Congratulations on choosing to implement the *Step It Up* challenge at your organization! We believe you will find this six week wellness challenge to be both rewarding and effective in motivating your employees to be physically active. You will need management support in this program as they play an integral role in the challenge. They will join other participants by wearing a pedometer every day throughout the six-week challenge. At the end of every week, all the managers’ steps will be averaged. Each employee participant will receive two points if they exceed the average. Participants will receive an additional point for every 500 steps they take over their own specific manager. If you’d like, you can also incorporate competition between management teams. Post the average steps for each team and have a travelling trophy to award the winning team each week. So as you can see, this is a great program that can get everyone involved.

Please use the resources provided to assist in the development, implementation, and evaluation of your program. Feel free to add or delete different elements of the program, so it works best for you. If you need help adapting this program to meet your needs, please do not hesitate to contact us.

- **Set a start date for your program**
- **Determine awards to be offered**
  - Prizes – who will receive prizes and at what intervals?
    - Complete a drawing or give all participants a prize
    - Bi-weekly, weekly, grand prize, etc.
  - Sample prizes: cash, gift certificates, bike, t-shirts, water bottles, fitness memberships, fitness equipment (mats, dumbbells, resistance bands), fitness DVD’s, healthy team lunch/outing
  - Suggestions:
    - Weekly Winner(s): All participants who submit their Activity Tracker will be entered into a prize drawing.
    - Grand Prize Winner(s): The participant with the most points from each management team will win the grand prize.
- **Promote and communicate**
  - Determine the methods of communication that reach your employees best.
    - Electronic (email or intranet)
    - Paper (flyers, payroll stuffers, newsletters, table tents, leadership letter of program support)
    - Verbal (department meetings, leadership updates, word of mouth)
  - We have provided samples of the following for your use:
    - Flyers, newsletters, table tents, payroll stuffers, leadership letter of support, email messages
- **Consider enhancing your program by offering additional activities:**
  - Examples include: display DHP’s Physical Activity stop – by – board if available (shipping fees may apply), organize group walks, offer fitness classes on-site, create a fitness DVD library, implement a stretching break during the workday, or invite a fitness expert to present on the benefits of physical activity.
- **Track participant progress**
  - Each participant is responsible for submitting their Activity Trackers in the confidential drop box or emailing it directly to Program Coordinator. As the Program Coordinator, you will transfer participants’ weekly steps to the Coordinator Tracker Spreadsheet under the appropriate manager’s tab. You will also need to enter all the managers steps under the “All Managers” tab. Points will automatically calculate. You will only need to enter information in the yellow cells.
To determine weekly winners, sort the Activity Tracker scores for the specific week from highest to lowest. This way everyone with at least ‘1’ point will be moved to the top of the list for the week and you can run the RANDBETWEEN function to determine your winner.

To determine grand prize winner(s), you can sort the last column of the tracking sheet and run the RANDBETWEEN function to determine your winner(s).

Continue promoting your program
Provide updates on weekly prize winners and activities through: email, flyers, newsletter articles, announcements at department meetings, etc. Implement program enhancements, as appropriate.

Evaluate
Gather feedback from employees
- Use an online survey, with a link via email/intranet – Survey Monkey
- Paper survey that employees can return to a confidential drop box
Complete Post-Program Summary
Communicate results to leadership, wellness committee, and other stakeholders as appropriate

Please remember that the program can be customized to meet your company’s needs. After looking over all the provided information, you may find it helpful to complete the Program Proposal to get an overview of how you want to specifically implement the program. Also, you may find it helpful to have a tool like this when looking to gain support from leadership.

If you have questions or would like additional assistance, please contact your Dean Health Plan Account Manager or Wellness Consultant.

We are happy to help you make this program a perfect fit for your organization!