

Facilitator Instructions- Wellness Activity Challenge

Things to Do:

1. Before continuing, read over the activities on the *Wellness Activity Challenge* tracking sheet. They are designed so that all of the activities can be accomplished in a single day. However, you know your staff best. If it will be more fun for them to have a few days or even a week to complete it, then give all of them that amount.
2. Choose incentives for turning in completed *Challenge* sheets. It's ideal to be able to give each person something such as a pencil, sticker or coupon just for participating. Designate a place for the sheets to be turned in.
3. Decide how many activities should be completed to qualify for a prize and what the prize(s) will be. For instance, you may want to have participants complete as many as they can. The person with the most completed by the designated time wins the top prize. If several people complete all the activities have a drawing for the winner. Another way is to designate that everyone who finishes all 15 of the activities will receive a special coupon or other incentive. Those finishing 10 out of the 15 will qualify for a different prize and so on. It's also good to have another general drawing for anyone who participated, even if they only completed a few activities- this is a start!
4. Figure out how long before the *Challenge* you will need to distribute the sheets to give them time to plan. A day or two before the event is usually enough time even if the participant has to go shopping for a fruit, vegetable, or something whole grain to eat. Most of the activities can be easily completed without any pre-planning.
5. Fill in all of the blanks on the ¼ sheet reminders and instructions with the appropriate information, then photo-copy them back-to-back. Also make copies of the *Wellness Activity Challenge* tracking sheets. Distribute these together on the day decided on in #4. Then on the designated *Challenge* day- let the games begin!

Helpful Hints:

- Advertise and promote the *Wellness Activity Challenge* weeks before. It's fun to stimulate curiosity by posting the "Get Ready" flyer one week and follow the next week with the "Get Set" flyer. (Remember to fill in all the information before copying and posting). Newsletter articles, bulletin boards, and announcements at staff meetings are also good ways to promote.
- To increase visibility, brightly decorate a special box for the sheets to be turned in to and place it in a conspicuous spot for all to see.
- If possible, plan an awards ceremony for the winner(s). Even a brief 5-minute presentation at a staff meeting will do.
- Post the name(s) of the winner(s) in a visible area and mention it in your organization's newsletter if you have one.