

# KRISSY LEONARD

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## **PRIVATE COACHING PROGRAM CONTRACT**

Please sign and date this form. Be sure to keep a copy for yourself.

**The Client agrees:** I hereby employ Krissy Leonard LLC (directed by Kristen (Krissy) Leonard, RYT, HHC) for the purpose of coaching me with respect to my career and personal goals. I understand and agree that Krissy Leonard and her employees are not employment agents, business managers, financial analysts, or psychotherapists, and that Krissy Leonard LLC has not promised, shall not be obligated to and will not: (1) procure or attempt to procure any employment, business or sales for the Client; (2) perform any business management functions such as accounting services, tax or investment counseling, or advise with regard thereto; or (3) act as a therapist, providing psychological counseling, psychoanalysis or behavioral therapy. I further understand that as a specialized form of consulting, Life and Business Coaching is not the same as professional or licensed therapy; and that I am always free to reject any advice, suggestions or requests made by my coach at any time. In the event that I feel the need for professional counseling or therapy, it is my responsibility to seek a licensed professional.

**FEE PLAN:** 1 payment of \$4900 or 6 payments of \$857/month

**TERMS:** 18 (60min) private sessions, full email access, light review of written materials, access to training materials and optional access to: The Aligned Female Entrepreneur online group program (\$1097 value) and Light Fit and Free Nutrition and Lifestyle Course (\$497 value).

**PAYMENT PROCEDURE:** All payments will be made automatically via credit card.

**LATE FEE:** A \$30 late fee will be charged for payment not received, or unable to be processed, by each installment due date.

**REFUND POLICY:** Payments and deposits are non-refundable. You are responsible for the full fee for the entire course of the program, regardless of whether you actually attend or complete the program, and regardless of whether you have chosen a 1-lump sum or multiple payment plan. No refunds will be issued or monthly payments forgiven.

**CONFIDENTIALITY:** The Coach will honor the confidentiality of everything discussed with the client. In addition, the Coach will not divulge that the Coach and Client are in a coaching relationship without the permission of the Client.

**FOR FOOD AND HEALTH-RELATED COACHING:** The Client understands that the role of the Health Coach is not to prescribe or assess micro- and macronutrient levels; provide health care, medical or nutrition therapy services; or to diagnose, treat or cure any disease, condition or other physical or mental ailment of the human body. Rather, the Coach is a mentor and guide who has been trained in holistic health coaching to help clients reach their own health goals by helping clients devise and implement positive, sustainable lifestyle changes. The Client understands that the Coach is not acting in the capacity of a doctor, licensed dietician-nutritionist, psychologist or other licensed or registered professional, and that any advice given by the Coach is not meant to take the place of advice by these professionals. If the Client is under the care of a health care professional or currently uses prescription medications, the

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Client should discuss any dietary changes or potential dietary supplements use with his or her doctor, and should not discontinue any prescription medications without first consulting his or her doctor.

The Client has chosen to work with the Coach and understands that the information received should not be seen as medical or nursing advice and is not meant to take the place of seeing licensed health professionals.

The Client acknowledges that the Client takes full responsibility for the Client's life and well-being, as well as the lives and well-being of the Client's family and children (where applicable), and all decisions made during and after this program.

The Client expressly assumes the risks of the Program, including the risks of trying new foods or supplements, and the risks inherent in making lifestyle changes. The Client releases the Coach from any and all liability, damages, causes of action, allegations, suits, sums of money, claims and demands whatsoever, in law or equity, which the Client ever had, now has or will have in the future against the Coach, arising from the Client's past or future participation in, or otherwise with respect to, the Program, unless arising from the gross negligence of the Coach.

**CLIENT AND COACH AGREE TO ABIDE BY THE COACHING POLICIES AND PROCEDURES AS LISTED.**

Above Agreed to by:

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## **Accountability Prep Form**

*Please submit responses to Krissy at [info@krissyleonard.com](mailto:info@krissyleonard.com) BEFORE each coaching session.  
Please call Krissy at 1-802-448-5770 or meet in the Zoom room: <https://zoom.us/j/2027350656>*

Date:

What are my 1-3 BIG goals for the next 12 months?

What am I celebrating/what is going well/ what's new and good?

What actions have you taken toward your BIG Goals since we last talked?

What is your plan for this coming week?

What bold actions have you taken since last session?

What is your next planned bold action?

What inner shifts have occurred/What is my inner wisdom telling me?

Growth Opportunities Available to You Right now:

I want to focus our attention during our next coaching session on:

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## KRISSY LEONARD PRIVATE PROGRAM

### Useful Policies & Procedures

I look forward to supporting you in achieving all of the juicy, exciting, important things you really want for yourself, your business, and for your life.

You're going to get great results from the work you put into this and I'm VERY excited for you!

In the meantime, I'd like you to be familiar with the following policies & procedures so that things run really smoothly between all of us. Please read these very carefully so there are no misunderstandings later on, and provide your signature at the bottom.

If you have any questions please email Krissy at [info@krissyleonard.com](mailto:info@krissyleonard.com).

**REFUND POLICY:** Payments and deposits are non-refundable. You are responsible for the full fee for the entire course of the program, regardless of whether you actually attend or complete the program, and regardless of whether you have chosen a 1-lump sum or multiple payment plan. No refunds will be issued or monthly payments forgiven.

**LATE FEE:** A \$30 late fee will be charged for payment not received, or unable to be processed, by each installment due date.

**NUMBER AND FREQUENCY OF CALLS:** Your program includes (18) 60-min. private coaching calls, to be used over a 6-month period in any way that serves you best.

#### **ADDITIONAL PROGRAM BENEFITS:**

- 2.5 Hour VIP Intensive call
- Unlimited email coaching
- Light review of any written materials you create
- Optional Bonus: Light, Fit and Free 8-Week Nutrition and Lifestyle Program (\$497 value), and The Aligned Female Entrepreneur Business Building Program (\$1097 value).
- Access to worksheets, training materials, and other helpful resources.

**CALL PROCEDURE:** You will be calling Krissy at the time of your call at 802-881-0870 or via zoom in the private zoom room: <https://zoom.us/j/2027350656>. Please be on time for your call, if you call later than the scheduled time you will lose that time.

**CHANGES:** If you need to reschedule a session, we need at least 48 hours' notice. If you have an emergency, we will do our best to work around it and make up the call. If you forget a call, we will not make it up. To reschedule a call, contact the team at [info@krissyleonard.com](mailto:info@krissyleonard.com) or reschedule directly in the Acuity Online Scheduler here: <https://krissyleonard.as.me/>

**OPEN COMMUNICATION:** It is imperative to keep all communication lines open, clear and up front. Krissy will continuously ask you to show her how to best coach you. If she ever says or does anything

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that does not feel right, please bring it up. She will make it right and do what is necessary to have you be satisfied.

**EMAIL COMMUNICATION:** As part of your private program package, you have direct access to Krissy via email. Krissy provides you with this service as an added value to your program. You may email her at [info@krissyleonard.com](mailto:info@krissyleonard.com) on any relevant topics in between sessions. Please note that any copy and curriculum review has a one-week turnaround time. All other regular emails have a 2 business day turnaround time, not including Fridays. There may be times when the response to an email is best discussed during a coaching session and Krissy will advise on that.

**ACCOUNTABILITY PREP FORM:** You'll be given an Accountability Prep Form to fill out and submit before each of your private sessions with Krissy. You can save this in your files and fill in the answers at your leisure or the day before your coaching session. This form will help you track your progress and improve the efficiency of your time with Krissy. The more you describe what you want help with on this form, the more help you'll be able to get. It works, and the more effort you put into it, the more you will get out.

**SCHEDULING YOUR CALLS:** All of your scheduling for your private calls will be done at the beginning of your program. This will create a strong and powerful framework and container for the work you'll be doing with Krissy. Scheduling will be done via Krissy's online scheduler in order to make things as easy and efficient as possible for everyone. In the event that you are having trouble scheduling your sessions, you may always reach out to [info@krissyleonard.com](mailto:info@krissyleonard.com) at any time and we will happily assist you.

**KRISSY'S VACATIONS:** Krissy will always give you notice in advance of times that she'll be out of the office. During her vacations, Krissy makes an effort to "unplug" as much as possible and recharge so that she can better serve you in the long term. Therefore, Krissy is totally unavailable for email access during time off and emails prior to time off need to come in no later than the Thursday before her time off begins.

**DECISIONS:** You are responsible for decisions made about your business and your life. Krissy is happy to share her insights, offer resources, or make referrals. However, it is up to you to decide which, if any, to act upon. If you decide to work with someone based on her referral, you must know the workings of that relationship will be entirely separate of her relationship with you.

**NONDISCLOSURE OF COACHING MATERIALS:** Material that is given to you during the course of your program is proprietary and developed specifically for Krissy Leonard LLC. You agree that such proprietary material is solely for your own personal use for the purpose of being successful in your own life and work. Any disclosure to a third party is strictly prohibited.

**REFERRAL EXCHANGES:** Many times in Krissy's coaching practice, she has had the opportunity to give clients information about another service that may be of help to them, and she is absolutely thrilled to do it. This happens often because Krissy gets to know a client's lifestyle, nutrition and business situation intimately and becomes keenly aware of what their needs are. On the flip side, Krissy's clients regularly send referrals to her practice, as well. Being a referral-based business actually allows Krissy to serve her clients better because not having to prospect for clients gives her more time and energy to focus on her

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clients and their needs. If you know of anyone who would like to dramatically improve their revenue and business success, or have a healthier relationship with food and their body, please ask them to contact Krissy for a chat, free of charge, to see if she can help their situation.

**EARLY CLOSURE:** If Krissy feels that working together is not benefiting you, or if you are not following through with recommendations provided, Krissy may close the coaching relationship at any time upon five days' written notice to you (via mail or email). Any fees that you have already paid for future coaching will be refunded based on a pro-rated basis per week of unused time. In the event that you owe any fees to Krissy Leonard LLC at the time of termination, you will pay them immediately within ten days of termination.

If you elect to terminate the coaching relationship, you should notify Krissy via mail or email. If you have not paid your coaching fee in full by that point, you owe Krissy Leonard LLC the rest of all fees promised within the following ten days of termination.

**YOUR COMMENTS:** At the end of your program, Krissy will ask you to write a few comments regarding your work together, as an evaluation. It helps her to see what you liked about the process, what results you received overall and anything else you'd like to add. She finds this extremely valuable and now makes it a consistent part of working with each client, and she thanks you in advance for this. Often, Krissy asks clients if she can use these comments in the form of a client testimonial to share with others who are thinking of taking the next step in creating a body and business they love. You'll let us know if that's acceptable.

OK, that should have covered a lot of the questions you might have had! Can't wait to get started!

Above agreed to by: