



KINGDOMLEGACY

Counseling · Life Coaching Services · Executive Coaching Service

“Life with Hope, Purpose and a Future.”

NEW COACHING CLIENT FORMS PACKET

Please save this file to your desktop before continuing. Any changes made to the enclosed forms will be lost if you do not save this file to your computer first. Once you have saved this form, fill in the information where requested.

If you are unable to fill in the forms and reply via email, please complete the forms by printing them out, signing and dating them, and then mail to:

Cherrie Kaylor
Kingdom Legacy
46 Fairway Dr.
Acworth, GA 30101

New Coaching Client forms and payment must be received prior to the first scheduled coaching session.

Enclosed:

- New Coaching Client Welcome and Agreement – *Email or Print, sign, and mail*
- Client Intake – *Email or form, print, and mail.*
- Statement of Intent – *Email or form, print, and mail.*
- Confidentiality Agreement – *For your records*



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NEW COACHING CLIENT WELCOME & AGREEMENT

Each new client to Kingdom Legacy is a welcome addition. We will have our introductory call to determine a possible course of action with an optimistic view of what we can accomplish together. It is important that we share the same understanding about how we will work together.

Basic Shared Agreements:

- Commitment is a two way street. We determine our level of commitment by looking at where we give our time, energy and money.
- We recommend a 1-month commitment to weekly sessions (total of 4 sessions).
- A 1-month commitment ensures that you understand the process of change and are committed to making a concentrated effort and understand that it is a process.
- Sessions will be paid prior to the first session via Credit Card, Paypal, Check or cash. Payment needs to be received in order to begin our coaching relationship.
- The first session will be a maximum of 90 minutes. Each session afterward will last 1 hour and can be in person, by phone or SKYPE.
- We agree that we will each show up at the mutually scheduled time for our coaching session and if you have to reschedule you will do so with a minimum of 48 hours notice. I certainly understand that emergencies do arise and will accommodate those on a case-by-case basis.
- Should you “no-show” for two appointments during our coaching relationship (without notification or rescheduling) we will evaluate whether or not coaching is appropriate for you right now.
- If you need an “emergency call” we can usually accommodate within the same week. We will not bill for calls that are 10 minutes or less. Beyond ten minutes the normal coaching rate will apply.

I have read and agree to the working agreements above, and will honor them during our coaching relationship.

Client (Print/Sign)

Date



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PERSONAL INFORMATION

We are excited to be embarking on this journey with you, and look forward to getting to know you better. Complete the following basic information and email or mail it along with payment information back to us before our first session.

Save this form to your desktop before beginning to fill it out or changes will be lost. PLEASE

FILL OUT THE FOLLOWING *(Please Print)*

Name: _____

Address: _____ City _____ State _____

Phone: () _____ - _____ Email: _____

Single _____ Married _____ Divorced _____ Living together _____ Widowed _____

Children born to you:NA

Age	Gender	Living with you?	
1. _____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. _____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. _____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. _____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. _____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Blended Family:NA

Age	Gender	Living with you?	
1. _____	_____	Yes	No
2. _____	_____	Yes	No
3. _____	_____	Yes	No
4. _____	_____	Yes	No



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First Marriage _____ Second Marriage _____ Other _____

Number of people living with you, family and non-family members. _____

Do you receive _____ or pay _____ child support? Amount? _____

Is it current? _____ If delinquent how long? _____

Is child support court ordered? _____

Do you receive government assistance? _____

Employment: Yes _____ No _____

Where? _____

How long? _____

Position? _____

Military Background? _____

Highest level of Education: _____

Do you have a family Y____ or friend Y____ support system in the area? YES No

Do you have a Church or religious affiliation? YES No

Where? _____ How long? _____

Pastor _____ Priest _____ Rabbi _____ Name: _____

Have you had counseling or coaching before?

Where? _____

With whom? _____

When? _____

For how long or how many session? _____

Results?

How can we help you today? Will discuss upon arrival

What is your greatest need at this time?



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FEES AND STATEMENT OF INTENT

We are Christian based service with transformation of your life and family as our goal.

It is our heart and experience to give you the tools needed to make those changes, both practical and spiritual if needed. Those tools will be specific for your need.

The first session will be a maximum of 90 minutes. Each session there after will be an hour in length. A minimum of 2 sessions are required unless otherwise arranged.

Fees:

- First Session: Single \$175 Couples \$250
- Follow up each session: Single \$125 Couples \$175

All coaching services delivered by Kingdom Legacy are meant to challenge, encourage, and bring positive change in your life. However, we do not use psychotherapy.

- I understand that the coaching services I will be receiving from Kingdom Legacy are not offered as a substitute for mental health care. I also understand that my coach is not acting as a psychotherapist, and does not purport to offer mental health care.
- I understand that my coach will maintain the confidentiality of our communications to the extent defined by the laws of the states in which each of us resides.
- I understand and agree that I am fully responsible for my well being during my coaching, and subsequently, I am responsible my choices and decisions and actions.
- I understand that all comments and ideas offered by my coach are solely for the purpose of aiding me in achieving my defined goals. I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.
- I hereby release, waive, acquit and forever discharge Cheryl Kaylor and Kingdom Legacy Inc., (KL) their agents, successors, assigns, personal representatives, executors, heirs and employees (collectively KL) from every claim, suit action, demand or right to compensation for damages I may claim to have or that I may have arising out of actions, omissions, or commissions taken by myself or by Kingdom Legacy as a result of the advice given by KL or otherwise resulting from the coaching relationship contemplated hereunder. I further declare and represent that no promise, inducement or agreement not herein expressed has been made to me to enter into this release. The release made pursuant to this paragraph shall bind my heirs, executors, personal representatives, successors, assigns, and agents.

I have read the statements above and I understand and agree with the points contained therein:

Client Signature and Date



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CONFIDENTIALITY AGREEMENT

The conversations that we have within our coaching sessions are confidential and will be protected as such. Information will be shared outside of our sessions only with your written consent or in the event that a Court Judge demands it, however, the following are instances where I would be obligated by law to break our confidentiality agreement without your permission:

- If it is assessed during your participation in coaching sessions that abuse or neglect of children or elders is occurring.
- If in my presence you threaten to kill or harm another individual, and I am convinced that you will act on this threat, or that you may lose control of your actions.
- If at any time during the course of our sessions, I determine that you are a danger to yourself, I will inform you of that opinion and make every effort to keep you from endangering your life. In some cases this may include notifying the police or family members.

Client Signature and Date

Cheryl Kaylor
 International Coach Federation
 ACSTH
 Certified Life, Executive and Group Coach/Consultant
 Kingdom Legacy, INC