

# *Active for a* **HEALTHIER *Life***

Dear Active for a Healthier Life Team Captain:

Thank you for volunteering to be a team captain for this employee wellness program. You play a vital role in Active for a Healthier Life. You will be the main point of contact for your school's/office's participants. Your team members will look to you for information, motivation, and support. We hope this packet will provide you with the necessary information to get you started.

Active for a Healthier Life has a minimum goal of activity that corresponds to national guidelines. Most health organizations recommend at least 30 minutes a day of moderate exercise, 5 days a week. Participants must set a minimum goal to exercise for at least 150 minutes (2½ hours) a week; therefore, earn 1,200 points throughout the program.

## **Timeline and Primary Responsibilities:**

**Important Note:** Please adhere to all dates/deadlines. Only participants whose forms have been received by the noted dates will be eligible for the prize drawings. No exceptions will be made. Thank you for your understanding and cooperation.

**\*\* All forms are available electronically and can be found online \*\***

**[http://www.bcps.org/offices/sss/employee\\_wellness/afl.html](http://www.bcps.org/offices/sss/employee_wellness/afl.html)**

## **Beginning of program:**

- Promote Active for a Healthier Life to all staff and encourage all to register and participate.
- Distribute *Registration/Disclaimer* forms to all interested participants.
- Collect completed and signed *Registration/Disclaimer* forms from each participant **by February 17, 2012.**
- Record each team member's name and total point goal on your *Team Tracking Log*.
- Interoffice mail all completed and signed *Registration/Disclaimer* forms and the *Team Tracking Log* to: Jenny Ward, Employee Wellness, Pulaski Park, Suite 219 **by February 22, 2012.**

**Special Note:** Please be certain each *Registration/Disclaimer* form is signed, as participants are not registered until a signed form is received. **Also, please keep a copy of your completed *Team Tracking Log* for yourself. You will need it throughout the program.**

**Program begins – February 27, 2012.**

**Throughout program –** Provide information, motivation, and support to your team members.

**Program ends – April 22, 2012.**

## **End of program:**

- Collect *Participant Tracking Forms* from each team member **by April 23, 2012.**
- Complete *Team Captain Survey*.
- Record the final points achieved for each team member on your copy of the *Team Tracking Log*.
- Send the following to Jenny Ward, Employee Wellness, Pulaski Park, Suite 219 **by April 27, 2012.**
  - Team captain survey
  - Final tracking log form (Please do not send individual participant tracking forms).

**Thank you again for your help with this year's Active for a Healthier Life program!** Please contact me with any questions.

Jenny Ward, Employee Wellness Representative, [jward@bcps.org](mailto:jward@bcps.org) or 410-887-6397