

Pedometer Challenge

1. Form a coalition: Form a Pedometer Challenge coalition by creating a document explaining the Pedometer Challenge and inviting at least one representative from each grade level and one person from the administration staff to volunteer as the Pedometer Challenge Captain for their respective team. The Step Challenge Captains will form to make the Step Challenge coalition. Invite key stakeholders in the school (Principle, assistant principle) to be part of the coalition to gain their support. See appendix A: Sample Introduction Document
2. Schedule a day to meet with all the volunteers to discuss the action steps and create a timeline. See appendix B: Sample Timeline
3. Collaborate with the Pedometer Coalition to create a document soliciting donations. Request donations from sporting goods stores and/or shoe stores to donate pedometers or to offer sponsorship to defer the costs of the pedometers. Also consider soliciting donations to provide support in the kick-off event, as well as the award ceremony. See appendix C: Sample Donation Letter, Pedometer Challenge
4. Create an announcement to be distributed to all employees at the school via e-mail or inner-campus mail. The announcement should include a statement regarding the registration process. The registration process can be a simple, “Yes, I am Interested” e-mail. Include a deadline to ensure all the participants receive a pedometer. See appendix D: Sample Announcement Document
5. Create a giant display where the team’s progress can be tracked. The display should be placed in a highly visible area such as the foyer area or cafeteria.
6. Hold a kick-off event. After interested people have contacted the Wellness Ambassador, inform them of the kick –off event. The kick-off event will give participants a chance to pick up their pedometer and activity log. The log is intended to keep track of people’s daily steps. See appendix E: Sample Walking Log



A coalition will provide assistance in marketing the program, soliciting donations and tracking participant’s progress.



Kick-off Event Ideas

Breakfast tea and coffee: Reserve a room in the school to host a before-school, breakfast tea-party. You may ask for donations for the tea.

Fun Walk: During the lunch-time hour, set up a table where the pedometers and activity logs can be picked up. Specify the times for pick up and proceed with a time for the start of the fun walk. Walk together around the school at least one time to launch the Pedometer Challenge.



Send motivational e-mails with walking tips and ideas every week to all participants to help maintain their interest and help them stay on track. – Requiring participants to turn in their walking log will add a sense of accountability encouraging them to walk.



7. Assign each Pedometer Challenge Captain with the duty of collecting all the team member’s pedometer readings at the start of the new week. The Captain will document the progress on the display board. You can choose to have team members turn in their completed walking logs every week or just ask for the total steps walked.

- At the end of the 6-weeks, hold an award-ceremony to recognize all the participants and to honor the team that accumulated the most steps. During the time that the coalition team is soliciting donations, remember to ask for a grand-prize.

<i>Grand Prize Ideas</i>		
Free Massage	Gift Cards	Spa Packages
Sporting Equipment	Athletic Shoes	Gym Memberships

Virtual Walks

The internet has many resources that can assist you in your efforts for a successful Pedometer Challenge. A few include:

America On the Move a.k.a AOM <http://aom2.americaonthemove.org/Join/Groups.aspx>

Texas Round Up www.texasroundup.gov

10,000 Step Challenge <http://www.10000steps.org.au/>

Other Online Resources:

http://www.laccd.edu/faculty_staff/extranet2/documents/Walking-Challenge-2008.pdf

Example of walking challenge announcement

http://www.10000steps.org.au/?page=workplaces/workplaces_overview

Learn about promoting physical activity to improve workplace health.

<http://www.publichealth.arizona.edu/CHWtoolkit/PDFs/LOGICMOD/chapter1.pdf>

Reward Point System

- Solicit donations from stores to contribute to the reward system: ask for gift cards, athletic merchandise and apparel, and tickets (cinema, concerts, fairs, Western Playland, Wet n Wild, festivals). See appendix F: Sample Donation Letter, Reward Point System
- Create a document explaining the reward system to employees and inviting them to join. The document should include the guidelines on how the employees can earn points. This can be distributed via e-mail or made into a promotional flyer and posted around campus.



Be creative when coming up with your guidelines. Think of ways to engage employees and motivate them to improve their weekly physical activity. Give positive feedback when possible, such as praising words or compare their PA levels to the recommended levels. See appendix I: Activity Log Feedback

Guidelines can include, but are not limited to the following:

-Points can be earned with each day an employee participates in physical activity.

-Points can be earned by successfully participating in the recommended levels of physical activity (150 minutes a week of moderate physical activity). See appendix G: Recommended Levels of Physical Activity

-Points can be gained by simply turning the activity log and not dependent on total activity level.

-Activity logs can be due at the end of each week or month. Be sure to include due dates to be considered on time or late. For instance, activity logs will be due at the end of each month from the 28th through the 2nd, will be considered late if turned in from the 3rd to the 8th and will not be accepted after the 9th.

-Points can be gained by attending health fairs, doctor visits, health screenings or educational classes. See appendix H: Sample Reward Point System



3. Create and distribute activity logs. You can choose to create an online version that can be accessed on the school’s website or via e-mail. If you choose to post the activity log on your school’s website, refer to step 4, for the e-mail version see step 5. If you choose to use a paper version refer to step 6. See appendix J: Sample Activity Log
4. ONLINE: Contact your school’s information technology (IT) department to collaborate with them to include the activity log on the school’s website. Create the document in advance and refer to IT for posting purposes only. Post the reward system points and guidelines on the website.
5. E-MAIL: Gather a list of all employees e-mail addresses and create an electronic copy of the activity log and send the copy to all the school’s employees. Employees will be able to fill the activity log electronically or print it and write in their activity.
6. HARD COPY: Create hard copies of the activity log and distribute to all teachers.
7. Require employees to turn in their activity logs at a certain location or via e-mail.
8. Develop a database to keep track of employees points.
9. Give monthly updates to employees informing them of their points.

Online Resources:

Wellness.utep.edu/rewards

Train for a Race

1. Choose a race that will engage the interest of the employees at the school; a race that supports a cause such as breast cancer or multiple sclerosis may be a good option.
2. Decide on times of the day to hold trainings for the race. Trainings can be conducted before school, during lunch, or after school.
3. Decide on a location to meet such as the parking lot or the school’s track or other field. ★ ★ ★ ★ ★ ★ ★ ★ ★ ★
4. Create a document asking volunteers to serve as ‘Walking Leaders’ for the scheduled walks. The regularly scheduled socially-supported walks will be lead by walking leaders, whose duties are to guide walkers through the course as well as to provide motivation. See appendix K: Sample Walk Leader Request Find a sponsor who will provide funds to purchase team t-shirts. Design a fun t-shirt to wear on the day of the race.
5. Send an e-mail to all employees informing them of the training and the race; include the time and dates of the training. See appendix L: Sample Train for the Race Document ★ ★ ★ ★ ★ ★ ★ ★ ★ ★
6. Solicit funds from vendors to provide incentives for participants. See appendix C: Sample Donation Letter, Pedometer Challenge and appendix F: Sample Donation Letter, Reward Point System

Online Resource

Races to choose from can be accessed at WEBSITE.

Point-of-Decision/ Health Promotion Poster Contest

Point-of-Decision Posters are informational posters that encourage people to make a different decision, such as taking the stairs or walking to deliver a message instead of e-mailing the message.

1. Set up a meeting with both either the principle or assistant principle to educate him/her about the contest and ask for permission to include school time to create the posters.
2. Find donors to give prizes for the contest. Contact at least five different vendors to ensure a variety of gifts.
3. Once time has been allocated and approved by the principle, begin the advertising campaign.
4. Create a flier to post around campus informing the school of the contest and the prizes to be won.
5. The posters should be created with the help of the students in the classroom.
6. Decide on a manageable timeframe for the contest; two weeks may be sufficient time to create the posters.
7. Find a team of three people from the community to serve as judges for the contest. People that may serve as judges include, superintendents, family physicians, nutritionists, health educators, health sciences professors, and so on. See appendix M: Telephone Script for Judges
8. 1st, 2nd, and 3rd place prizes can be awarded. Plan the to correspond with a scheduled Pep rally where prizes can be given.
9. Post the winning posters around campus.

Health Food Policy

Create a health food policy that will affect all the food served at staff meetings.

1. Create a proposal of the health food policy indicating that only healthy food can be served or taken to staff meetings. Include a definition of what healthy food constitutes. See appendix N: Resources for Health Food Guidelines
 2. Contact key stakeholders in the school, such as the principle and assistant principle and present to them the proposal informing them of the idea, emphasize the importance of the attempt. Introduce the idea that the people heading the school should lead by example. You may want to write a letter, make a phone call or talk face-to-face.
 3. Once the key stakeholders have approved the health food policy proposal, make it part of the agenda for the next staff meeting. You can also choose to disseminate the information via e-mail.
 4. Create two informational fliers to be handed out to all employees explaining the health food policy; one will require all existing employees and new employees to sign and return the policy ensuring their understanding of the policy and the other will serve as a copy for their records.
1. Create a healthy pot luck pledge. This can work in exchange for the health food policy. The healthy pot luck pledge should include a

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If you are considering starting a reward point system, you may add a Healthy Pledge component. Employees may earn points by signing the pledge and turning it in and they may also earn points by referring the pledge to others.

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definition of what healthy food is (See appendix N: Resources for Health Food Guidelines). Follow step 4 from above except instead of writing the policy, write the pledge.

2. Plan a day or days to set up a booth at the school to provide a chance for employees to learn about the pledge and sign it.

Athletic Teams

1. Send an e-mail to all the Wellness Ambassadors from other schools in EPISD to form a coalition and begin the planning process of the athletic teams. Each school will have one team that will compete against other schools. Keep the first e-mail general by only asking who is interested in including their school in the effort. Include a deadline for replies. You may include an option for people to be part of the planning committee or to opt out of the planning committee but support the athletic team effort.



Find a sponsor who will provide funds to purchase team t-shirts. Design a bold team t-shirt to wear on game days.



2. Compile the list of all those who are interested and form an e-mail list serve. Once the list has been compiled, choose a day to meet (in person or telephone conference) to plan the efforts.
3. During the meeting decide on a sport; you may want to choose from basketball, softball, bowling, soccer, flag football, volleyball, or any other team sport.
4. Once a sport has been decided, create a timeline of future steps. Future steps include the marketing campaign, formation of the teams, times of practice, schedule of games. This should be general and can be individualized for each school. Provide at least a month of practice time. See appendix B: Sample Timeline

5. Decide on a park or recreational center where the games can be held. Visit <http://www.ci.el-paso.tx.us/parks/> for El Paso park information.



6. Create a flier inviting all employees to be part of the athletic teams. Include contact information and a deadline. If you choose to e-mail the document, include a registration form.

Ask a coach at the school to be part of the team to either serve as the coach or as a point of reference. Ask the coach to give tips and playing strategies.

7. Solicit funds for money to buy t-shirts and athletic equipment. See appendix F: Sample Donation Letter, Reward Point system and Appendix C: Sample Donation Letter, Pedometer Challenge.



8. Contact the person at the school who is in charge of scheduling activities in athletic fields, gyms and in charge of athletic equipment. This person may be the school's coach. Ask permission to use the facilities and coordinate time and days to schedule team practice. If this is not possible, set up times to meet at a local park. If you choose to use a park, be sure to visit the park during the proposed practice times to ensure space is available.
9. Contact the school's Information Technology Department (IT) and request the schedule of practice times and games be posted on the school's website.

10. Develop criteria for a tournament with the planning committee. For more information on developing a tournament and for bracket resources visit <http://www.printyourbrackets.com/>

11. At the end of the season, hold an award ceremony recognizing all the teams and MVPs. The award ceremony can be held at a recreational center. Ask all the members of the teams to bring food for the pot-luck (Refer to Healthy Pot Luck Guidelines).

Challenge Each Other to be Healthy



1. Create a document explaining the challenge. The components of the challenge include involving each grade level to challenge the next grade level to take proactive steps toward good health. See appendix N: Sample of Challenges
2. Present the idea to the principle and assistant principle to gain their support.
3. Secure a spot on the monthly staff meeting’s agenda to present the idea to the rest of the campus and gain their support.
4. Begin by having the principle of the school issue the first challenge. For instance, she can challenge all 1st grade teachers to walk an extra fifteen minutes every day for a week. The challenges should each last one week. Once the week has ended, the 1st grade teachers will pick another grade level to challenge.
5. The challenges should be highly visible, create a different banner each week announcing the challenge. The banner may be made using butcher paper and paint and hung in the foyer area or hallway. See appendix O: Sample Banner
6. The Wellness Ambassador will provide all the employees being challenged with a log to track their progress. See appendix P: Sample Activity Log, Challenge

If you are considering starting a reward point system, you may add the Healthy Challenge as a way to earn points. Employees may earn points by turning in their logs at the end of each week and be given points per day that the challenge was completed.



Weight Loss Challenge

1. Develop a comprehensive, 90-day Weight Loss Challenge Plan.
 - a. The challenge will have three phases, each lasting one month
 - b. At each phase include a lecture from a nutritionist and a coach or personal trainer. Contact local resources to secure the presentations. Schedule a day to discuss the topic of each presentation. Each phase will also include homework that will help participants reach their weight loss goals. See appendix Q: Local Community Resources, appendix R: Presentation Ideas , appendix S: Homework Ideas for Weight Loss Challenge
 - c. All participants will be weighed and measured weekly. Require all participants to track their progress on a weight loss chart. Have each participant choose an alias to secure confidentiality while they progress is tracked on charts.
 - d. Provide discussion groups with all the participants in the challenge. The discussion groups will provide the participants a chance to discuss the challenges and solutions they have



Try to secure a room that can only be accessed by the weight-loss challenge participants. Here they can keep track of their weight loss by marking their progress on charts.



encountered throughout their weight loss efforts. See appendix T: Discussion Ideas for Weight Loss Challenge

2. Develop a timeline of events. See appendix U: Sample Timeline, Weight Loss Challenge
3. Contact the school nurse and request his/her assistance with the weight loss challenge by weighing and measuring participants on a weekly basis. Participants can be weighed and measured during their conference period. The nurse can be responsible for recording everyone's progress on the chart.
4. Invite all employees at the campus to join the weight loss challenge by creating and distributing the informational fliers. Include the start and end date.
5. Ask for donations from the community for prizes. Or you may choose to charge participants an entry fee of \$30.00 that will be collected at the beginning of each phase. The pot of money can be given to the winner or to the top three winners.
6. Decide on the criteria for winning the contest, you may choose to judge participants on percentage of weight loss.
7. At the end of the contest, hold a mini-award ceremony recognizing everyone's efforts and announcing the winners.
 - a. Reserve a room in the school that is used for events such as these.
 - b. Announce and invite all the employees at the school to the ceremony from the school.



Send weekly or bimonthly e-mails containing weight loss tips and motivational thoughts. You may want to sign up for online resources that will send you these types of e-mails. See appendix X: Web Resources, Weight Loss Challenge



Health Fair

1. Gain permission from administration to hold a health fair.
2. Reserve a space and time at the school to hold the health fair. The health fair may be combined with Parent Activity Day or an event such as Jump Rope for the Heart to involve the students, teachers and parents. A good place to hold the health fair is the school cafeteria.
3. Once a day and time has been confirmed begin to recruit people to be vendors at the health fair. See appendix W: Community Vendors for Health Fair
 - a. Recruitment can be completed via e-mail, postal mail or by phone. For a sample invitation see appendix X: Sample Health Fair Vendor Invitation
 - b. Include a registration form with instructions to return the form by a certain date to secure their spot at the health fair. See appendix Y: Sample Health Fair Registration Form
4. Reserve a room that will serve as the hospitality room. Contact local grocers to ask for fruit donations to provide for the health fair.
5. Know Your Numbers
 - a. Provide health screenings/assessments at the health fair, to include blood glucose, blood pressure, height, weight (BMI), and create a document that lists the screening names along with room to write down their numbers. See appendix Z: Sample Know Your Numbers Document

Healthy Recipe Contest

1. Gain administrative support for class time to conduct this contest. Ask administration to serve as judges for the contest.
2. Solicit for donations from the community to give prizes to the winners.
3. Create criteria using the food pyramid as a guideline for the contest. Use mypyramid.gov as a resource to help figure out the amount of servings a per food group the meal or snack should consist of. For instance, a breakfast meal should include XX servings of grains, XX servings of meat, and so on. You may want to create these details beforehand as a quick reference for teachers or refer the teacher to online resources (refer to appendix N: Resources for Health Food Guidelines). Require all the recipes include a calorie, fat and sugar count. Develop an easy to read document with the contest guidelines to share with all the teachers at the school.
4. Develop a marketing campaign, which can consist of a simple flier that can be posted around campus announcing the contest.
5. The contest can have at least four categories: Breakfast, Lunch, Dinner and Snack. Each grade level can be assigned a different category, for instance, 1st grade teachers will create a healthy breakfast idea.
6. Both the students and teachers will work together to count the nutritional information. You may choose to have the teachers responsible for creating the menu or have both the teacher and students develop the recipe.
7. After the nutritional information has been calculated, require the teachers to create a document with the recipe information. Here you may want to allow the teachers and students to create a large visual of the recipe and nutrition information that may be posted around the school or as a display during a school health fair.
8. Compile all the recipes to make a healthy recipe book in PDF format that can be made available via e-mail or on the school's website. Contact the school's Information Technology (IT) Department to help you create the PDF as well as to post the recipe book on the school's website.