

Welcome to the Coaching Services at Flourish Counseling & Coaching!

Flourish Counseling & Coaching is deeply committed to the quality of coaching that we provide and our client's experience of the coaching environment.

We feel that the "fit" between a coach and a client is paramount in creating change. Goodness of fit and the client's level of motivation are two key factors attributed to success. If your household is new to Flourish, your first session is done free of charge without any further obligations and is meant to allow you and your coach an opportunity to interview one another to establish if this relationship may work.

Please take a few minutes to review and complete this intake packet. The following are required:

- ✓ Coaching Credentials - **2 signed copies are required**
- ✓ Fee Agreement - **2 signed copies are required**
- ✓ Electronic Payment Authorization: This information is required before a second appointment is booked.

We know you have your choice of coaches and we're honored that you have chosen us.

Sincerely,

Angela Sasseville, MA
Executive Director & Coach

Surviving is important. Thriving is elegant.
- Maya Angelou

COACHING CREDENTIALS FOR FLOURISH COUNSELING & COACHING

WHAT SAVVY CONSUMERS SHOULD KNOW ABOUT COACHING

The field of coaching is NOT regulated by the state of Colorado. As such, there are NO requirements regarding any coach's level of education, training or experience before they begin coaching clients. We encourage all potential coaching clients to research the credentials & experience of any coach they're considering hiring.

OUR ETHICAL STANDARDS

All of the coaches at Flourish adhere to the ethical standards established by the national Board of Certified Coaches.

WHOLE PERSON COACHING

All of the coaches at Flourish are trained in the holistic Whole Person Coaching® approach: We believe all of our clients possess the ability to successfully design & navigate a life of their choosing. We trust that anyone who seeks to make conscious decisions and better their lives can obtain the knowledge, skills or resources that they need in order to accomplish their dreams.

Whole Person Coaching empowers clients to clarify what matters most to them and to utilize their unique gifts & talents to become innovative about making positive changes in their lives.

Angela Sasseville, MA is the Executive Director of Flourish Counseling & Coaching. She holds a B.A. in Psychology from CU-Boulder and a M.A. in Counseling Psychology and Counselor Education from CU-Denver, with an emphasis in Couples and Family Therapy. Angela has provided professional support to professionals, parents & couples for more than 13 years. She is a certified *What Will Set You Free* coach, having completed an extensive training program under renowned coach & author Cynthia James. Angela is the author of an award winning book, *Families Under Financial Stress*, and is frequently consulted by the media (including *Parents* magazine, 9 NEWS, and PBS) as well as local organizations about relationships and personal fulfillment.

Nancy McElheny, MA has spent over 17 years supporting adult clients in making positive changes in their lives. Her qualifications include a B.A. in Performing Arts from Metro State University. She holds a M.A. in Counseling Psychology from the University of Northern Colorado. Nancy is a certified Emergenetics® Coach and has over completed over 47 hours of training using the Emergenetics profile to assist others to more deeply understanding their thinking & behavioral preferences & strengths.

Marcilla Tims, MA has over 16 years of experience supporting clients. She has a Bachelor's Degree in Psychology from New Mexico State University and a Master of Science Degree in Family and Consumer Sciences from New Mexico State

University. Her specialty area of education and experience is with families, children, parents and couples.

Amy Brenton, MA Amy has supported clients for over 5 years. She holds a Bachelor of Arts degree in Drama from Ithaca College and a Master of Arts degree in Counseling Psychology and Counselor Education from the University of Colorado at Denver.

Amy Couchman, MA Amy has over 20 years of experience supporting clients. She holds a Bachelor of Arts degree in Psychology from Cornell College and a Master of Arts degree in Counseling Psychology and Counselor Education from the University of Colorado at Denver. Amy's clients include adults, couples, adolescents, and children.

YOUR RIGHTS AS A CLIENT: You're entitled to receive information about my methods of coaching, the duration of your coaching, and my fee structure.

COACHING IS NOT MENTAL HEALTH COUNSELING It does not address mental health needs and is not considered psychological treatment in any way. Coaching is not regulated by the state of Colorado. If you are working with a psychotherapist, please inform them of our coaching relationship.

CONFIDENTIALITY AND ITS LIMITATIONS

We will endeavor to keep all of the information that you share with us entirely private. However, there are no legal privileges that protect the confidentiality of *coaching* information in the way that the confidentiality of *therapy* information is protected by the law.

PROPRIETARY INFORMATION: Coaching clients agree not to share, copy or distribute the information, materials, systems and handouts that they receive from their coaching with me.

CANCELLATION POLICY:

A minimum of 24 hours' notice is required in the event of a cancellation for any 45-minute session. A minimum of 48 hours' notice is required in the event of a cancellation of a 90-minute session. Clients will otherwise be held financially responsible for that session.

I have read the preceding information and I understand my rights as a client.

Coaching Client Signature

Date

Coach's Signature

Date

COACHING FINANCIAL AGREEMENT FORM

Client Name(s) _____

Session fees are commensurate with experience & due at the time of service:

Amy Brenton, MA	\$125 / 45 min session
Nancy McElheny, MA / Marcilla Tims, MA / Amy Couchman, MA	\$135 / 45 min session
Exec Director Angela Sasseville, MA	\$145 / 45 min session

SCHOLARSHIPS: If you are receiving a rate reduction please enter this hourly rate here:

\$_____ / 45 min session, this corresponds to a _____% discount.

CLIENTS CAN SAVE \$135-\$155 ANYTIME when they pre-purchase a package of 8 coaching sessions. Package discounts are not available to clients already receiving a scholarship. Ask your coach for more information.

DOUBLE SESSIONS consist of TWO back to back 45 minute sessions with a 15 min break in between. They're available at twice the rate of a 45-minute session, based on your coach's availability.

PHONE/EMAIL CONSULTATIONS: Any consultation between sessions that extends beyond 10 minutes will be pro-rated and charged to your account.

CANCELLATION POLICY: I understand that if I cancel a 45 min session with less than 24-hours of notice OR if I cancel a Double Session with less than 48 hours of notice, I will be responsible to pay for that session prior to my next appointment.

A \$30 fee is assessed for each check or electronic transaction denied due to insufficient funds. A collection agency is used only when necessary but minimal information must be disclosed when that situation arises. By signing this financial agreement form, I am stating that I have agreed to the policies and terms contained herein.

Client Signature: _____ Coach Signature: _____

Client Signature: _____ Date: _____

BILLING INFORMATION AND ELECTRONIC PAYMENT AUTHORIZATION

CASH AND CHECKS ARE OUR PREFERRED FORMS OF PAYMENT. We also accept Visa, MasterCard, and Discover.

You may use a different form of payment for each visit. Your billing information is kept secure and may be updated at any time.

Receipts and billing statements are available upon request.

REQUIRED CLIENT INFORMATION:

Client Name: _____ **DOB:** _____

Responsible Billing Party Name (as shown on Credit Card/Account): _____

Billing Address (as registered with Credit Card Company/Bank):

Mobile Number: _____ **Home Phone Number:** _____

Email: _____

REQUIRED CREDIT CARD OR DEBIT CARD INFORMATION:

Flourish Counseling & Coaching does require that all clients provide a credit card or debit card to guarantee their account. In the event that there is an outstanding balance on your account, Flourish will first attempt to contact you to work out payment arrangements. However, your signature below indicates that Flourish is authorized to charge your credit/debit card for any unpaid balances.

Card Type (Visa, MasterCard, or Discover): _____

Card#: _____

Expiration Date: _____

What's your nickname for this card? (i.e. My debit card) _____

Client Signature

Date

Please return this form before scheduling your second appointment.

Your credit card number above will be destroyed as soon as it's entered into our secure & protected system.