



INVITATION TO LOCAL EMPLOYERS

The Carlisle Area Health & Wellness Foundation is now expanding its Wellness@Work (W@W) initiative to include up to 20 new employers. **Matching grant awards of up to \$1000** are available to support local employers that agree to launch simple activities within their workplaces that will help employees be more productive and live longer. As a new W@W partner, the foundation will provide your company with a host of “no cost to low cost” strategies that promote nutrition, physical activity and tobacco cessation. The simple policy, practice and environmental change strategies included on the W@W activity menu are flexible and adaptable to almost any workplace. **Applications are due by September 27, 2013.**

WHAT IS WELLNESS@WORK?

The W@W initiative creates a partnership between our foundation and local employers. It requires a match commitment from each party of monetary and staff resources, and a two-tiered framework guides these matches:

Tier 1: Nonprofit or for-profit companies with 20 or fewer employees are eligible to receive matching grants of **\$500** from the foundation. The company is required to designate a \$250 match, establishing a total pool of \$750 to implement a minimum of **2 new Promotional Wellness Activities and 2 new Policy, Practice & Environmental Strategies.**

Tier 2: Nonprofit or for-profit companies with 21 or more employees are eligible to receive matching grants of **\$1,000** from the foundation. The company is required to designate a \$500 match, establishing a total pool of \$1,500 to implement a minimum of **4 new Promotional Wellness Activities and 4 new Policy, Practice & Environmental Strategies.**

Program Commitment: Successful wellness programs have strong commitments at all levels of the organization, which ensures program visibility and conveys support from company leadership. Employers selected to participate in the W@W initiative will be asked to:

- Sign a one-year Partnership Agreement signifying your company’s commitment to the W@W program;
- Provide a financial match (\$250 or \$500) that is based on the two tiers described above;
- Designate an employee to serve as the company’s W@W liaison and dedicate all W@W funds to support new wellness activities, programs and strategies in your workplace;
- Carry out 4 to 8 new workplace wellness activities and strategies (see tier structure above and attached menu of options);
- Send an employee liaison to at least 2 W@W partner meetings convened by the foundation; and
- Submit a simple year-end survey that highlights the wellness activities that your company completed during the year.

HOW TO APPLY?

Employers interested in participating must be headquartered within the foundation’s service area, which includes Central and Western Cumberland and Perry Counties, Upper Adams County and Greater Shippensburg. To access a map of our service area, visit <http://www.cahwf.org/grants.htm> and click the *Funding Policies* tab. Simply complete the attached application and have the company’s CEO/Executive Director sign it. Questions may be directed to Gail Witwer, Director of Health Promotion, at gwitwer@cahwf.org or (717) 960-9009 x8. **Applications are due by September 27, 2013.**

**Wellness @ Work
Application 2013-2014**

Date: _____ Company Name: _____

- CONTACT INFORMATION -

CEO/Executive Director: _____

Title: _____

W@W Employee Liaison: _____

Title: _____

Mailing Address: _____

W@W Liaison Telephone: _____ Fax: _____

W@W Liaison Email: _____

Company Website: _____

- COMPANY PROFILE -

Company/Sector: _____ For Profit (private) _____ Nonprofit (charity) _____ Public (gov't)

Type of Business/Services: _____

PLEASE ESTIMATE # FIGURES REQUESTED BELOW

Total # of Employees: _____ # of FTE: _____ # of Sites in CAHWF Region: _____
(total # in local region)

Gender Breakout: _____ # of Males _____ # of Females

Age Breakout: _____ 18-29 _____ 30-49 _____ 50-65 _____ 66 plus

(indicate # of employees in each range)

Employee Income Range: _____ less than \$24,999 _____ \$25,000-\$49,999 _____ \$50,000-\$74,999

(indicate # of employees in each range) _____ \$75,000+

Address of Primary Site: _____

(if different from mailing address)

of employees at site _____

Additional Site Address: _____

of employees at site _____

(Use additional sheets as necessary for additional site address and employee information.)



-ACTIVITY MENU-

(Please place a check mark (✓) next to your selections)

✓ Promotional & Wellness Activities	✓ Policy, Practice & Environmental Strategies
Host a kick-off meeting or health event to introduce the W@W initiative.	Circulate an employee survey to assess top interest in wellness programs and solicit ideas.
Display motivational health pictures and slogans around the workplace. Promote a 5210 health campaign (in toolkits).	Form a Wellness Committee or Team (Health Squad) to generate ideas and create a worksite wellness plan.
Post healthy messages, recipes, facts and educational pieces on your website.	Improve the quality of vending machine sales in your building by increasing healthy options and/or making healthy snacks most affordable.
Distribute healthy messages, recipes, facts and educational info through your newsletter or listserv.	Introduce a no sugar-sweetened beverages and/or snacks policy.
Create and distribute a newsletter specifically dedicated to health and wellness.	Create a policy to ensure healthy food and snack options at community and workplace meetings and celebrations.
Host a health speaker or healthy food demonstration at your organization.	Offer discounted or subsidized gym memberships.
Offer educational health presentations or a "Lunch & Learn" health series (foundation has a speakers list).	Make fresh water available throughout the day.
Sponsor a health challenge (include prizes, giveaways, recognition, pedometers, photo contest) or develop a scorecard to track staff participation in health activities.	Designate a walking path on your workplace's property or map mileage points so that staff and others can exercise regularly.
Promote a walking initiative (walk during lunch, promote stairwell use and/or community walking trails, incentives to park further away).	Implement wellness programs offered by your insurance carrier. Ensure that employees are informed of the health benefits and resources offered by your insurer.
Encourage walk and talk meetings.	Prohibit tobacco use anywhere on company property and partner with a tobacco cessation program (Sadler).
Have employees map their own biking or walking route to and from work.	Institute a flex time policy that enables and encourages employees to be physically active within a flexible work schedule.
Provide refrigeration and kitchen appliances for employee food storage and preparation.	Make biometric screenings available to your employees (i.e. blood pressure; cholesterol/lipids; body mass index; blood glucose/blood sugar).
Promote water as a substitute for sugar-sweetened beverages. (Display sugar content in common beverages.)	Post motivational signs at elevators and escalators to encourage stair use.
Start employee activity clubs (walking, bicycling).	Provide bicycle racks in safe, convenient and accessible locations.
Generate an electronic and/or hard copy health resource library for employee use.	Join WELCOA (Wellness Council of America) or a similar wellness organization and share regular information with employees.
Encourage employees to use designated break times to engage in some form of physical activity or stress reduction activity.	Designate a relaxation or exercise room to be accessed during break periods.
Start a regular calendar of health and wellness activities and classes that are being held in your community and share them with your employees.	Offer one additional opportunity for staff to increase physical activity each day (Take 10! exercise breaks, hold walking meetings).
Share free web-based health assessment tools with employees. http://www.wellnation.com/health-tools.html http://mwcc.edu/hr/wellness/assessment	Practice edible landscaping (tomatoes, squash, basil).
	Review HR policies to ensure the inclusion of wellness practices.
Place a (✓) here and identify your own activity. (Submit on an additional page if necessary.)	Place a (✓) here and identify your own strategy. (Submit on an additional page if necessary.)



Partnership Agreement

Please complete the following Partnership Agreement. Make a copy of the Agreement for your records and return a copy to the attention of Gail Witwer at 274 Wilson Street; Carlisle, PA 17013. In addition to the Partnership Agreement, please enclose a copy of your activity menu signifying the activities you plan to implement.

____ Yes, my company, _____, would like to become a W@W partner.

____ Yes, we agree to meet the requirements of the program as outlined below: (Check the appropriate tier below to signify your commitment and understanding of the program components and requirements for your tier.)

____ **Tier 1: Nonprofit or for-profit companies with 20 or less employees.**

- Agree to implement a minimum of **2 Promotional Wellness Activities** from the above menu.
- Agree to implement a minimum of **2 Policy, Practice & Environmental Strategies** from the above menu.
- Designate a minimum \$250 to support my company's wellness activities.
- Understand that the foundation will provide its match of \$500 upon its approval and acceptance of my company's application.
- Dedicate all W@W funds to new wellness activities, programs and strategies in my workplace;
- Designate an employee to serve as the company's W@W liaison and agree for liaison to attend at least two W@W related meetings convened by the foundation.
- Complete a simple year-end survey that reports on expenditures and all wellness activities implemented by my company.

____ **Tier 2: Nonprofit or For-profit companies with 21 or more employees.**

- Agree to implement a minimum of **4 Promotional Wellness Activities** from the above menu.
- Agree to implement a minimum of **4 Policy, Practice & Environmental Strategies** from the above menu.
- Designate a minimum \$500 to support my company's wellness activities.
- Understand that the foundation will provide its match of \$1,000 upon its approval and acceptance of my company's application.
- Dedicate all W@W funds to new wellness activities, programs and strategies in my workplace;
- Designate an employee to serve as the company's W@W liaison and agree for liaison to attend at least two W@W related meetings convened by the foundation.
- Complete a simple year-end survey that reports on expenditures and all wellness activities implemented by my company.

____ Yes, we are happy for the Foundation to publicly recognize our company as a W@W partner.

(Authorizing Signature of CEO/Executive Director)

(Date)

Wellness @ Work Initiative Timeline 2013-2014

September 27, 2013 – Application Deadline

- W@W applications are due by email or mail to the Carlisle Area Health & Wellness Foundation. Please send them to the attention of Gail Witwer at gwitwer@cahwf.org or CAHWF; 274 Wilson Street; Carlisle, PA 17013 (or FAX to 717.960.9992).

October 2013 – Awards & W@W Initiative Launch Date

- Companies selected to participate in the W@W initiative will be announced.
- The foundation will sponsor a kick-off meeting to outline project details, introduce and connect company partners, and respond to questions. Every company will receive a free W@W toolkit that is packed with strategies and ideas to inspire changes in your workplace.

November 2013 – Company Activities & Strategies Launched

- Company partners will officially launch selected wellness activities and strategies.
- The foundation will distribute an informational e-newsletter to company partners.

January 2014 – Company Partner Meeting

- The foundation will host a meeting with all company liaisons to facilitate partner sharing and continued learning. Our facilitator will present workplace wellness ideas and guide sharing and discussion.

February 2014 – Information Sharing

- The foundation will distribute an informational e-newsletter to company partners.

March 2014 – Company Partner Meeting

- The foundation will host a meeting with all company liaisons to facilitate partner sharing and continued learning. Our facilitator will present workplace wellness ideas and guide sharing and discussion.

April 2014 – Information Sharing

- The foundation will distribute an informational e-newsletter to company partners.

May 2014 – Survey Distributed

- All company partners will be asked to complete a brief year-end survey summarizing their W@W activities and expenditures for the year.

June 20, 2014 – Survey Collected

- Year-end surveys will be due to the foundation.