Challenge U!
Instruction Sheet

Challenge U!, an individual based 4 week worksite wellness program, is designed to encourage employees to participate in healthy behaviors in three areas: nutrition, physical activity, and stress management. The program is designed on a points and rewards system. Participants accumulate points based on participation in healthy behaviors listed on the Activity Point Sheet. The participants set their own weekly point goal (minimum 50 points/week). The goal may be changed each week. The participants will track their own points on the Challenge U! Activity Score Sheet which will be provided to them weekly. Each participant must turn in their Score Sheet to (contact person) every (day of week) by (time of day). Participants will be entered into the final cash prize drawing one time for each week that they meet their weekly goal (entered into drawing up to 4 times). The winner or winners, depending on the number of participants, will be announced on (day after end of program). Challenge U! will start on (enter start date) and ends (enter end date). The program costs $5 to per employee.

STEPS TO IMPLEMENTATION:
1. Set start day and end date
2. Set registration time period
3. Set deadline for weekly score sheet submission (day of week and time of day)
4. Determine who will collect score sheets
5. Determine if going to charge employees to participate or if will provide other incentives. If charging, determine amount and who pay by when.
6. Set date(s) of drawing for cash prize or other identified incentives
7. Customize materials (registration sheet, fliers, Score Sheet, Activity Point Sheet)
   a. Create and save one Score Sheet for each week of the program
8. Promote program and registration: send emails, hang fliers, do announcements, etc.
9. Review weekly email tips document and determine which ones going to send
10. Consider setting up emails so the Score Sheet and the weekly tip are emailed to all employees participating automatically at least one day prior to start date of that score sheet
11. Review evaluation and customize as needed
12. Email out evaluation at end of program
13. Collect and summarize evaluation results