies. The parent/guardian understands that it is the parent/guardian's responsibility to share with the minor if there are any goals or topics the parent/guardian would like them to address in their coaching work, and the parent/guardian also acknowledges that the minor may not have the same goals for his/her coaching work and that the Coach will not force any goals or topics on the minor as it would undermine any desired progress and also compromise the coach/client relationship. The parent/guardian understands that it their responsibility to ascertain the appropriateness of this coaching for the wellbeing of the minor prior to and during any coaching that is instigated, and that the parent/guardian retains the right and responsibility to discontinue coaching for any reason.

By signing below, I am agreeing to the terms and conditions, as described above. Client has read and agrees to parameters of Coach Crapo's coaching practice which have been outlined in the two previous pages.

2. Services/Fees for Individual/Couple Coaching Sessions

FEE: \$100 PER 50-Minute Individual OR a Couples Session

\$475 PER 5-Session Package of 50-Minute Sessions

\$900 PER 10-Session Package of 50-Minute Sessions

Any other agreed upon Fee Schedule will be included as an Addendum.

Client agrees to pay for all sessions at time of service, or ahead of time in package form.

Cancellation Policy: All appointments require a full 24 hours' notice for cancellation, or a cancellation fee will be assessed. For cancellations between 24-12 hours before the scheduled appointment, 50% of the price of the appointment will be charged, and any less than 12 hours' notice for appointment cancellation or "no shows", 100% of the price of the appointment will be charged.

Client signature _____ Date _____

Coach signature _____ Date _____

Goal Worksheet

What are the goals you most want to set for the next 180 days? Only select goals which you truly want. Look deep inside and then write 3-5 of your personal and/or professional goals. When you set the right goals for yourself, you will probably feel excited, a little nervous, and willing to get started. Your goals may evolve over time. This exercise is to give you a clear place from which to start.

The specific, measurable goal is:

Start date:

Finish date:

1.

2.

3.

4.

5.

What are some personal and professional benefits to you of accomplishing these goals?

1.

2.

3.

4.

5.

Resources & Assets

PERSONAL & PROFESSIONAL STRENGTHS

What gifts do you have? Evaluate your strengths and list the top five below.

1.

2.

3.

4.

5.

MOST SIGNIFICANT PERSONAL & PROFESSIONAL ACCOMPLISHMENTS

What are you most pleased and proud of having accomplished?

1.

2.

3.

4.

5.

Thoughtful Questions:

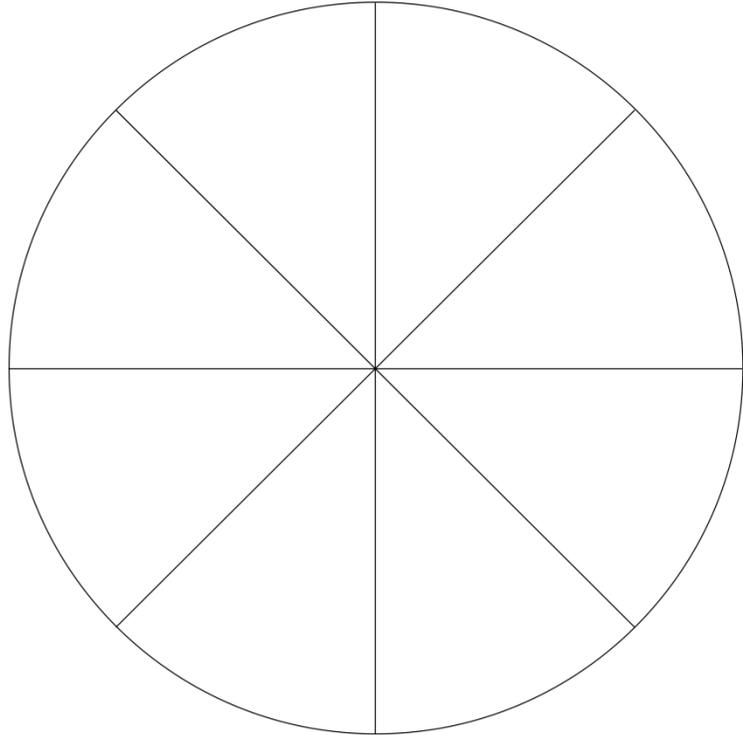
The following questions are to help me get to know you better. They are designed to be pondered and to stimulate your thinking in a way that will make our work together productive and rich. Please take all the space you need between each question.

1. If there were no obstacles in the way, what dream would you like to make happen?
2. What parts of your current job or life activities do you enjoy the most?
3. What two steps could you take immediately that would make the biggest difference in your current situation?
4. How have you been motivated in the past to reach difficult goals, make difficult decisions, or do challenging things? How can we best utilize that motivator now?
5. What do I need to know about you that will help me most in coaching you?
6. Why are you choosing to work with a coach? Why now? How can I be most helpful to you? What do you hope to achieve through coaching?

Life Wheel Assessment

From these suggestions, fill in your top 8 areas of your life. Then rate each area on a scale of 1 to 10.

- Physical health
- Family/Friends
- Personal Development
- Emotional health
- Finances
- Spirituality
- Education
- Athletic Goals
- Fun/Recreation
- Business/Career
- Mental Health
- Self-Image
- Other



I feel most satisfied in this area of my life: _____

because I am _____

I am the least satisfied in this area of my life: _____

and will change this by _____
