



CLIENT INTAKE FORM

Welcome! I am pleased to know that you are ready to sign up for some coaching work with me and look forward to supporting you on your journey.

Basic Shared Agreements

In order to bring our best selves to this coaching relationship, it is important that we share an understanding about how we will work together.

Coaching sessions via phone: Each coaching session is 1 hour (60 minutes) long and takes place via phone or in person. We agree that we will each show up at the mutually selected time for our coaching session at a quiet place and free from distractions.

Scheduling: We will coordinate the times and dates for your coaching package or individually booked sessions via email (katjaelk13@gmail.com).

Payments: Coaching packages or individual sessions @ \$250/session are to be paid in full prior to our first appointment unless specified otherwise. Payments can be made via check or Venmo, www.venmo.com, @Katja-Elk. Ongoing individual coaching sessions will be billed via monthly invoices by email and may be paid via check or Venmo.

Cancellation policy: Please note that, unless a case of emergency arises, there are no refunds for missed sessions without texting or emailing me (during business hours) 24 hours prior to our scheduled appointment.

Sessions on hold: If you have purchased a package and find yourself unable to use your sessions for any reason, you may put the remaining sessions on a 2-month hold. Session credits will not be carried out further than 2-months. Coaching fees are non-refundable should you decide to discontinue the process.

Contact: If needed you are welcome to communicate with me between our calls via email at katjaelk13@gmail.com. I will usually be able to respond to you within a few days and will be glad to use your feed-back during upcoming sessions. I welcome your input and questions along the way. Our relationship is a collaborative one — the more you put into it the more you will get out of it.

Please initial: _____

Client Information & Agreement

Client name:

Home address:

City, state, zip code:

Phone #:

E-mail address:

Occupation/Company:

Age:

Health status, medication (if any):

Name and phone # of spouse/significant other/closest family member/person to contact in case of emergency:

Name + age of children (if any):

Most important thing to know about me right now:

For my scheduled **coaching session(s) via phone or in person**, I,

_____ (client name), will call my coach at the scheduled time(s) at 805-350-4888 or via WhatsApp. I understand that I am responsible for any long-distance charges. I have read and agree to the working agreements above and will honor them during our coaching relationship.

Client Signature (print/sign): _____

Date: _____

Statement of Intent and Confidentiality

All coaching services delivered by Katja Elk, Life Coaching, utilizing principles, methods and tools of the Martha Beck Coaching System and others, are meant to support your personal growth in various mental and spiritual areas of your life. However, life coaching is not psychotherapy. If you feel psychologically stressed to the point that it is interfering with your ability to function, please have the courage to engage help by a licensed mental health care professional. Life coaching may be a supplement to your therapy, but the work of coaching is meant to be done when major emotional and psychological wounds are already healing or healed. In that spirit, please read the following and sign below should you agree to each statement and wish to proceed:

I understand that the life coaching services I will be receiving from Katja Elk are not offered as a substitute for mental health care. I also understand that my coach, Katja Elk, is not acting as a psychologist or psychotherapist, and does not purport to offer mental health care.

I understand that my coach will maintain the confidentiality of our communications only 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 calls, and subsequently, including my choices and decisions.

I understand that all comments and ideas offered by my coach are solely for the purpose of aiding me in achieving my personal 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 Katja Elk 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 Katja Elk as a result of the advice given by Katja Elk 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.

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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 written consent or in the event that a Court Judge demands it. However, the following are instances where I, Katja Elk, 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.

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I, _____(client name), have read the statements above and I understand and agree with the points contained therein. I understand that I enter a legally binding agreement by returning the completed form via email to Katja Elk and that my handwritten or typed name above and below serves as my signature.

Client Signature (print/sign): _____

Date: _____