



COMMITTEE WORKBOOK

Committee Workbook



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SECTION I

**What is a
School Worksite
Wellness Program?**

**Committee
Workbook**

What is a School Worksite Wellness Program?

A school worksite wellness program is an organized program for staff to enrich their physical, mental, emotional, and occupational well-being.

A major goal of the program is to make the work environment more supportive of positive health behaviors of staff members and thereby reduce their risk of developing chronic diseases. The concept of wellness, however, goes beyond reducing disease and includes promoting and supporting improved well-being for all staff members. School worksite wellness programs enhance the establishment of a Coordinated School Health Program and can support Local Wellness Policies. Additionally, school staff often serves as role models for students and the community.

The NC HealthSmart School Worksite Wellness Toolkit focuses on the first three levels of change:

Even healthy staff members will welcome the opportunity to work in an environment that supports healthy lifestyle goals. School Worksite Wellness activities can help all staff increase their energy and reduce stress.

The **NC HealthSmart School Worksite Wellness Toolkit** provides the resources and tools to conduct school worksite wellness programs and activities. These resources and tools have been designed utilizing a multi-level approach to health promotion that affects individuals' decisions and abilities to practice positive behaviors or to make needed lifestyle changes.

Key Item to Remember:

As staff members change behaviors and their health improves, it is critical that the policies, practices, and physical environment of the work-site also change to support the individual health improvements. One cannot achieve success and sustainability without the other.

Individual— Motivating change in individual staff behavior by increasing knowledge, influencing attitudes or challenging beliefs. Examples: Staff members take the stairs instead of the elevator, quit smoking, and bring a healthy lunch three times a week.

Interpersonal (Groups)— Recognizing that groups at the worksite can provide social identity and support; interpersonal activities target groups. Examples: Work-based weight loss programs, walk-a-thon participation, support group for smoking cessation, and monthly social activities for stress relief.

Organizational— Ensuring that the policies, practices, and physical work environment support the behavior change. Examples: Tobacco-free worksite, healthy vending machine policies, policy addressing opportunities for physical activity during the workday.

SECTION II

**What is a
School Worksite
Wellness Committee?**

**Committee
Workbook**

What is a School Worksite Wellness Committee?

The school worksite wellness committee

- is a team of worksite staff members who formally meet and plan activities to promote good health for themselves and for their fellow coworkers,
- represents staff from all organizational levels,
- communicates to staff members information about known health risks and the value of a school worksite wellness committee and wellness initiatives,
- creates and maintains open lines of communications between wellness committees and staff,
- promotes participation in both individual and group activities,
- advocates for worksite policies and environments that support improved health,
- coordinates the monitoring and evaluation of the wellness activities/programs offered to staff members, and
- serves as the leader/champion for wellness activities at their worksite.

The **NC HealthSmart School Worksite Wellness Toolkit** provides the resources and tools for school worksite wellness committees to establish, maintain, and sustain a successful school worksite wellness program

School Worksite Wellness— Commitment and Support

Establishing, supporting, and maintaining a school worksite wellness committee provides opportunities for all staff to:

- create a healthy worksite;
- model healthy behaviors for students and the community,
- foster collaboration and partnerships; and
- establish healthy lines of communication between staff from all organizational levels



SECTION III

**What is the NC Health *Smart*
School Worksite
Wellness Toolkit?**

**Committee
Workbook**

What is the NC HealthSmart School Worksite Wellness Toolkit?

The **NC HealthSmart School Worksite Wellness Toolkit** is an all-in-one resource for establishing a school worksite wellness program for staff that promotes and supports eating healthy, increasing physical activity, quitting the use of tobacco, and managing stress.

This toolkit is designed for staff to create wellness committees that promote individual behavior changes, as well as policy and environmental changes that promote good health for all staff members.

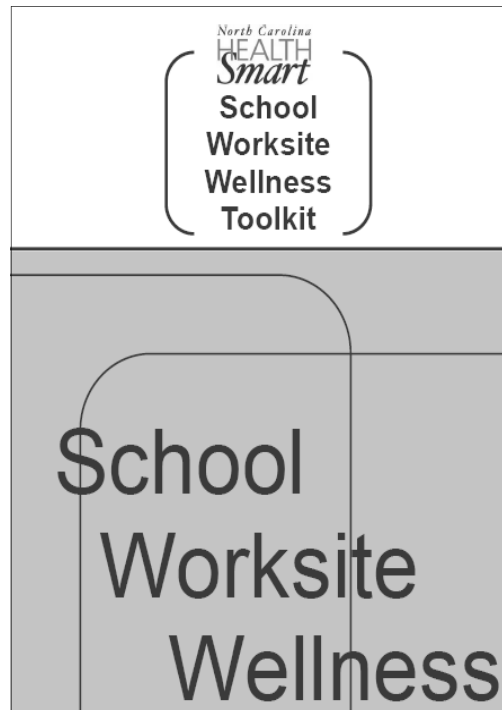
The toolkit is organized into five workbooks:

1. *School Worksite Wellness Committee Workbook*
2. *Eat Smart*
3. *Move More*
4. *Quit Now*
5. *Manage Stress*

Each of the workbooks, described below, is a comprehensive collection of ready-to-use program materials for promoting school worksite wellness.

The NC HealthSmart School Worksite Wellness Toolkit:

- Provides step-by-step guidelines for the establishment, functioning and maintenance of a School Worksite Wellness Committee.
- Includes a worksite School Policy and Environment Survey, as well as a School Employee Interest Survey.
- Provides ready-to-use programs/activities that support policy and environmental changes at worksites to promote healthy lifestyles among staff and their families.
- Includes a CD with all the toolkit components and resources, available for easy download, as well as appendices with documents, forms, and posters for copying.
- The toolkit addresses four main aspects of a healthy lifestyle: healthy eating (Eat Smart), physical activity (Move More), quitting tobacco (Quit Now), and stress management (Manage Stress).



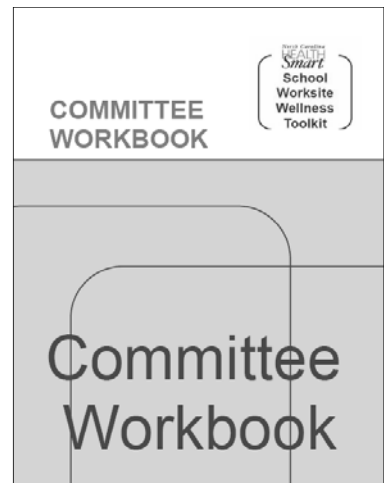
A brief description of the toolkit workbooks is outlined here.

School Worksite Wellness Committee Workbook:

The key to a successful school worksite wellness program is the establishment of an organized and productive school worksite wellness committee. This workbook outlines the step-by-step process for establishing and maintaining a wellness committee, defines committee responsibilities, and provides ready-to-use meeting agendas, worksite surveys, program evaluation tools, and other resources.

The remaining four (4) resource workbooks each include the following sections:

- Health*Start* Activity— an activity that includes ready-to-use materials, such as announcements, posters, handouts, etc. This activity focuses on individual behavior change and can be used to “jumpstart” school worksite wellness committees’ efforts and program activities that help achieve short-term success for your wellness program.
- Resources for Individuals and Groups
- Resources for School Worksite Policies
- Resources for School Worksite Environments
- Other Resources

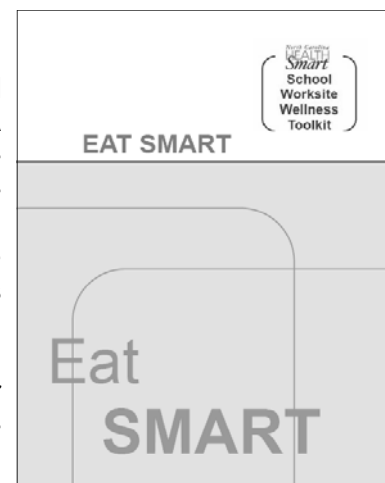


A brief description of each resource workbook follows.

Eat Smart

The food we eat directly and indirectly affects our physical and mental well-being. It is the fuel that keeps our bodies going. A healthy eating pattern can help to prevent several chronic diseases and conditions including heart disease, stroke, some cancers, diabetes, high blood pressure, arthritis, osteoporosis, and depression. Furthermore, a balanced diet combined with adequate physical activity helps to achieve energy balance and is the most important factor in maintaining a desirable body weight.

The Eat Smart workbook offers a wide range of resources for individual and group activities, as well as policy and environmental changes that encourage all staff members to Eat Smart. The Appendices provide ready-to-use sample policies, posters, signs, one-page handouts, healthy food lists, and healthy recipes.

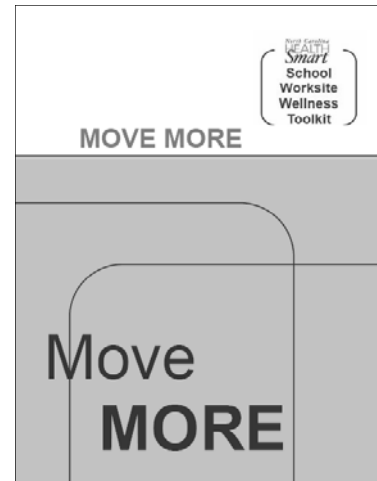


Move More

Physical activity helps to enhance the quality of life for people of all ages and abilities. Sedentary individuals can substantially reduce their risk of developing heart disease, diabetes, osteoporosis, and colon cancer just by becoming moderately physically active on most days of the week.

A physically active lifestyle can help to reduce the risk of developing heart disease, diabetes, and certain cancers. It also reduces heart disease risk factors such as high cholesterol, hypertension, and overweight as well as protect against stroke. It helps to build a healthier body by strengthening bones, muscles and joints, aids in reducing depression and anxiety, enhances the response of the immune system, and reduces falls among older adults. Physical activity is associated with fewer hospitalizations, physician visits, and medications. Moreover, physical activity need not be strenuous to be beneficial; people of all ages can benefit from participating in regular, moderate-intensity physical activity, such as 30 minutes of brisk walking, on most days of the week.

The Move More workbook offers a wide range of resources for individual and groups activities, as well as policy and environmental changes that encourage all staff members to Move More. The Appendices provide ready-to-use sample policies, posters, signs, letters, one-page handouts, and a walking log.

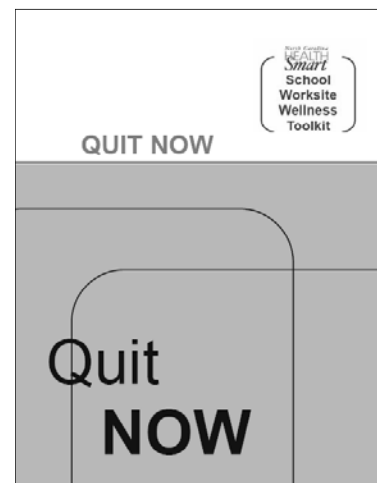


Quit Now

Tobacco use is the number one preventable cause of death in the United States. Tobacco use in any form is not only harmful for the person using the product but also for non-smokers and other people in the environment.

Some of the proven health consequences of tobacco use include premature death, chronic bronchitis, emphysema, disability and disease, including heart disease, stroke, and several types of cancers. Tobacco use is also a cause of intrauterine growth retardation leading to low birth weight babies and is a probable cause of unsuccessful pregnancies.

In light of the above mentioned health hazards, and since tobacco use can lead to nicotine addiction, it makes common sense to Quit Now. However, it is also true that once addicted to nicotine it is not easy to quit tobacco use. Since employees spend a lot of time at work, worksites can help interested staff members to quit tobacco by taking steps to make the worksite tobacco free. A tobacco-free policy/environment at the worksite can influence an employee's desire to quit. **(Note: NC legislation requires school districts to prohibit the use of tobacco in school buildings, on school grounds, and at school sponsored events by August 1, 2008.)**

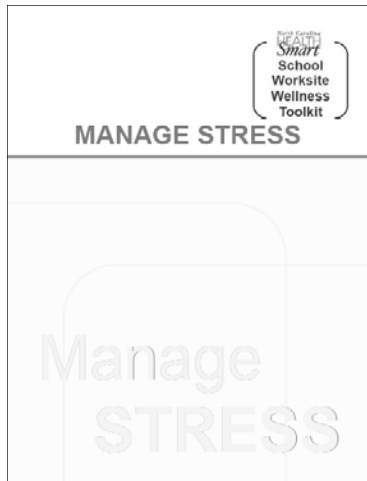


The Quit Now workbook offers a wide range of resources for individual and group activities, as well as policy and environmental changes that encourage all staff members to Quit Now. The Appendices provide ready-to-use sample policies, posters, signs, one-page handouts, worksite surveys, and a listing of free resources. These materials will be helpful to your wellness committees and staff members that may use tobacco as all NC schools approach the legislated prohibition of tobacco use in school buildings, on school grounds, and at school-sponsored events (effective on August 1, 2008).

Manage Stress

The worksite wellness committee can initiate programs and activities to help staff manage their stress and gain skills to manage the demands of the work environment. Stress is a naturally occurring reaction of the body to psychological or physical demands of the environment. Stress reactions can increase blood pressure, heart rate, and respiration as well as affect changes in other major body systems. These reactions prepare the body for “fight-or-flight” when presented with physically dangerous or psychologically threatening situations. The causes of stress reactions in the workplace include task demands, time demands, physical demands, role demands, and interpersonal demands.

The Manage Stress workbook offers a wide range of resources for individual and group activities, as well as policy and environmental changes that support the efforts of staff members to Manage Stress. The Appendices provide ready-to-use sample posters, signs, one-page handouts, questionnaires, and a listing of free resources.





SECTION IV

Establishing and Maintaining A School Worksite Wellness Committee

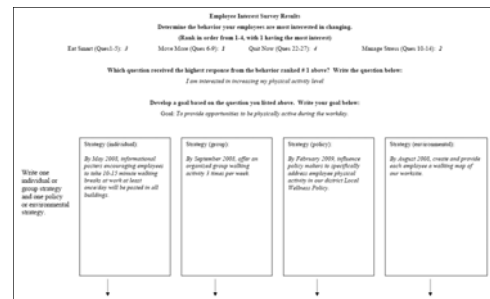
Committee Workbook

Step-by-Step Instructions

The NC HealthSmart School Worksite Wellness Toolkit recommends the following steps to establish a successful worksite wellness committee and to support healthy lifestyle behaviors among the worksite staff.

The Steps:

1. Identifying Committee Members and Prepare for Initial Meeting
2. First Meeting— Establishing the Committee
3. Second Meeting— Obtaining Employee Opinions
4. Third Meeting— Developing an Action Plan
5. Fourth Meeting— Updating Program Progress
6. Fifth Meeting— Updating Program Progress
7. Year End Meeting— Evaluating Committee Activities and Reporting Results



A Year in the Life of a School Worksite Wellness Committee*:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 1
Month 1	Month 2-3	Month 4-5	Month 6-7	Month 8-9	Month 10-11	Month 12	Start of new year
Identifying Committee Members and Prepare for Initial Meeting	1st Meeting: Establish the Committee	2nd Meeting: Obtaining Employee Opinions	3rd Meeting: Developing an Action Plan	4th Meeting: Updating Program Progress	5th Meeting: Updating Program Progress	Year-End Meeting: Evaluating Committee Activities and Reporting Program Success	Identifying Committee Members, etc.
	Date/Time: _____	Date/Time: _____	Date/Time: _____	Date/Time: _____	Date/Time: _____	Date/Time: _____	

**This is a suggested timeline. The timing of steps may be altered to accommodate your school's academic schedule (traditional vs. year-round).*

School Worksite Wellness Committees— Key Items to Remember

- In order to establish an effective school worksite wellness committee, the committee members should plan to complete the steps in the School Worksite Wellness Committee Workbook over a twelve-month period. The proposed steps are flexible and can be altered to accommodate the needs of your committee and your school's academic schedule (traditional versus year-round).
- There are a minimum of six recommended meetings that should be held within this time period. This timeline may need to be expanded, for example, to include at least one meeting per month lasting at least one hour in duration. The number of meetings may depend on survey results and findings by the committee.
- The School Worksite Wellness Committee Action Plan (**Appendix A**) is critical to the guidance and success of program activities, the evaluation of those activities and reporting results to administration.
- After the wellness committee has completed the first year, the committee can continue to use the Toolkit and workbooks as a guide for years two, three and so on.
- The Committee Workbook has been created so that committee members can rotate off and new employees can rotate onto wellness committees. The committee workbook is an easy to follow guide for new committee members and helps to ensure sustainability of the worksite wellness program.
- Worksites that have an established wellness committee can utilize this Toolkit and workbooks as a resource to review their current committee work and are encouraged to use these tools to enhance their committee work.
- All committees, new or established, can utilize the agendas, surveys, resources and ideas provided in the Toolkit.

Step 1: Identifying Committee Members/Prepare for Initial Meeting

In most cases, the person completing Step 1 would be the person who attended the ‘School Worksite Wellness Toolkit Training’ session. The NC HealthSmart School Worksite Toolkit is designed so that any staff member can initiate the process of establishing a School Worksite Wellness Committee, but it may be necessary to allow administration to identify initial committee members.

Identifying committee members can be accomplished in two ways – by invitation and/or soliciting volunteers. The individual who attended the ‘School Worksite Wellness Toolkit Training’ and received the toolkit can:

1. Invite staff members to serve on the school worksite wellness committee. Staff members should be asked, in person or by letter, about their willingness and interest to serve. See **Appendix B** for a sample committee invitation letter.
2. Solicit volunteers by placing announcements in high traffic locations, through employee newsletters, via e-mail, or by other means. Committee members who volunteer can become program “champions” encouraging success for the entire worksite. Volunteers have the potential to bring increased energy to the committee. See **Appendix C** for a sample committee recruitment announcement.

Once committee members have been identified, be sure to complete the School Worksite Wellness Committee Members’ Form (**Appendix D**) listing the committee members’ names with administration’s approval, and any necessary workplan revision.

Date _____
Dear _____

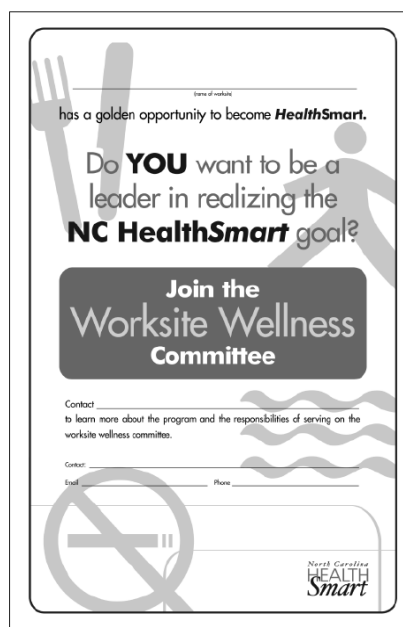
(Name of worksite) has received training for the use of the North Carolina HealthSmart School Worksite Wellness Toolkit. This toolkit has resources to help us improve the health of staff members at our workplace as well as resources that individuals can use to make healthier lifestyle choices, such as eating healthy, increasing physical activity, quitting the use of tobacco, and reducing stress. The toolkit includes a workbook for establishing a School Worksite Wellness Committee and four (4) resource workbooks—*Eat Smart, Move More, Quit Now* and *Manage Stress*. Our goal is to have a committee that represents our unique worksite and establishes an action plan for how we might use the toolkit most effectively.

You are invited to serve on the School Worksite Wellness Committee. The committee will meet on (insert date, time and location). Please check with administration to confirm that your participation and responsibility to the School Worksite Wellness Committee is approved and will be reflected in your annual work plan. I am available to explain to administration the nature of the committee and general time commitments.

The major responsibilities of the School Worksite Wellness Committee would include but would not be limited to: communicating the wellness program to staff members at our worksite, advocating for policies that support health, promoting participation in wellness activities, managing the activities and evaluating the impact of the wellness program.

If you cannot serve on the Committee at this time, please notify me as soon as possible.

Sincerely,
(Signature—Supervisor/Manager)



CWCommitteePoster.pdf

Identifying Committee Members— Key Items To Remember

- **Number of committee members**— It is suggested that you have at least four (4) to twelve (12) committee members, although the maximum number of members may depend on the size of your worksite and the level of employee interest.
- **Suggested Committee Members**— Be sure to include committee members from all organizational levels (administration, human resources, teaching staff, support staff, etc) in addition to those with special interests or skills (health educators, nurses, counselors, physical education staff, nutrition services staff, etc)
- **Existing Committees**— Check to see if you have any existing committees such as SHAC, Tobacco-Free Schools, Safe Schools, or any other committees that meet to support Coordination School Health Programs or Local Wellness Policies and target members for invitation.
- **Administration Approval** – All committee members need to have administration's approval for the time and work they dedicate to the wellness committee.
- **Workplan Revision** – Committee members will need to revise their annual workplan to reflect the new duties of serving on the committee.

Now, Get Started!

As the individual at your worksite who has completed recruitment of the school worksite wellness committee members, your first goal is to prepare for your first meeting. This may seem relatively simple, but it is the **MOST CRITICAL** part of the process.

- Schedule a date, time, and place that is convenient for all committee members. Allow two (2) hours for this initial meeting. As you will see in Step 2, this amount of time is essential in establishing an effective and organized school worksite wellness committee.
- The individual who attended the 'School Worksite Wellness Toolkit Training' session may facilitate the first meeting, where a committee chairperson will be selected.
- Step 2 on the following page provides the detailed purpose of the first meeting in addition to a sample agenda.

Getting Started— Key Items To Remember

A CD-ROM is located in the front cover of the NC Health*Smart* School Worksite Wellness Toolkit. The CD includes all the information in the each workbook of the toolkit. **This CD can be copied and distributed to committee members during the first committee meeting.** All files are available in PDF format for downloading and printing. All agendas, letters, posters, as well as all the resources are available for easy use.

Step 2: First Meeting— Establishing the Committee

As the **facilitator** for the first meeting of the school worksite wellness committee, you should provide an overview and orientation to other committee members about the purpose, organization, content, and utilization of the **NC HealthSmart School Worksite Wellness Toolkit**. This task should be accomplished in the first committee meeting.

The objectives and detailed points of discussion for the first meeting are provided below. A **sample agenda** for the meeting is also provided in **Appendix E**. It can be copied or printed from the toolkit CD for distribution during the committee meeting. You can also modify the objectives and the agenda to better suit the needs and organization of your particular worksite.

Meeting Objectives:

- Overview of and orientation to school worksite wellness program and the toolkit
- Identify school worksite wellness committee chairperson and program coordinator
- Select a name for the committee and write a mission statement (**Appendix F**)
- Develop a communication plan to announce the program and activities to employees
- Introduce the School Worksite Wellness Committee Action Plan (**Appendix A**)
- Introduce the School Employee Interest Survey (**Appendix G**)
- Introduce and distribute the School Policy & Environment Survey to committee members (**Appendix H**)

Agenda Items:

1. **Call meeting to order** (5 minutes): The meeting facilitator should select a volunteer to record the minutes of the meeting.
2. **Introductions— Committee Members** (10 minutes): Each committee member introduces himself or herself and shares one favorite food and one favorite physical activity. Pass around a sheet of paper for everyone to sign that list their email address and phone number.
3. **Orientation to the NC HealthSmart School Worksite Wellness Toolkit** (20 minutes): Introduce the toolkit to committee members.
 - Multi-level Approach to Change (**Appendix I**)
 - School Worksite Wellness Program Model (**Appendix J**)
 - Overview of the five (5) workbooks (**Appendix K**)
 - ◇ *School Worksite Wellness Committee*
 - ◇ *Eat Smart*
 - ◇ *Move More*
 - ◇ *Quit Now*
 - ◇ *Manage Stress*

SCHOOL WORKSITE WELLNESS COMMITTEE MEETING	
Worksite Name:	_____
Date:	_____ Time: _____
AGENDA	
Call meeting to order	
Introductions—Committee Members	
Share your name, title, favorite food and one favorite physical activity	
Sign Committee Communication list—name, email address and phone number	
Orientation to NC HealthSmart School Worksite Wellness Toolkit	
Multi-Level Approach to Change (Appendix I)	
NC HealthSmart Program Overview (Appendix J)	
Overview of the five (5) workbooks (Appendix K)	
School Worksite Wellness Committee	
Eat Smart	
Move More	
Quit Now	
Manage Stress	
Committee Name	
Mission Statement	
Committee Chairperson and Program Coordinator Selection	
Employee Communication Plan	
Overview of Action Plan and Surveys	
Worksite Wellness Committee Action Plan (Appendix A)	
Worksite Wellness Committee Action Plan Sample (Appendix A)	
Employee Interest Survey (Appendix G)	
Policy and Environment Survey (Appendix H)	
Schedule Future Meetings	
Adjourn	

At this point, you may also distribute copies of the CD-ROM provided with the toolkit, if you decide to do so. This gives the committee members the option of reviewing the toolkit contents at their convenience.

4. **Committee Name** (10 minutes): Select your school worksite wellness committee name.
Committee Name: _____

5. **Mission Statement** (15 minutes): The mission statement should be a global expression of what the School Worksite Wellness Committee wants to accomplish using the **NC HealthSmart School Worksite Wellness Toolkit**. The mission statement may include a description of the value of the program to the worksite and to its staff. You may decide on a mission statement that reflects the work the committee wants to accomplish. Some examples of mission statements are given here. You may choose to select one from these or create your own.

Mission Statement Examples

- *“The mission of the (name of school) Worksite Wellness Committee is to establish and maintain a worksite that encourages environmental and social support for a healthy lifestyle.”*
- *“To encourage employees’ personal and professional productivity, and physical and mental well-being, the mission of the (name of school) Worksite Wellness Committee shall be to promote a worksite culture that supports employees’ desire to make healthy lifestyle choices.”*
- *“Because employees spend 40 hours a week at work, it is important that the worksite be a healthy place to work and support healthy choices for employees. It is the mission of the (name of school) Worksite Wellness Committee to work toward implementing policies that support a healthy worksite and healthy employees.”*
- *“The worksite wellness committee will work to provide opportunity for employees to develop healthier lifestyles by supporting the adoption of habits and attitudes that contribute to their positive well-being.”*

6. **Selection of Committee Chairperson** (10 minutes): Select the School Worksite Wellness Committee Chairperson. The chairperson is responsible for conducting the meeting(s), handling any administrative paperwork, and reporting for the committee. This person will:

- not need a background in health—the toolkit resources are self-directing,
- send committee meeting reminders, meeting minutes, and other details documenting the committee’s work,
- distribute, collect, and score the School Policy and Environment Survey (**Appendix H**)
- coordinate employee program activities with the help of the program coordinator (see next agenda item) and,
- submit documents such as year-end evaluation summaries, notes or minutes

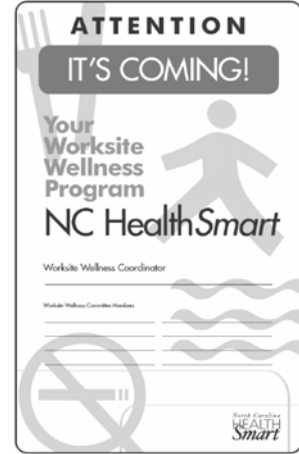
from meetings, sample email messages, or other such items to school and district-level administration, PTA, School Health Advisory Council, or any other committees that meet to support Coordinated School Health Programs or Local Wellness Policies.

Committee Chairperson: _____

7. **Select the School Worksite Wellness Program Coordinator** (10 minutes): The program coordinator (one or more persons for large schools— see **Appendix L** for role sharing ideas) will serve as the overall coordinator for the program activities.

Program Coordinator: _____
 This person will

- not need a background in health— the toolkit resources are self-directing,
- devote time in his or her regular work schedule to address coordination responsibilities
- distribute, collect, and score the School Employee Interest Survey (**Appendix G**) which will be distributed to all staff at the worksite (see **Appendix M** for methods of distribution and collection) and,
- coordinate staff activities with the help of the committee chairperson and/or other program chairs.



8. **Staff Communications Plan** (10 minutes): Establish a plan for communicating with staff members that:

- announces the formation of the School Worksite Wellness Committee (see **Appendix N** for a sample poster)
- provides information to staff members about upcoming programs and events, and
- provides staff members with periodic updates about the school worksite wellness program.

Examples of communications:

- Email announcements
- Staff letters
- Payroll stuffers
- Kick-off events
- Announcements through school “intranet” service, intercom system, or at staff meetings and celebrations
- Posters on bulletin boards, entrance doors, and restroom doors
- Newsletter articles

9. **Action Plan Template and Sample** (5 minutes): Provide a copy of the School Worksite Wellness Committee Action Plan Template and Sample for committee members to review for the next meeting (see **Appendix A**).

10. **School Employee Interest Survey** (10 minutes): Provide a copy of the School Employee Interest Survey and the accompanying cover letter (**Appendix G**) to all committee members to review before the next meeting. The results of this survey will help the committee determine the short-term goals for the School Worksite Wellness Committee Action Plan.

Ask that the committee members review the survey and think about how this survey should be distributed to the staff at your worksite. This may be done personally, through email, mailboxes, or some other practical means depending upon the size of your worksite and the number of staff members. (See **Appendix M** for survey distribution and collection suggestions.)

School Employee Interest Survey			
Directions: Indicate your interest for each of the following by circling:			
1: little or no interest 2: some interest 3: very interested			
I am interested in:			
1. Learning more about healthy food choices	1	2	3
2. Learning how to incorporate fruits and vegetables into my diet	1	2	3
3. Learning about healthier food choices and portions to help manage my weight	1	2	3
4. Participating in "tasting" events to sample healthy foods	1	2	3
5. Having healthy snacks available for purchase at work	1	2	3
6. Learning more about the benefits of physical activity and how it can improve my health	1	2	3
7. Increasing my physical activity level	1	2	3
8. Walking to increase physical activity level	1	2	3
9. Participating in team activities	1	2	3
10. Learning ways to cope with feelings of stress	1	2	3
11. Time management skills	1	2	3
12. Improving my communication skills	1	2	3
13. Learning skills to cope with change	1	2	3
14. Organized social events with my co-workers (holiday parties, summer picnics, etc.)	1	2	3
15. Receiving information about quitting tobacco use	1	2	3
16. Attending information sessions or classes about quitting tobacco use	1	2	3
17. Participating as part of a group to learn more about wellness	1	2	3
18. Wellness information that I can read, listen to, or watch on my own	1	2	3
19. Wellness activities that last 30-60 minutes	1	2	3
20. 10-15 minute wellness activities that I can do two to three times a day	1	2	3
21. Participating in wellness activities during lunch breaks or other breaks	1	2	3
22. Participating in wellness activities after work	1	2	3
23. Participating in wellness activities before work	1	2	3
24. Please write in the name of the school/facility in which you work?			

11. **School Policy and Environment Survey** (10 minutes): Distribute a copy of the School Policy and Environment Survey (**Appendix H**) to the committee members. *The committee members need to complete this survey and return it to the committee chair before the next meeting so the chair will have time to compile the results for discussion at the next meeting.* The results of this survey will help the committee determine the long-term goals for the School Worksite Wellness Committee Action Plan

School Policy and Environment Survey			
Directions:			
<ul style="list-style-type: none"> Please circle your answer to each of the questions. Choose N/A on any question that does not apply to your school worksite. Use the space above on the first page to determine possible policy and environment priority areas. 			
1.	Does your school worksite have any written policy or policies relating to the use of health funds for employee meetings, events, or facility developments?	Yes	No
2.	If yes, are employees told about the healthy foods policy or policies during employee orientation?	Yes	No
3.	Does your school worksite have a volunteer designated for employees to lead?	Yes	No
4.	Does your school worksite have extensive and appropriate facilities/equipment for employees to prepare and eat meals? (This could include your Child Nutrition Program foodservice or others on campus.)	Yes	No
5.	Does your school worksite have vending machines on campus?	Yes	No
6.	If yes, do the vending machines offer at least 1 healthy choice? healthy choices include low-fat milk, fresh fruits, whole grain snacks, baked snacks, etc.	Yes	No
7.	Does your worksite have a cafeteria?	Yes	No
8.	If yes, does your cafeteria offer at least 1 healthy choice such as 100% juice products, fresh fruits, or whole grain products?	Yes	No
9.	In the past year, has information on healthy food choices been provided to employees in their personnel file?	Yes	No
10.	Does your school worksite use any written policy or policies encouraging employees to engage in physical activity during the workday?	Yes	No
11.	If yes, are employees told about the policy during employee orientation and encouraged to participate in physical activity during employee orientation?	Yes	No
12.	Does your school worksite have stairs?	Yes	No
13.	If yes, are the stairs safe, clean, and well-lit?	Yes	No
14.	Does your school worksite have a safe place for walking or other activities on site or nearby?	Yes	No
15.	Does your school worksite sponsor any employee physical activities, events, or events on campus?	Yes	No
16.	Does your school worksite sponsor any employee community-based activities, events, or events on campus?	Yes	No
17.	If yes, does the school worksite use any written policy or policies encouraging and encouraging employee communication that is open, two-way and respectful of employees' diversity?	Yes	No
18.	Does your school worksite have any written policy or policies supporting and encouraging employee communication that is open, two-way and respectful of employees' diversity?	Yes	No
19.	Does your school worksite have any plan for employees to reduce the physical and mental stress of the workday, such as a quiet space to unwind and reflect?	Yes	No

12. **Schedule Future Meetings** (10 minutes): It is recommended that the committee members schedule the future five meetings at this point. The second meeting should be scheduled within one month of the first meeting. The following timeline is suggested over a twelve-month period. However, the timing of steps may be altered to accommodate your school's academic schedule (traditional vs. year-round).

A Year in the Life of a School Worksite Wellness Committee*:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 1
Month 1	Month 2-3	Month 4-5	Month 6-7	Month 8-9	Month 10-11	Month 12	Start of new year
Identifying Committee Members and Prepare for Initial Meeting	1st Meeting: Establish the Committee	2nd Meeting: Obtaining Employee Opinions	3rd Meeting: Developing an Action Plan	4th Meeting: Updating Program Progress	5th Meeting: Updating Program Progress	Year-End Meeting: Evaluating Committee Activities and Reporting Program Success	Identifying Committee Members, etc.
Completed	Today's Date/Time	Date/Time: _____	Date/Time: _____	Date/Time: _____	Date/Time: _____	Date/Time: _____	

*This is a suggested timeline. The timing of steps may be altered to accommodate your school's academic schedule (traditional vs. year-round).

13. **Adjourn:** *Reminder— The chairperson must send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from the previous meeting and the upcoming meeting agenda can be included with that reminder.*

Step 3: Second Meeting— Obtaining Employee Opinions

Obtaining Employee Opinions— Key Items To Remember

This meeting will accomplish several major tasks for the committee:

1. **The School Employee Interest Survey** will be discussed and distributed to all staff members at your worksite after this meeting. As a committee chairperson and/or member, it is critical that you support the work of your committee and encourage your fellow coworkers to complete the survey.

This is the key document for engaging staff in the wellness activities selected for their worksite, and finding out their interests and needs will contribute to the overall success of the committee's work and the worksite wellness program. The result of this survey will guide the committee's short-term goals for your action plan and the selection of HealthStart initial activities that will be introduced at the worksite.

2. **The School Policy and Environment Survey** results will be reviewed to help the committee develop long-term goals for the action plan regarding policy and environment changes. The results of the survey may very well show that there are several issues that need to be addressed; however, it is good to strive for one change at a time. As policy and environment changes are adopted (either formally or informally), new action plans can be created to address other issues.
3. **Incentives and Worksite Time Considerations for Activities** may be discussed. This will vary from worksite to worksite and is one of the tasks that would involve administration's input. As a reminder, the toolkit is equipped with all the resources you need to start wellness activities at your worksite. Additional incentives and resources are an added bonus to your program, should they be available.

THE OBJECTIVES and detailed points of discussion for the second meeting are provided below. A **sample agenda** for the meeting is also provided in **Appendix O**. It can be printed from the toolkit CD for distribution during the committee meeting. You can also modify the objectives and the agenda to better suit the needs and organization of your particular worksite.

Meeting Objectives:

- Outline plan to distribute and collect the School Employee Interest Survey
- Review results from the School Policy & Environment Survey
- Identify funds for incentives and materials
- Discuss current and potential worksite policy for wellness activities

Agenda Items:

1. **Call meeting to order**— Chairperson (5 minutes): The committee chairperson should select a volunteer to record the minutes of the meeting.
2. **Old Business**— Chairperson (5-10 minutes): List any unfinished tasks from the previous meeting as indicated in the minutes.

3. **School Employee Interest Survey** – Program Coordinator (10 minutes)

- Decide how to distribute the survey to staff at your worksite. This may be done personally, through email, mailboxes or some other practical means depending upon the size of the facility and number of staff members. (Review **Appendix M** for survey distribution and collection suggestions)
- Choose the dates that the surveys will be distributed and when they should be completed and returned. Allow at least one week for staff to complete and return the survey to the specified person. Also, the return date should be such that it gives a reasonable amount of time to the Program Coordinator to compile the results for the next committee meeting. Be sure to include the return date and Program Coordinator name on the survey before distributing them to the staff.
- The Program Coordinator distributes, collects and scores the survey and reports the results at the next meeting. The School Employee Interest Survey score sheet is provided in **Appendix G**.
- The results of the School Employee Interest Survey will be reviewed at the next meeting and will be used by the committee to determine the short-term goals for the Action Plan.

School Employee Interest Survey Score Sheet	
Name of Worksite _____	
Total Number of Surveys Distributed _____	
Total Number of Surveys Returned _____	
Directions:	
1. Collect all completed School Employee Interest Surveys.	
2. For each question, add the response number that has been circled on all surveys. This will give you the final score for each one of the questions from 1 to 23.	
3. For example, if you collect 5 completed surveys and the responses for Question 1 on these surveys are 2, 2 and 3, then the score for Question 1 is 3+2+3 = 8.	
Eat Smart	
1. Learning more about healthy food choices	
2. Learning how to incorporate fruits and vegetables into my diet	
3. Learning about healthier food choices and portions to help manage my weight	
4. Participating in "tasting" events to sample healthy foods	
5. Having healthy snacks available for purchase at work	
Move More	
6. Learning more about the benefits of physical activity and how it can affect my health	
7. Increasing my physical activity level	
8. Trying to increase physical activity level	
9. Participating in team activities	
Manage Stress	
10. Learning ways to cope with feelings of stress	
11. Time management skills	
12. Improving my communication skills	
13. Learning skills to cope with change	
14. Organized social events with my co-workers (holiday parties, summer picnics)	
Quit Now	
15. Seeking information about quitting tobacco use	
16. Attending information sessions or classes about quitting tobacco use	

4. **School Policy and Environment Survey Report**— Chairperson (20 minutes): The committee chairperson should have received a completed School Policy and Environment Survey from each committee member before this meeting. Also, using the survey score sheet (provided in **Appendix H**), the chairperson should have arrived at the results for the survey. Discuss these results with the committee members.

Report the total score for each of the following from the survey score sheet.

Eat Smart _____ Manage Stress _____
 Move More _____ Quit Now _____

School Policy & Environment Survey Score Sheet	
Name of School District: _____	
Date: _____	
Directions:	Scores:
Count the total number of "100" answers for questions 1-9. Record the number in the box to the right.	
This is the EAT SMART Score	Out of a possible total score of 9
Count the total number of "100" answers for questions 10-17. Record the number in the box to the right.	
This is the MOVE MORE Score	Out of a possible total score of 8
Count the total number of "100" answers for questions 18-21. Record the number in the box to the right.	
This is the MANAGE STRESS Score	Out of a possible total score of 4
Count the total number of "100" answers for questions 22-24. Record the number in the box to the right.	
This is the QUIT NOW Score	Out of a possible total score of 2
Look at the scores in each of the four policy/environment sections. Sections in which your total number of "100" answers is close to the possible total score indicates a policy and environment priority area for your committee.	
For example, if your MOVE MORE score is 7 out of a possible total score of 8, your committee may want to consider addressing policy and environment changes that support moving more in your action plan.	

A high score in any of the sections indicates that the committee needs to consider selecting long-term goal(s) for promoting policy and/or environmental changes at the worksite. Refer to the Sample Action Plan (**Appendix A**) for examples.

Next, select activities from the four (4) resource workbooks— Eat Smart, Move More, Quit Now, and Manage Stress— that correspond to the committee’s long-term goal(s). Refer to the Sample Action Plan (**Appendix A**) to see how the strategies and steps will be reported on your action plan.

Make a list of the strategies and steps that your worksite wellness committee plans to implement. Once the committee has determined the long-term goal(s) for your worksite, record the strategies on your action plan that will be completed at the next meeting.

5. **Management issues**— Chairperson (30 minutes): The chairperson may need to assign on or two members of the committee to follow up on the following questions and others that may arise during discussion for reporting at the next meeting.

Management Issues— Questions to Address:

Funding for incentives and materials— Chairperson (15 minutes)

- What is your anticipated budget need?
- Is funding available from administration?
- Is any funding available from outside sources?

Worksite policy for wellness activities— Chairperson (15 minutes)

- Who has authority to approve time considerations for activities during work hours?
- What might be the restrictions regarding wellness activities at the worksite?
- How much time is allowed for wellness activities— if any? Example: 30 minutes per staff member 3 times a week; 15 minutes per staff member, daily paired with established break time; 1 hour per month for all employees to participate in a group activity.

6. **Next meeting date(s)**— Program Coordinator (10 minutes): The committee may have already decided the dates for the upcoming meetings during the first meeting. However, it would be beneficial to review these dates once again, both as a reminder and to provide and opportunity for any changes.
7. **Adjourn: Reminder**— *The chairperson must send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting and the upcoming meeting agenda can be included with that reminder.*

A Year in the Life of a School Worksite Wellness Committee*:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 1
Month 1	Month 2-3	Month 4-5	Month 6-7	Month 8-9	Month 10-11	Month 12	Start of new year
Identifying Committee Members and Prepare for Initial Meeting	1st Meeting: Establish the Committee	2nd Meeting: Obtaining Employee Opinions	3rd Meeting: Developing an Action Plan	4th Meeting: Updating Program Progress	5th Meeting: Updating Program Progress	Year-End Meeting: Evaluating Committee Activities and Reporting Program Success	Identifying Committee Members, etc.
Completed	Completed	Today's Date/Time	Date/Time: _____ _____	Date/Time: _____ _____	Date/Time: _____ _____	Date/Time: _____ _____	

**This is a suggested timeline. The timing of steps may be altered to accommodate your school's academic schedule (traditional vs. year-round).*

Step 4: Third Meeting— Developing An Action Plan

Meeting Objectives:

- Review results from the School Employee Interest Survey
- Identify short-term goal(s) (based on School Employee Interest Survey)
- Review long-term goal(s) (based on School Policy and Environment Survey)
- Create an Action Plan for your school worksite wellness program
- Schedule follow-up meeting to check progress

Agenda Items

1. **Call meeting to order**— Chairperson (5 minutes): The committee chairperson should select a volunteer to record the minutes of the meeting.

2. **Old Business**— Chairperson (5 – 10 minutes): List any unfinished tasks from the previous meeting as indicated in the minutes.

3. **School Employee Interest Survey Report**— Program Coordinator (20 minutes): The Program Coordinator should have received a completed School Employee Interest Survey from staff members at the worksite before this meeting, and calculated the results using the survey score sheet (**Appendix G**). (Note: The Coordinator may have asked for help from one or two other committee members to analyze the results of this survey, depending upon the size of the worksite and the response rate for the survey).

Discuss these results with other committee members.

Total # of Surveys Distributed _____
Total # of Surveys Returned _____

Comparing the number of survey distributed to the number returned will provide a glimpse at the success of your survey distribution methods and the general interest level of the staff.

The score for each of the questions in the School Employee Interest Survey reflects the level of employee interest in that particular area. High numbers indicate higher level of interest. As a team, look at the scores and identify the area that your worksite wellness committee would like to address first. Report the total score from each of the following from the survey score sheet:

Eat Smart _____
Move More _____
Quit Now _____
Manage Stress _____

A high score in any of the sections indicates that the committee needs to consider selecting short-term goal(s) for promoting individual behavior changes of employees. Refer to the Sample Action Plan (**Appendix A** for examples).

Next, select activities that correspond to the committee’s short-term goal(s) from the HealthStart activities that appear in the front of each of the resources workbooks— *Eat Smart*, *Move More*, *Quit Now*, and/or *Manage Stress*. The HealthStart activities are provided to allow a “jumpstart” on implementing

committee activities. The committee can also use any of the activities found throughout the resource workbooks.

Refer to the Sample Action Plan (**Appendix A**) to see how the strategies and steps will need to be reported on your action plan. You may use the space below to jot down some initial ideas.

4. **Developing the Action Plan**— Chairperson (20 minutes): Record the following information on the School Worksite Wellness Committee Action Plan (**Appendix A**):
 - Worksite
 - Committee Name
 - Committee Chairperson
 - Program Chair
 - Other Chairs
 - Mission Statement
 - Committee Members
 - Short-term goals— Strategies and Steps: Determine who is responsible for each strategy and the date of implementation; record results/outcomes after each activity.
 - Long-term goals— Strategies and Steps: Determine who is responsible for each strategy and the date of implementation; record results/outcomes after each activity.
 - Year-end Evaluation Summary— this section will be completed at the last meeting.
 - Recommendations from the Committee— this section will be completed at the last meeting.

**Action Planning Ideas—
Activities/Strategies and Steps:**

5. **Evaluate Program Activities**— Chairperson (20 minutes): Think about ways to get feedback from staff members on the individual and/or group activities that you implement at your worksite. One way is to have participants complete an evaluation form at the end of each activity or once the activity is completed you can email them a few short questions about the activity. (See **Appendix P** for an example of an activity evaluation form.)

The evaluation information collected through participant feedback will need to be summarized in the Evaluation section of the Action Plan and can be reiterated in the Year-End Evaluation Summary.

6. **Next meeting date(s)**— Program Coordinator (5 minutes): Remind the committee members of the dates for the future meetings to check the progress of the Action Plan. This will also provide an opportunity to make any changes to the scheduled dates, if needed.

A Year in the Life of a School Worksite Wellness Committee*:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 1
Month 1	Month 2-3	Month 4-5	Month 6-7	Month 8-9	Month 10-11	Month 12	Start of new year
Identifying Committee Members and Prepare for Initial Meeting	1st Meeting: Establish the Committee	2nd Meeting: Obtaining Employee Opinions	3rd Meeting: Developing an Action Plan	4th Meeting: Updating Program Progress	5th Meeting: Updating Program Progress	Year-End Meeting: Evaluating Committee Activities and Reporting Program Success	Identifying Committee Members, etc.
Completed	Completed	Completed	Today's Date/Time	Date/Time: _____	Date/Time: _____	Date/Time: _____	

**This is a suggested timeline. The timing of steps may be altered to accommodate your school's academic schedule (traditional vs. year-round).*

7. **Adjourn:** *Reminder— The chairperson must send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from the previous meeting and the upcoming agenda can be included with the reminder.*

Simple Guidelines for Documenting Programs/Activities:

Be sure to document all of the events associated with any of the programs/activities that you implement at your worksite. For example:

- Write a short summary of the program activity.
- Document the number of staff members that participate in each activity.
- Take pictures at your event. These pictures can be used to advertise and promote future events.
- Distribute evaluation surveys for activities and your entire program efforts (see examples in **Appendix P and Q**).
- Review the evaluations and prepare a short summary of the successes and/or lessons learned.
- Record the information on the committee's Action Plan.
- Additional information may be documented and kept in a binder.

Step 5: Fourth Meeting— Updating Program Progress

Meeting Objectives:

- Assess progress of the Action Plan
- Change or revise Action Plan if needed
- Determine if new or additional strategies and steps should be initiated

Agenda Items:

1. **Call meeting to order**— Chairperson (5 minutes): The committee chairperson should select a volunteer to record the minutes of the meeting.
2. **Old business**— Chairperson (5-10 minutes): Discuss any unfinished tasks from the previous meeting as indicated in the minutes

3. **Action Plan progress check**— Program Coordinator (40 minutes):

- As a team, review the implementation of the Action Plan that was completed during the last meeting. The committee members should discuss whether the specified strategies and steps listed on the Action Plan were started and/or completed on the specified dates and whether the staff is motivated to participate in wellness program activities.
- Also discuss any obstacles or problems encountered in the implementation of the Action Plan. This meeting should serve as an opportunity for the committee to revise or update the Action Plan to better suit the needs of their worksite and staff members. The committee should discuss the need for any changes to current strategies or addition of new strategies that would help to improve the effectiveness of the worksite wellness program. The Action Plan should be updated to reflect any changes or additions.

Action Plan Update—

Obstacles/Problems

Solutions

Obstacles/Problems	Solutions

4. **Next meeting date(s)**— Program Coordinator (5 minutes): Remind the committee members of the dates for upcoming meetings to assess further progress of the Action Plan. This will also provide an opportunity to make changes to scheduled dates, if needed.
5. **Adjourn:** *Reminder— The chairperson must send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from the previous meeting and the upcoming agenda can be included with the reminder.*

A Year in the Life of a School Worksite Wellness Committee*:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 1
Month 1	Month 2-3	Month 4-5	Month 6-7	Month 8-9	Month 10-11	Month 12	Start of new year
Identifying Committee Members and Prepare for Initial Meeting	1st Meeting: Establish the Committee	2nd Meeting: Obtaining Employee Opinions	3rd Meeting: Developing an Action Plan	4th Meeting: Updating Program Progress	5th Meeting: Updating Program Progress	Year-End Meeting: Evaluating Committee Activities and Reporting Program Success	Identifying Committee Members, etc.
Completed	Completed	Completed	Completed	Today's Date/Time	Date/Time: _____ _____	Date/Time: _____ _____	

**This is a suggested timeline. The timing of steps may be altered to accommodate your school's academic schedule (traditional vs. year-round).*

Step 6: Fifth Meeting— Updating Program Progress

Meeting Objectives:

- Assess progress of the adopted Action Plan
- Change or revise Action Plan if needed
- Determine if new or additional strategies and steps should be initiated
- Finalize overall worksite wellness program evaluation plan

Agenda Items:

1. **Call meeting to order**— Chairperson (5 minutes): The committee chairperson should select a volunteer to record the minutes of the meeting.

2. **Old Business**— Chairperson (5 – 10 minutes): Discuss any unfinished tasks from the previous meeting as indicated in the minutes.

3. **Action Plan Progress Check**— Program Coordinator (25 minutes):

- As a team, review the implementation and progress of the Action Plan. The committee members should discuss whether the strategies and steps were completed on the specified dates and whether the wellness program and activities are being accepted by the staff members at their worksite.
- Also discuss any obstacles or problems encountered in the implementation of the Action Plan. This meeting should serve as an opportunity for the committee to revise

or update the program Action Plan to better suit the needs of their worksite and staff. The committee should discuss activities or addition of new activities that would help to improve the effectiveness of the worksite wellness program. The Action Plan should be updated to reflect any changes or additions.

4. **Overall Evaluation Plan**— Chairperson (15 minutes): The worksite wellness committee should review their initial plans to evaluate the results of the overall wellness program conducted at the worksite. The committee can obtain information about the effectiveness of the activities completed at their worksite by:

- Repeating the School Policy and Environment Survey by committee members (**Appendix H**)
- Conducting the Employee Satisfaction with Worksite Wellness Program Survey (**Appendix Q**)
- Reviewing evaluation data from employee wellness activities (**Appendix P**)

Since the next committee meeting would be the last one for current program year, these surveys and any other evaluation mechanisms should be conducted well before the next meeting. This will allow the committee members to discuss the results of the surveys and share program evaluation data during the final meeting of the program year.

Choose the dates that these surveys would be distributed, collected and analyzed and the person(s) responsible for each.

Survey	Distribution Date/ Responsible Member	Collection Date/ Responsible Member	Analysis Date/ Responsible Member
School Policy & Environment Survey	_____ _____	_____ _____	_____ _____
School Employee Satisfaction Survey	_____ _____	_____ _____	_____ _____

- Next meeting date(s)**— Program Coordinator (5 minutes): Remind the committee members of the dates for upcoming meetings to evaluate the impact and results of the programs and activities carried out to promote worksite wellness. This will also provide an opportunity to make changes to scheduled dates, if needed.
- Adjourn:** *Reminder— The chairperson must send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from the previous meeting and the upcoming agenda can be included with the reminder.*

Notes for creating the Program Evaluation Plan:

- The School Policy and Environment Survey (**Appendix H**) should be completed by the school worksite wellness committee members only. The Employee Satisfaction with Worksite Wellness Program Survey (**Appendix Q**) should be distributed to all staff at the worksite. (See **Appendix M** for distribution and collection suggestions.)
- Select a distribution date about one month before the scheduled date for the year-end meeting
- The final date for committee members/staff to return the completed surveys should be at least two weeks prior to the last meeting. This will provide ample time to the committee member(s) responsible for analyzing the surveys.
- The completed School Policy and Environment Surveys can be scored using the score sheet provided in **Appendix H**. Ideally, the results should show improved scores in the wellness topic that was targeted for intervention.
- Before distributing the Employee Satisfaction Surveys specify the return date and name of the person responsible for collecting the surveys and include this information on the survey form. More than one person may need to be designated for collecting surveys if you have multiple worksite buildings.
- Depending upon the number of staff members at your worksite, the analysis of completed Employee Satisfaction with Worksite Wellness Program Surveys may require the time of more than one committee member.

A Year in the Life of a School Worksite Wellness Committee*:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 1
Month 1	Month 2-3	Month 4-5	Month 6-7	Month 8-9	Month 10-11	Month 12	Start of new year
Identifying Committee Members and Prepare for Initial Meeting	1st Meeting: Establish the Committee	2nd Meeting: Obtaining Employee Opinions	3rd Meeting: Developing an Action Plan	4th Meeting: Updating Program Progress	5th Meeting: Updating Program Progress	Year-End Meeting: Evaluating Committee Activities and Reporting Program Success	Identifying Committee Members, etc.
Completed	Completed	Completed	Completed	Completed	Today's Date/Time	Date/Time: _____ _____	

**This is a suggested timeline. The timing of steps may be altered to accommodate your school's academic schedule (traditional vs. year-round).*

Step 7: Year-End Meeting— Evaluating Committee Activities and Reporting Program Success

Meeting Objectives:

- Complete Action Plan Year-End Evaluation Summary of the School Worksite Wellness Program using the results from:
 - Employee Evaluation of a Worksite Activity (**Appendix P**)
 - Employee Satisfaction with School Worksite Wellness Program Survey (**Appendix Q**)
 - Repeat School Policy and Environment Survey (**Appendix H**)
 - School Worksite Wellness Milestone Survey (**Appendix S**)
- Complete the NC HealthSmart School Worksite Wellness Toolkit Evaluation Form (**Appendix R**)
- Complete the School Worksite Wellness Committee Evaluation (**Appendix T**)
- Schedule the first committee meeting for the upcoming year.

Agenda Items:

1. **Call meeting to order**— Chairperson (5 minutes): The committee chairperson should select a volunteer to record the minutes of the meeting.
2. **Worksite Wellness Program Evaluation**— Chairperson (20 minutes):
 - The program chair should report from the Action Plan the results/outcomes of all activities and/or programs initiated.
 - The committee member(s) that collected and analyzed the Employee Satisfaction with School Worksite Wellness Program Survey and the repeat School Policy and Environment Survey should present those results to the committee.

The committee as a group should discuss recommendations for the next year’s worksite wellness program, as well as document successes and barriers experienced in planning, promoting, completing, and evaluation school worksite wellness activities.

Activity Successes:

Activity Barriers:

- The repeated School Policy and Environment Survey should have been analyzed using the survey score sheet provided in **Appendix H**. Ideally, the results should show improved scores in the wellness topic that was targeted for intervention. The committee as a group should discuss and summarize the results as recommendations for the next year’s worksite wellness program, as well as document successes and barriers experienced in planning, promoting, completing, and evaluating school worksite wellness activities.

Policy/Environment Successes:

Policy/Environment Barriers:

- The committee chairperson should ask for any other recommendations to carry forward to the next year’s committee.
- The committee chairperson should complete the Action Plan by recording the year-end evaluation summary information provided above. A copy of the completed Action Plan should be shared with worksite staff, school and district administration, School Health Advisory Committee, other committees dedicated to your Coordinated School Health Program, Parent Teacher Association, School Board of Education, and community members.
- The committee should also complete the School Worksite Wellness Milestone Survey provided in **Appendix S**. Completion of this survey provides an overview of the committee’s accomplishments. The committee as a group should discuss and summarize the results as recommendations for the next year’s worksite wellness program.

3. **NC HealthSmart Worksite Wellness Toolkit Evaluation**— Program Coordinator (20 minutes): The school worksites wellness committee members must also complete the NC HealthSmart School Worksite Wellness Toolkit Evaluation Survey (**Appendix R**). **Only one evaluation form should be completed per committee**; however, all committee members should participate in the completion of the

survey. The responses should be reported keeping in mind the overall usefulness and effectiveness of the entire toolkit during the implementation period. The responses to the questions in the evaluation form will help to improve the contents and effectiveness of the Toolkit for future implementation.

4. **Completion of the School Worksite Wellness Committee Evaluation Form (Appendix T)**— (Chairperson 15 minutes): The committee should complete the School Worksite Wellness Committee Evaluation Form. The results provide an overview of the committee’s strengths and weaknesses.
5. **Next Year Implementation of the NC HealthSmart Toolkit**— Chairperson (15 minutes): The year-end meeting should also serve as an opportunity for the worksite wellness committee members to realize that it is not the end of the worksite wellness program, but a time for continuing to build upon the enhanced the health of their employees.

The committee members should review the roles and responsibilities that they fulfilled during the entire implementation period. Committee members will continue to serve on the committee or step down to open space for new members. The committee members should collectively decide on the date when the **NC HealthSmart School Worksite Wellness Toolkit** will be implemented for the next year starting from step one as outlined in this workbook.

It is suggested that the committee compile meeting minutes, copies of surveys, survey reports, completed action plan, and any other documents pertinent to the committee. These documents should be recorded on a CD and kept as hard copies in a three-ring binder as a reference for the committee members of the next years’ wellness program.

A Year in the Life of a School Worksite Wellness Committee*:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 1
Month 1	Month 2-3	Month 4-5	Month 6-7	Month 8-9	Month 10-11	Month 12	Start of new year
Identifying Committee Members and Prepare for Initial Meeting	1st Meeting: Establish the Committee	2nd Meeting: Obtaining Employee Opinions	3rd Meeting: Developing an Action Plan	4th Meeting: Updating Program Progress	5th Meeting: Updating Program Progress	Year-End Meeting: Evaluating Committee Activities and Reporting Program Success	Identifying Committee Members, etc.
Completed	Completed	Completed	Completed	Completed	Completed	Today's Date/Time	

**This is a suggested timeline. The timing of steps may be altered to accommodate your school's academic schedule (traditional vs. year-round).*



APPENDICES

Committee Workbook

APPENDIX A: Sample Action Plan

Sample School Worksite Wellness Committee Action Plan

WORKSITE WELLNESS COMMITTEE ACTION PLAN

Year # 2008

Worksite Name: ABC Elementary School

Committee Name: ABC Employee Wellness Committee

Committee Chairperson: Jane Smith

Program Coordinator: Sally Jones

Other Chairs: _____

Action Plan for Period Beginning: March 15, 2008

Period Ended: March 14, 2009

MISSION STATEMENT: *The mission of the ABC Employee Wellness Committee is to establish and maintain a worksite that encourages environmental and social supports for a healthy lifestyle.*

Committee Members

Name	E-mail	Phone	Name	E-mail	Phone
1. Jane Smith	<u>jsmith@abc.edu</u>	<u>123.456.7890</u>	7. Ginger Schneider	<u>gschneider@abc.edu</u>	<u>123.456.7896</u>
2. Sally Jones	<u>sjones@abc.edu</u>	<u>123.456.7891</u>	8. Betty Grover	<u>bgrover@abc.edu</u>	<u>123.456.7897</u>
3. Steven James	<u>sjames@abc.edu</u>	<u>123.456.7892</u>	9. Laurie Schwartz	<u>lschwartz@abc.edu</u>	<u>123.456.7898</u>
4. Bob Karr	<u>bkarr@abc.edu</u>	<u>123.456.7893</u>	10. Julie Wilson	<u>jwilson@abc.edu</u>	<u>123.456.7899</u>
5. Samantha Thomas	<u>sthomas@abc.edu</u>	<u>123.456.7894</u>	11.		
6. Keith Douglas	<u>kdouglas@abc.edu</u>	<u>123.456.7895</u>	12.		

APPENDIX A: Sample Action Plan

Employee Interest Survey Results

Determine the behavior your employees are most interested in changing.
(Rank in order from 1-4, with 1 having the most interest)

Eat Smart (Ques 1-5): **3** Move More (Ques 6-9): **1** Manage Stress (Ques 10-14): **4** Quit Now (Ques 15-16): **2**

Which question received the highest response from the behavior ranked # 1 above? Write the question below:
I am interested in increasing my physical activity level

Develop a goal based on the question you listed above. Write your goal below:
Goal: To provide opportunities to be physically active during the workday.

Write one individual or group strategy and one policy or environmental strategy.

<p>Strategy (individual):</p> <p><i>By May 2008, informational posters encouraging employees to take 10-15 minute walking breaks at work at least once/day will be posted in all buildings.</i></p>	<p>Strategy (group):</p> <p><i>By September 2008, offer an organized group walking activity 3 times per week.</i></p>	<p>Strategy (policy):</p> <p><i>By February 2009, influence policy makers to specifically address employee physical activity in our district Local Wellness Policy.</i></p>	<p>Strategy (environmental):</p> <p><i>By August 2008, create and provide each employee a walking map of our worksite.</i></p>
→	→	→	→

APPENDIX A: Sample Action Plan

<p>What steps will you need to take to achieve your strategy? Think about WHO, WHEN & WHERE questions.</p>	<p>Steps (individual): <ol style="list-style-type: none"> 1. Ensure administration approval for poster placement and printing funds 2. Select existing posters from toolkit or create new ones; frame or laminate if needed 3. Assign committee member(s) to post and rotate posters </p>	<p>Resources (individual): Cost: \$10 for copies of existing posters Existing Resources: Toolkit contains ready-made posters Needed Resource: None</p>	<p>Evaluation (individual): Review of Evaluation tool(s): Activity Evaluations, Employee Satisfaction, Yearly Employee Interest Survey, Yearly Policy & Environment Survey</p>
	<p>Steps (group): <ol style="list-style-type: none"> 1. Ensure administration approval. 2. Identify a champion to organize and lead the activity 3. Determine what days and time(s) the activity will occur 4. Promote the activity to employees </p>	<p>Resources (group): Cost: \$0 Existing Resources: Outdoor activity fields and indoor gymnasium Needed Resources: A champion to lead the activity.</p>	<p>Evaluation (group): Documentation of participation Review of Evaluation tool(s): Activity Evaluations, Employee Satisfaction, Yearly Employee Interest Survey, Yearly Policy & Environment Survey</p>
	<p>Steps (policy): <ol style="list-style-type: none"> 1. Review current district Local Wellness Policy 2. Identify key leaders in district policy development. 3. Partner with key district policy leaders 4. Advocate for policy change. </p>	<p>Resources (policy): Cost: \$100 (mileage to/from meetings, printing, phone) Existing Resources: PTA and SHAC members, staff, and administration as advocates Needed Resources: A champion that has experience with district policy development</p>	<p>Evaluation (policy): Minutes from meetings and phone calls Yearly review of district Local Wellness Policy</p>
	<p>Steps (environmental): <ol style="list-style-type: none"> 1. Ensure administration approval & funding for project 2. Determine routes and measure distance. 3. Create map 4. Determine distribution method and assign committee member(s) to distribute the maps </p>	<p>Resources (environmental): Cost: \$50 (measuring wheel, printing maps for new employees) Existing Resources: school website for posting map, school track, community sidewalks. Needed Resources: Measuring wheel, individual to design the map</p>	<p>Evaluation (environmental): Review of Evaluation tool(s): Activity Evaluations, Employee Satisfaction, Yearly Employee Interest Survey, Yearly Policy & Environment Survey</p>

APPENDIX A: Sample Action Plan

Year-End Evaluation Summary:

Employee Satisfaction Survey:

- *56% of employees are aware of our employee wellness program and 20% are aware of our employee wellness program committee.*
- *38% of employees participated in activities and 21% reported lifestyle changes due to the program.*
- *62% are interested in future activities.*
- *Write-in statements noted "not knowing" about activities.*

Policy & Environmental Survey (committee only):

- *Primary focus of the 2008-2009 committee was Move More. The Policy & Environment survey showed improvement in this area.*

Recommendations from the Committee for Year # 2009-2010:

Successes:

- *21% of employees reported making lifestyle changes and 62% would like to participate in the future.*
- *The evaluations from specific activities (The Employee Evaluation of a Worksite Activity) consistently showed that employees wanted to participate in similar activities. This survey also consistently showed that employees would recommend the activities to co-workers.*

Lessons Learned and/or Barriers:

- *District-level policy change is still in progress. We believe it will be successful in the near future.*
- *Administration is a great support in engaging the employees, encourage their participation as "champions".*
- *Only 56% of employees were aware of our program. The primary promotion strategy was use of the school email system. Suggest adding additional strategies such as posters, announcements in staff meetings, etc to reach more employees.*

Programs/Activities to continue:

- *Continue the walking group activity and walking map availability.*
- *Continue working on influencing the district Local Wellness Policy*

Programs/Activities to discontinue:

- *Few employees reported our individual strategy was successful. Consider focusing more effort on group activities or develop a new strategy for individual programming.*

APPENDIX A: Blank Action Plan

Employee Interest Survey Results

Determine the behavior your employees are most interested in changing.
(Rank in order from 1-4, with 1 having the most interest)

Eat Smart (Ques 1-5): _____ Move More (Ques 6-9): _____ Manage Stress (Ques 10-14): _____ Quit Now (Ques 15-16): _____

Which question received the highest response from the behavior ranked # 1 above? Write the question below:

Develop a goal based on the question you listed above. Write your goal below:

Goal: _____

Strategy (individual):

Write one individual or group strategy and one policy or environmental strategy.

→

→

→

→

Strategy (individual):

Strategy (policy):

Strategy (group):

Strategy (environmental):

APPENDIX A: Blank Action Plan

<p>Steps (individual):</p>	<p>Resources (individual):</p>	<p>Evaluation (individual):</p>
<p>Steps (group):</p>	<p>Resources (group):</p>	<p>Evaluation (group):</p>
<p>Steps (policy):</p>	<p>Resources (policy):</p>	<p>Evaluation (policy):</p>
<p>Steps (environmental):</p>	<p>Resources (environmental):</p>	<p>Evaluation (environmental):</p>

What steps will you need to take to achieve your strategy? Think about WHO, WHEN & WHERE questions.

How much money will your strategy need? What other resources will you need?

How will you evaluate the program? Be sure to look at all of the surveys in the Committee Workbook.

APPENDIX A: Blank Action Plan

Year-End Evaluation Summary:

Employee Satisfaction Survey:

Policy & Environmental Survey (committee only):

Recommendations from the Committee for Year # _____:

Successes:

Lessons Learned and/or Barriers:

Programs/Activities to continue:

Programs/Activities to discontinue:

APPENDIX B: Sample Committee Invitation Letter

Date _____

Dear _____,

(Name of worksite) has received training for the use of the NC HealthSmart School Worksite Wellness Toolkit. This toolkit has resources to help us improve the health of staff members at our workplace as well as resources that individuals can use to make healthier lifestyle choices, such as eating healthy, increasing physical activity, quitting the use of tobacco, and reducing stress. The toolkit includes a workbook for establishing a School Worksite Wellness Committee and four (4) resource workbooks—*Eat Smart, Move More, Quit Now* and *Manage Stress*. Our goal is to have a committee that represents our unique worksite and establishes an action plan for how we might use the toolkit most effectively.

You are invited to serve on the School Worksite Wellness Committee. The committee will meet on (insert date, time and location). Please check with administration to confirm that your participation and responsibility to the School Worksite Wellness Committee is approved and will be reflected in your annual work plan. I am available to explain to administration the nature of the committee and general time commitments.

The major responsibilities of the School Worksite Wellness Committee would include but would not be limited to: communicating the wellness program to staff members at our worksite, advocating for policies that support health, promoting participation in wellness activities, managing the activities, and evaluating the impact of the wellness program.

If you cannot serve on the Committee at this time, please notify me as soon as possible.

Sincerely,

(Signature— Title)

APPENDIX C: Sample Committee Recruitment Announcement

_____ (name of worksite)

has a golden opportunity to become **HealthSmart**.

Do **YOU** want to be a leader in realizing the **NC HealthSmart** goal?

Join the Worksite Wellness Committee

Contact _____
to learn more about the program and the responsibilities of serving on the worksite wellness committee.

Contact: _____

Email _____ Phone _____

North Carolina
HEALTH
Smart

CWCommitteePoster.pdf

APPENDIX D: School Worksite Wellness Committee Members' Form

School Worksite Wellness Committee Members

Name of Worksite: _____

Member Name	Administration Approval	Workplan Revision Approval
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

APPENDIX E: First Meeting Sample Agenda

SCHOOL WORKSITE WELLNESS COMMITTEE MEETING

Worksite Name: _____

Date: _____ Time: _____

AGENDA

Call meeting to order

Introductions—Committee Members

Share your name, title, favorite food and one favorite physical activity

Sign Committee Communication list—name, email address and phone number

Orientation to NC HealthSmart School Worksite Wellness Toolkit

Multi-Level Approach to Change (**Appendix I**)

School Worksite Wellness Program Model (**Appendix J**)

Overview of the five (5) workbooks (**Appendix K**)

School Worksite Wellness Committee

Eat Smart

Move More

Quit Now

Manage Stress

Committee Name

Mission Statement

Committee Chairperson and Program Coordinator Selection

Employee Communication Plan

Overview of Action Plan and Surveys

Sample Worksite Wellness Committee Action Plan (**Appendix A**)

Worksite Wellness Committee Action Plan Template (**Appendix A**)

School Employee Interest Survey (**Appendix G**)

School Policy and Environment Survey (**Appendix H**)

Schedule Future Meetings

Adjourn

APPENDIX F: Sample Mission Statements

Sample Mission Statements

The mission statement should be a global expression of what the School Worksite Wellness Committee wants to accomplish using the NC HealthSmart School Worksite Wellness Toolkit. The mission statement may include a description of the value of the program to the worksite and to its staff members. You may decide on a mission statement that reflects the work the committee wants to accomplish. You may choose to select one from these or create your own.

Examples:

- *“The mission of the (name of school) Worksite Wellness Committee is to establish and maintain a worksite that encourages environmental and social support for a healthy lifestyle.”*
- *“To encourage employees’ personal and professional productivity, and physical and mental well-being, the mission of the (name of school) Worksite Wellness Committee shall be to promote a worksite culture that supports employees’ desire to make healthy lifestyle choices.”*
- *“Because employees spend 40 hours a week at work, it is important that the worksite be a healthy place to work and support healthy choices for employees. It is the mission of the (name of school) Worksite Wellness Committee to work toward implementing policies that support a healthy worksite and healthy employees.”*
- *“The worksite wellness committee will work to provide opportunity for employees to develop healthier lifestyles by supporting the adoption of habits and attitudes that contribute to their positive well-being.”*

APPENDIX G: School Employee Interest Survey Cover Letter

Dear Co-Workers,

In today's fast paced world where most of our lifestyle choices are influenced by convenience and technology, chronic health conditions/diseases have begun to rise at an alarming rate.

Also, most of the focus and expense of the healthcare industry has been for the treatment of chronic diseases. By focusing on prevention, several chronic diseases can be prevented or made less serious. Our employers can play a crucial role in helping us make healthier lifestyle choices that can lead to a more enjoyable life for all of us.

As some of you may be aware, our worksite has received the NC Health*Smart* School Worksite Wellness Toolkit. A School Worksite Wellness Committee has also been established to make our worksite a healthier workplace and promote the health of our staff. The toolkit will provide resources and materials to help the School Worksite Wellness Committee achieve its goals.

However, before the wellness committee can put the toolkit resources to effective use and initiate wellness activities/programs at the worksite, it is imperative to learn about the interests of our staff members. The success of any worksite wellness initiative will ultimately depend on what the staff want and will participate in. Attached is a short School Employee Interest Survey that we request you to complete and return to the committee member specified below.

Please complete the attached survey. You do not have to sign your name.

Return your completed survey to _____
by _____.

Working together,
Our employees can have better
HEALTH and be **Smart**.

Thank you!

School Worksite Wellness Committee

(name of worksite)

APPENDIX G: School Employee Interest Survey

School Employee Interest Survey

Directions: Indicate your interest for each of the following by circling:
1: little or no interest 2: some interest 3: very interested

I am interested in:

1.	Learning more about healthy food choices	1	2	3
2.	Learning how to incorporate fruits and vegetables into my diet	1	2	3
3.	Learning about healthier food choices and portions to help manage my weight	1	2	3
4.	Participating in “tasting” events to sample healthy foods	1	2	3
5.	Having healthy snacks available for purchase at work	1	2	3
6.	Learning more about the benefits of physical activity and how it can influence my health	1	2	3
7.	Increasing my physical activity level	1	2	3
8.	Walking to increase physical activity level	1	2	3
9.	Participating in team activities	1	2	3
10.	Learning ways to cope with feelings of stress	1	2	3
11.	Time management skills	1	2	3
12.	Improving my communication skills	1	2	3
13.	Learning skills to cope with change	1	2	3
14.	Organized social events with my co-workers (holiday parties, summer picnic, etc)	1	2	3
15.	Receiving information about quitting tobacco use	1	2	3
16.	Attending information sessions or classes about quitting tobacco use	1	2	3
17.	Participating as part of a group to learn more about wellness	1	2	3
18.	Wellness information that I can read, listen to, or watch on my own	1	2	3
19.	Wellness activities that last 30-60 minutes	1	2	3
20.	10-15 minutes wellness activities that I can do two to three times a day	1	2	3
21.	Participating in wellness activities during lunch breaks or other breaks	1	2	3
22.	Participating in wellness activities after work	1	2	3
23.	Participating in wellness activities before work	1	2	3
24.	Please write in the name of the school/facility in which you work?			

APPENDIX G: School Employee Interest Survey Score Sheet

School Employee Interest Survey Score Sheet

Name of Worksite _____

Total Number of Surveys Distributed _____

Total Number of Surveys Returned _____

Directions

1. Collect all completed School Employee Interest Surveys.
2. For each question, add the response number that has been circled on all surveys. This will give you the final score for each one of the questions from 1 to 23.
3. For example, if you collect 3 completed surveys and the responses for Question 1 on these surveys are: 3, 2 and 3, then the score for Question 1 is 3+2+3 = 8.

Eat Smart		
1.	Learning more about healthy food choices	
2.	Learning how to incorporate fruits and vegetables into my diet	
3.	Learning about healthier food choices and portions to help manage my weight	
4.	Participating in “tasting” events to sample healthy foods	
5.	Having healthy snacks available for purchase at work	
Move More		
6.	Learning more about the benefits of physical activity and how it can influence my health	
7.	Increasing my physical activity level	
8.	Walking to increase physical activity level	
9.	Participating in team activities	
Manage Stress		
10.	Learning ways to cope with feelings of stress	
11.	Time management skills	
12.	Improving my communication skills	
13.	Learning skills to cope with change	
14.	Organized social events with my co-workers (holiday parties, summer picnic, etc)	
Quit Now		
15.	Receiving information about quitting tobacco use	
16.	Attending information sessions or classes about quitting tobacco use	

APPENDIX G: School Employee Interest Survey Score Sheet

Individual or Group Activities		
17.	Participating as part of a group to learn more about wellness	
18.	Wellness information that I can read, listen to, or watch on my own	
How Long Employees Want Programs to Last		
19.	Wellness activities that last 30-60 minutes	
20.	10-15 minutes wellness activities that I can do two to three times a day	
When Employees Would Most Likely Participate In Programs		
21.	Participating in wellness activities during lunch breaks or other breaks	
22.	Participating in wellness activities after work	
23.	Participating in wellness activities before work	

High scores indicate higher employee interest in that particular area. Suggestions and ready-to-use resources for individual and group activities in each of the four areas are provided in the respective workbooks of the toolkit.

APPENDIX H: School Policy and Environment Survey

School Policy and Environment Survey

Directions:	<ul style="list-style-type: none"> • Please circle your answer to each of the questions. • Choose N/A on any question that does not apply to your school worksite. • Use the score sheet on the third page to determine possible policy and environment priority areas.
--------------------	--

1.	Does your school worksite have any written policy or policies recommending the use of healthier foods for employee meetings, events, or holiday celebrations?	Yes	No	Unsure	N/A
2.	If Yes, are employees told about the healthy foods policy or policies during employee orientation?	Yes	No	Unsure	N/A
3.	Does your school worksite have a refrigerator designated for employees to use?	Yes	No	Unsure	N/A
4.	Does your school worksite have accessible and appropriate facilities/equipment for employees to prepare and eat meals? (This could include your Child Nutrition Program facilities/equipment or others on campus.)	Yes	No	Unsure	N/A
5.	Does your school worksite have vending machines on campus?	Yes	No	Unsure	N/A
6.	If Yes, do the vending machine(s) offer at least 5 healthy choices? Healthy choices include low-fat milk, fresh fruits, whole grain chips, baked chips, etc.	Yes	No	Unsure	N/A
7.	Does your worksite have a cafeteria?	Yes	No	Unsure	N/A
8.	If Yes, does your cafeteria offer at least 5 healthy choices such as 100% juice products, fresh fruits, or whole grain products?	Yes	No	Unsure	N/A
9.	In the past year, has information on healthy food choices been provided to employees for their personal use ?	Yes	No	Unsure	N/A
10.	Does your school worksite have any written policy or policies encouraging employees to engage in physical activity during the workday?	Yes	No	Unsure	N/A
11.	If yes, are employees told about the policy or policies for employee physical activity during employee orientation?	Yes	No	Unsure	N/A
12.	Does your school worksite have stairs?	Yes	No	Unsure	N/A
13.	If Yes, are the stairs safe, clean, and well-lit?	Yes	No	Unsure	N/A
14.	Does your school worksite have a safe place for walking or other activities on-site or near-by?	Yes	No	Unsure	N/A
15.	Does your school worksite sponsor any employee physical activities, teams or clubs?	Yes	No	Unsure	N/A
16.	Does your school worksite sponsor any employee community-based activities, teams or clubs?	Yes	No	Unsure	N/A
17.	In the past year, has information on physical activity been provided to employees for their personal use ?	Yes	No	Unsure	N/A
18.	Does your school worksite have any written policy or policies supporting and encouraging employee communication that is open, two-way and respectful of employee diversity?	Yes	No	Unsure	N/A
19.	Does your school worksite have any place for employees to reduce the physical and mental stress of the workday, such as a quiet space to unwind and reflect?	Yes	No	Unsure	N/A

APPENDIX H: School Policy and Environment Survey

20.	In the past 2 years, has your school worksite provided any activity or activities for coping with significant changes within the school worksite? (Examples of significant changes include a change in administration, high staff turnover/loss, changes in work conditions, changes in accountability, etc) (Examples of activities include offering opportunities to practice relaxation and medication or workshops and staff development presentations on time management, stress management, conflict resolution, etc)	Yes	No	Unsure	N/A
21.	In the past year, has your school worksite provided any program(s) or material(s) for managing stress? (Examples include classes or materials for relaxation, ergonomics, communication, or time management.)	Yes	No	Unsure	N/A
22.	In the past year, has any information on the health effects of tobacco been provided to employees for their personal use ?	Yes	No	Unsure	N/A
23.	In the past year, has your school worksite offered any smoking or tobacco cessation programs to employees ?	Yes	No	Unsure	N/A
24.	Are employees told about the Tobacco-free Schools state statute during employee orientation?	Yes	No	Unsure	N/A

Name of School District: _____

Date: _____

Name and contact information for individual(s) completing this survey:

APPENDIX H: School Policy and Environment Survey Score Sheet

School Policy & Environment Survey Score Sheet

Name of School District: _____

Date: _____

Directions:

Scores:

Count the total number of "NO" answers for questions 1-9. Record the number in the box to the right. This is the EAT SMART Score	<i>Out of a possible total score of 9</i>
Count the total number of "NO" answers for questions 10-17. Record the number in the box to the right. This is the MOVE MORE Score	<i>Out of a possible total score of 8</i>
Count the total number of "NO" answers for questions 18-21. Record the number in the box to the right. This is the MANAGE STRESS Score	<i>Out of a possible total score of 4</i>
Count the total number of "NO" answers for questions 22-24. Record the number in the box to the right. This is the QUIT NOW Score	<i>Out of a possible total score of 3</i>

Look at the scores in each of the four policy/environment sections. Sections in which your total number of "NO" answers is close to the ***possible total score*** indicates a policy and environment priority area for your committee.

For example, if your **MOVE MORE** score is 7 out of a possible total score of 8, your committee may want to consider addressing policy and environment changes that support moving more in your action plan.

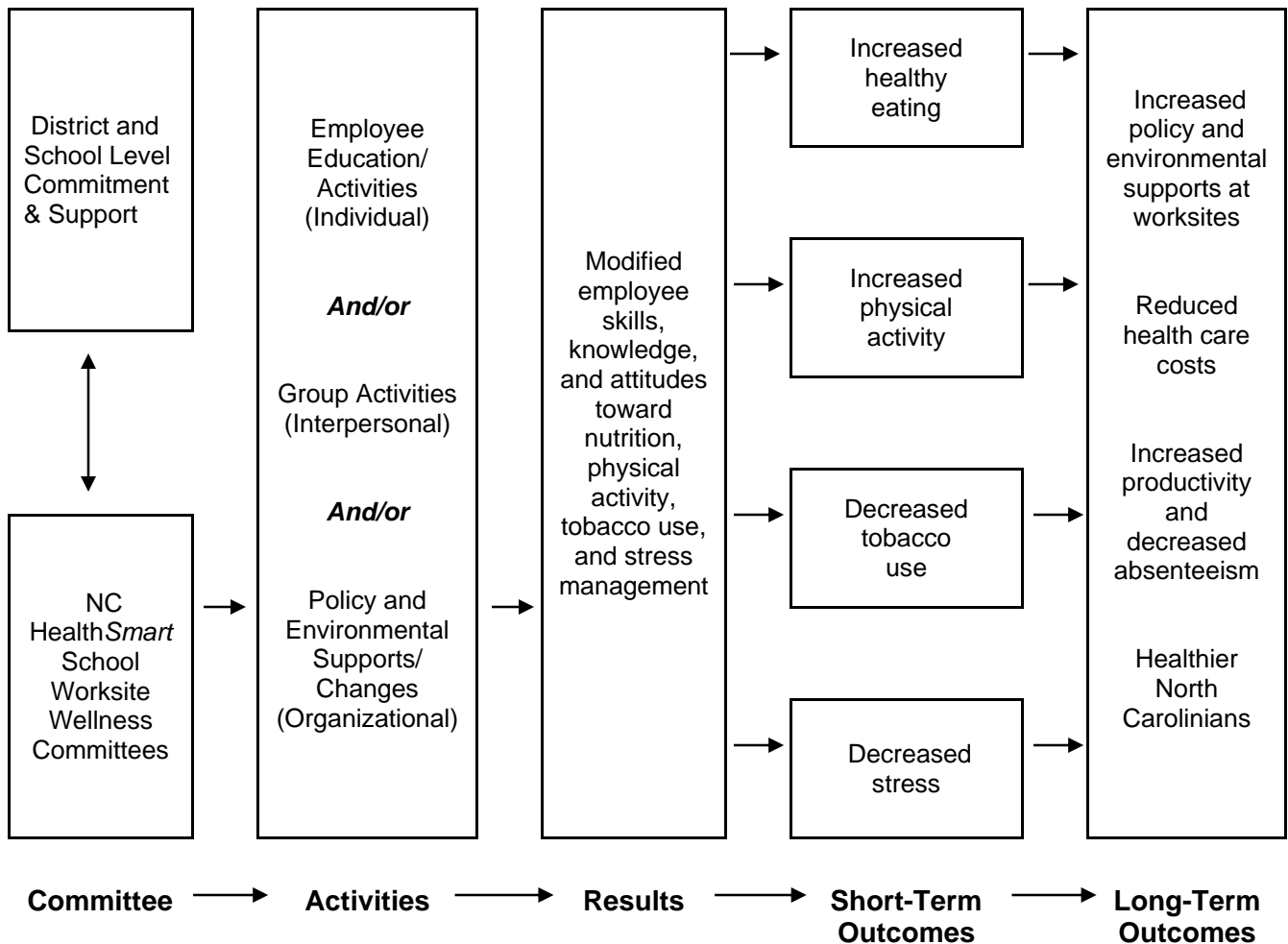
APPENDIX I: Multi-level Approach to Change

Multi-Level Approach to Changing Behaviors

	LEVEL	APPLICATION
Policy & Environmental Strategies (Systems-Level Change)	Society	<p>Developing and enforcing state polices and laws that can increase beneficial health behaviors. Developing media campaigns that promote awareness of the health needs and advocacy for change.</p> <p>Examples: Partnering with NC Department of Agriculture to increase facilities (Farmer’s Market programs) to expand availability of fruits and vegetables; passing legislative laws that all public buildings and restaurants are smoke-free.</p>
	Community	<p>Coordinating the efforts and all members of a community (organizations, community leaders, and citizens) to bring about change. Developing and enforcing local policies and ordinances that support beneficial health behaviors.</p> <p>Examples: Forming a community coalition to assess physical activity facilities; developing a media advocacy strategy promoting the need for environments that support healthy eating.</p>
	Organizational	<p>Changing the policies, practices, and physical environment of an organization (a worksite, a health care setting, a school, a faith organization, or another type of community organization) to support behavior change.</p> <p>Examples: Designating time for employees to work out; setting a policy about healthy foods in worksite vending venues; establishing a tobacco-free policy at the worksite.</p>
Individual/Interpersonal Strategies	Interpersonal	<p>Recognizing that groups provide social identity and support, interpersonal intervention target groups, such as family members, peers, or fellow employees.</p> <p>Examples: Developing buddy systems and support groups at work that promote weight management, walking clubs, and quitting tobacco use.</p>
	Individual	<p>Motivating change in individual behavior by increasing knowledge and influencing attitudes or challenging beliefs.</p> <p>Examples: Offering cooking classes, one-on-one counseling, and incentives; promoting health coaching, interactive websites, and health education through displays.</p>

APPENDIX J: School Worksite Wellness Program Model

School Worksite Wellness Program Model



What is the NC HealthSmart School Worksite Wellness Toolkit?

The **NC HealthSmart School Worksite Wellness Toolkit** is an all-in-one resource for establishing a school worksite wellness program for staff that promotes and supports eating healthy, increasing physical activity, quitting the use of tobacco, and managing stress.

This toolkit is designed for staff to create wellness committees that promote individual behavior changes, as well as policy and environmental changes that promote good health for all staff members.

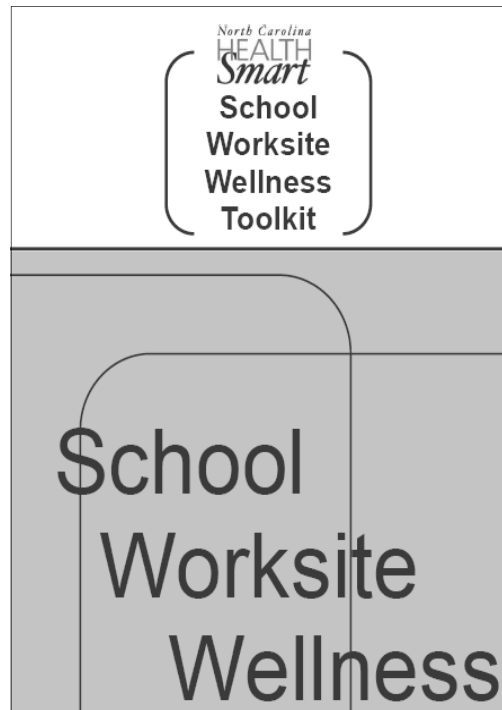
The toolkit is organized into five workbooks:

1. *School Worksite Wellness Committee Workbook*
2. *Eat Smart*
3. *Move More*
4. *Quit Now*
5. *Manage Stress*

Each of the workbooks, described below, is a comprehensive collection of ready-to-use program materials for promoting school worksite wellness.

The NC HealthSmart School Worksite Wellness Toolkit:

- Provides step-by-step guidelines for the establishment, functioning and maintenance of a School Worksite Wellness Committee.
- Includes a worksite School Policy and Environment Survey, as well as a School Employee Interest Survey.
- Provides ready-to-use programs/activities that support policy and environmental changes at worksites to promote healthy lifestyles among staff and their families.
- Includes a CD with all the toolkit components and resources, available for easy download, as well as appendices with documents, forms, and posters for copying.
- The toolkit addresses four main aspects of a healthy lifestyle: healthy eating (Eat Smart), physical activity (Move More), quitting tobacco (Quit Now), and stress management (Manage Stress).



A brief description of the toolkit workbooks is outlined here.

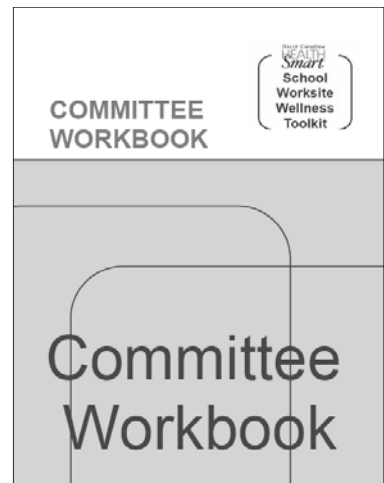
APPENDIX K: NC HealthSmart School Worksite Wellness Toolkit Overview

School Worksite Wellness Committee Workbook:

The key to a successful school worksite wellness program is the establishment of an organized and productive school worksite wellness committee. This workbook outlines the step-by-step process for establishing and maintaining a wellness committee, defines committee responsibilities, and provides ready-to-use meeting agendas, worksite surveys, program evaluation tools, and other resources.

The remaining four (4) resource workbooks each include the following sections:

- HealthStart Activity— an activity that includes ready-to-use materials, such as announcements, posters, handouts, etc. This activity focuses on individual behavior change and can be used to “jumpstart” school worksite wellness committees’ efforts and program activities that help achieve short-term success for your wellness program.
- Resources for Individuals and Groups
- Resources for School Worksite Policies
- Resources for School Worksite Environments
- Other Resources

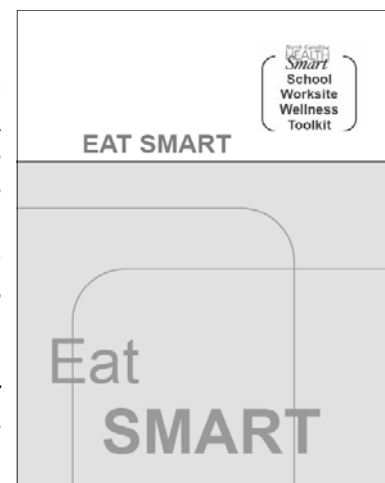


A brief description of each resource workbook follows.

Eat Smart

The food we eat directly and indirectly affects our physical and mental well-being. It is the fuel that keeps our bodies going. A healthy eating pattern can help to prevent several chronic diseases and conditions including heart disease, stroke, some cancers, diabetes, high blood pressure, arthritis, osteoporosis, and depression. Furthermore, a balanced diet combined with adequate physical activity helps to achieve energy balance and is the most important factor in maintaining a desirable body weight.

The Eat Smart workbook offers a wide range of resources for individual and group activities, as well as policy and environmental changes that encourage all staff members to Eat Smart. The Appendices provide ready-to-use sample policies, posters, signs, one-page handouts, healthy food lists, and healthy recipes.



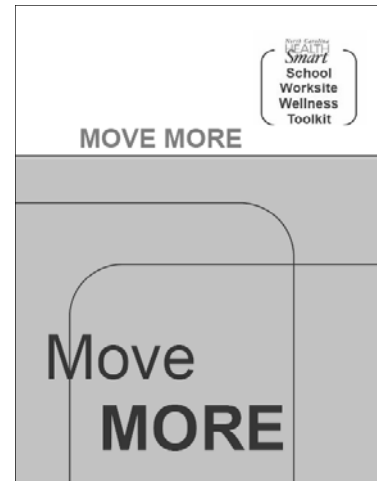
Move More

Physical activity helps to enhance the quality of life for people of all ages and abilities. Sedentary individuals can substantially reduce their risk of developing heart disease, diabetes, osteoporosis, and colon cancer just by becoming moderately physically active on most days of the week.

APPENDIX K: NC HealthSmart School Worksite Wellness Toolkit Overview

A physically active lifestyle can help to reduce the risk of developing heart disease, diabetes, and certain cancers. It also reduces heart disease risk factors such as high cholesterol, hypertension, and overweight as well as protect against stroke. It helps to build a healthier body by strengthening bones, muscles and joints, aids in reducing depression and anxiety, enhances the response of the immune system, and reduces falls among older adults. Physical activity is associated with fewer hospitalizations, physician visits, and medications. Moreover, physical activity need not be strenuous to be beneficial; people of all ages can benefit from participating in regular, moderate-intensity physical activity, such as 30 minutes of brisk walking, on most days of the week.

The Move More workbook offers a wide range of resources for individual and groups activities, as well as policy and environmental changes that encourage all staff members to Move More. The Appendices provide ready-to-use sample policies, posters, signs, letters, one-page handouts, and a walking log.

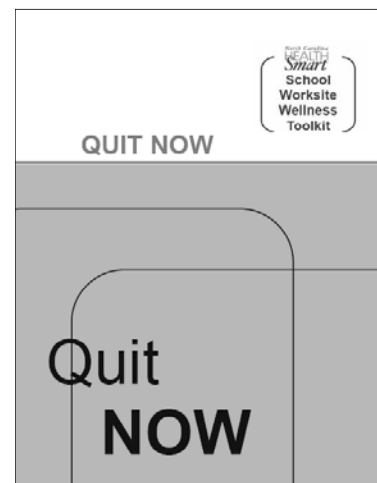


Quit Now

Tobacco use is the number one preventable cause of death in the United States. Tobacco use in any form is not only harmful for the person using the product but also for non-smokers and other people in the environment.

Some of the proven health consequences of tobacco use include premature death, chronic bronchitis, emphysema, disability and disease, including heart disease, stroke, and several types of cancers. Tobacco use is also a cause of intrauterine growth retardation leading to low birth weight babies and is a probable cause of unsuccessful pregnancies.

In light of the above mentioned health hazards, and since tobacco use can lead to nicotine addiction, it makes common sense to Quit Now. However, it is also true that once addicted to nicotine it is not easy to quit tobacco use. Since employees spend a lot of time at work, worksites can help interested staff members to quit tobacco by taking steps to make the worksite tobacco free. A tobacco-free policy/environment at the worksite can influence an employee's desire to quit. **(Note: NC legislation requires school districts to prohibit the use of tobacco in school buildings, on school grounds, and at school sponsored events by August 1, 2008.)**



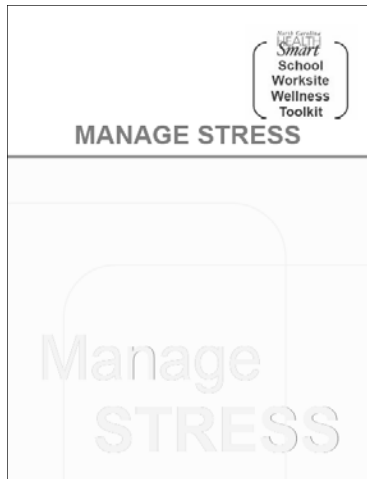
The Quit Now workbook offers a wide range of resources for individual and group activities, as well as policy and environmental changes that encourage all staff members to Quit Now. The Appendices provide ready-to-use sample policies, posters, signs, one-page handouts, worksite surveys, and a listing of free resources. These materials will be helpful to your wellness committees and staff members that may use tobacco as all NC schools approach the legislated prohibition of tobacco use in school buildings, on school grounds, and at school-sponsored events (effective on August 1, 2008).

APPENDIX K: NC HealthSmart School Worksite Wellness Toolkit Overview

Manage Stress

The worksite wellness committee can initiate programs and activities to help staff manage their stress and gain skills to manage the demands of the work environment. Stress is a naturally occurring reaction of the body to psychological or physical demands of the environment. Stress reactions can increase blood pressure, heart rate, and respiration as well as affect changes in other major body systems. These reactions prepare the body for “fight-or-flight” when presented with physically dangerous or psychologically threatening situations. The causes of stress reactions in the workplace include task demands, time demands, physical demands, role demands, and interpersonal demands.

The Manage Stress workbook offers a wide range of resources for individual and group activities, as well as policy and environmental changes that support the efforts of staff members to Manage Stress. The Appendices provide ready-to-use sample posters, signs, one-page handouts, questionnaires, and a listing of free resources.



APPENDIX L: Committee Members and Role Sharing

Committee Members and Role Sharing

A School Worksite Wellness Committee can operate efficiently and avoid burn-out if members of the committee share responsibilities. Some of the roles that can be shared on a worksite wellness committee include:

Committee Chairperson: This position can be shared by two committee members as co-chairpersons. The duties and responsibilities for one may be to handle the administration and communication needs of the committee. The other co-chair might be responsible for the overall program activities of the committee.

Program Coordinator(s): The number of program coordinators that the committee has is usually dictated by the number of programs and/or activities that are outlined in the action plan. By assigning a program coordinator to each activity that you implement at your worksite, you do not place the burden of all programs on one committee member.

Key Items to Remember:

The important thing to remember is to share the responsibility among committee members and recruit staff members who are not on the committee as well to serve on sub-committees. Other chairpersons that may be designated to share responsibilities include:

- **Communications Chair:** develops and implements the plan for communicating information about your programs to staff, administration, and other interested individuals and groups
- **School Employee Interest Survey Chair:** determines how to distribute and collect the School Employee Interest Survey, scores the surveys, and reports results to the committee
- **Administration Liaison Chair:** key responsibility is communicating committee activities and wellness program plans with the administration, however encouraging administration support and participation may also be a key responsibility
- **Action Plan Chair:** key responsibility is documenting and tracking information on the Action Plan

APPENDIX M: Survey Distribution Ideas

Ideas for Distributing Employee Interest Surveys

Distribution Method	Pros	Cons	Additional Information
Personal Distribution	Low cost. Personal contact with employees might increase the number of survey responses. Personal interaction will allow wellness members to talk about the importance of completing the Employee Interest Survey.	Could involve a significant time involvement for large worksites. In facilities with different shifts of employee work-time, committee members would need to cover all shifts to ensure distribution to all employees. Home-based employees might not receive surveys. Employees might be disbursed throughout several worksites. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.	Personal distribution could be combined with mailbox, paycheck stuffers, or email distribution to include employees at all shifts and locations (this would involve significant committee involvement in identifying employees who are home-based or work night-time shifts). In smaller offices, surveys could be distributed and completed in staff meetings, ensuring high levels of survey responses.
Mailbox stuffers	Low cost. Surveys can be distributed with relative ease.	Some employees might not check their mailboxes. Could involve making high numbers of copies in large offices. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.	Be sure to specify a specific survey collection spot for employees to drop surveys.
Paycheck stuffers, Memo addendums	Low cost. Surveys can be distributed with relative ease. Most employees will receive (and open) paychecks and employee memos.	Could involve making high numbers of copies in large offices. Method does not include temporary staff. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.	Be sure to specify a specific survey collection spot for employees to drop surveys.
Email distribution	No cost. Surveys can be distributed very easily.	Employees might not respond to email. Method does not include employees without email. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.	Email distribution could be combined with mailbox stuffers or paycheck stuffers to include temporary and non-email staff (this would involve significant committee involvement in identifying employees without computers).
Online Surveys	Surveys could be easily distributed via email. Low level of committee involvement needed in tabulating survey results—the survey website will collect and score data. Very easy to monitor the number of survey responses.	Significant cost involved. Method does not include employees without internet access. Committee involvement needed in setting up survey online.	Email notification of online survey site could be combined with mailbox stuffers or paycheck stuffers to include employees without access to the internet (this would involve significant committee involvement in identifying employees without computers). The following websites offer online surveys: www.zommerang.com www.surveymonkey.com

**Some things to keep in mind while distributing surveys:

1. Your wellness committee should consider setting a target date for receiving survey responses. Having a set date to return surveys will make some employees more likely to complete them.
2. Consider having a drawing or incentives for employees who complete their surveys. These incentives or drawings do not have to cost money! For example, your committee could: offer relief from shared office tasks (like cleaning common areas or contributing to the coffee fund) to the first 5 employees who finish their surveys; find a local business to donate a gift card to give to drawing winners; post a “thank you” note to employees who complete their surveys in a visible notice board. (This could be done a week or a few days before the final collection date to remind others to complete their surveys.)
3. Think about posting fliers or sending out reminder emails to keep employees informed about the importance of the Employee Interest Survey. Remember: a few well placed fliers and a small number of emails will keep people’s attention. Try not to flood employees’ mailboxes with too many emails or they will begin to delete them.
4. Remind Wellness Committee members to talk up the surveys! Committee members are your greatest assets and biggest champions. Members can make short presentations in management or office staff meetings about the importance of the survey and the final collection date. Also, ask them to talk about the importance of the Employee Interest Survey to their friends and co-workers. News will spread, generating greater survey participation.

APPENDIX O: Second Meeting Sample Agenda

SCHOOL WORKSITE WELLNESS COMMITTEE MEETING

Worksite Name: _____

Date: _____ Time: _____

AGENDA

Call meeting to order

Old Business

School Employee Interest Survey

Establish plan for distribution and collection of surveys

School Policy and Environment Survey Report

Report the results of the survey

Establish long-term goals for policy and/or environmental changes at the worksite

Select resources from the four (4) workbooks

Management Issues

Funding for incentives and materials

Worksite policies regarding wellness activities

Schedule Future Meetings

Adjourn

APPENDIX P: Wellness Activity Evaluation Form

Employee Evaluation of a Wellness Activity

You recently participated in _____, a School Worksite Wellness Program activity provided by the Worksite Wellness Committee at your worksite.

Please complete this evaluation form in order to help the Worksite Wellness Committee create the best possible wellness programs/activities at your worksite. Thank You!

Please indicate your level of agreement on the following scale:				
1= Strongly Disagree	2= Somewhat Disagree	3= Agree	4= Strongly Agree	NS= Not Sure

1a.	Participation in this activity provided me with new knowledge about healthy lifestyle behaviors.	1	2	3	4	NS
1b.	This activity has influenced me to make healthier lifestyle choices.	1	2	3	4	NS
1c.	I would like to participate in similar activities in the future.	1	2	3	4	NS
1d.	I would recommend this activity to my co-workers	1	2	3	4	NS

2. The best/most helpful part of this activity was

3. This activity could be improved by

4. I heard about this school worksite wellness activity from: (check all that apply)

- Posters/flyers
- School website
- Co-worker
- Staff newsletter
- School announcement
- Other

5. For future worksite wellness programs I am interesting in the following: (Check all that apply)

- Healthy Eating
- Quitting Tobacco Use
- Physical Activity
- Stress Management

Please return this survey to your Worksite Wellness Committee Representative:

APPENDIX Q: Employee Satisfaction with Worksite Wellness Program Survey

**Employee Satisfaction
with Worksite Wellness Program Survey**

Please complete this evaluation form in order to help the Worksite Wellness Committee create the best possible wellness programs/activities at your worksite. Thank You!

1.	Are you aware of the Worksite Wellness Program that has been established at your work-site?	Yes	No
2.	Are you interested in receiving additional information concerning the Worksite Wellness Program?	Yes	No
3a.	Have you participated in any wellness activity(ies) provided by the Worksite Wellness Program?	Yes	No
3b.	If no, please indicate if the following have prevented you from participating (check all that apply)		
	<input type="checkbox"/> Not offered at convenient times	<input type="checkbox"/> Activity topics are not of interest to me	
	<input type="checkbox"/> Not aware of offered activities	<input type="checkbox"/> Other _____	
	<input type="checkbox"/> Prefer to participate in wellness activities away from work		
4a.	Have you made healthier lifestyle choices by participating in or as a result of information you have learned through your School Worksite Wellness Programs?	Yes	No
4b.	If Yes, indicate the areas where you have made healthier lifestyle choices (check all that apply).		
	<input type="checkbox"/> Healthy Eating	<input type="checkbox"/> Quitting Tobacco Use	
	<input type="checkbox"/> Physical Activity	<input type="checkbox"/> Stress Management	
5a.	Would you like to participate in future wellness activities at your worksite?	Yes	No
5b.	If Yes, indicate the areas of interest (check all that apply).		
	<input type="checkbox"/> Healthy Eating	<input type="checkbox"/> Quitting Tobacco Use	
	<input type="checkbox"/> Physical Activity	<input type="checkbox"/> Stress Management	

6. In what ways can the Worksite Wellness Program be improved? _____

Please return this survey to your Worksite Wellness Committee Representative:

Return by (date): _____

If you would like information about the Worksite Wellness Program, either contact the Worksite Wellness Committee Representative above or enter your name and contact information below.

APPENDIX R: Toolkit Evaluation Form

NC HealthSmart School Worksite Wellness Toolkit Evaluation Survey

Please rate the usefulness of the toolkit on the following scale:

1 = Strongly Disagree 2 = Somewhat Disagree 3 = Agree 4 = Strongly Agree

1.	The overall school worksite wellness program objectives were clearly explained and were incorporated throughout the toolkit.	1	2	3	4
2.	The toolkit clearly explained the connection between staff worksite wellness programs and coordinated school health programs.	1	2	3	4

Please rate the usefulness of each toolkit workbook on the following scale:

1= Strongly Disagree 2= Somewhat Disagree 3= Agree 4= Strongly Agree NA= Not Used

3a.	The Committee Workbook was a helpful resource	1	2	3	4	N/A
3b.	The Eat Smart Workbook was a helpful resource	1	2	3	4	N/A
3c.	The Move More Workbook was a helpful resource	1	2	3	4	N/A
3d.	The Quit Now Workbook was a helpful resource	1	2	3	4	N/A
3e.	The Manage Stress Workbook was a helpful resource	1	2	3	4	N/A
3f.	What would make the Workbook(s) you rated more helpful?					

Please rate the usefulness of the toolkit on the following scale:

1= Strongly Disagree 2= Somewhat Disagree 3= Agree 4= Strongly Agree NA= Not Used

4a.	The School Worksite Wellness Toolkit helped our school worksite(s) comply with staff wellness components in our local wellness policy.	1	2	3	4	N/A
4b.	The School Worksite Wellness Toolkit positively contributed to our coordinated school health programs.	1	2	3	4	N/A
4c.	What would make the School Worksite Wellness Toolkit more useful?					

APPENDIX S: School Worksite Wellness Milestone Survey

School Worksite Wellness Milestones Survey

Please complete the following survey to let us know how to help you in the most effective way to guide and assist in the development of a comprehensive worksite wellness program for your staff.

Completed by: _____ Date: _____

Contact phone number and/or email: _____

1. Your School district name: _____

2. Your worksite location: _____

3. Which of the following steps of establishing a successful school worksite wellness program has your worksite completed? (Please select all that apply)

- Attended the NC HealthSmart School Worksite Wellness Toolkit Training
- Recruited administration support for worksite wellness program
- Established a worksite wellness committee
- Appointed a wellness committee chair or co-chairs to conduct meetings and lead activities
- Created a program Action Plan
- Offered individual and/or group wellness programs/activities
- Implemented policy and/or environmental changes to help staff members adopt healthier behaviors

4. If your worksite has an active wellness committee, how many times have you held a committee meeting in the past 12 months? _____

5. If your worksite has completed a School Policy & Environment Survey, what date was it last completed? _____

6. If your worksite has completed a School Employee Interest Survey, what date was it last completed? _____

7. If your committee created a program Action Plan during the past 12 months, which of the following behaviors did it address? Check all that apply.

- Healthy Eating
- Physical Activity
- Tobacco Cessation
- Stress Management
- Other
- Did not create an action plan

APPENDIX S: School Worksite Wellness Milestone Survey

8. If your committee has offered individual and/or group wellness programs what types of activities were offered? Check all that apply.

- No individual/group wellness activities were offered
- Implemented Health*Start* Activity(ies) from the Toolkit
- Lunch n' Learn sessions
- Emailed or placed wellness fliers/handouts in employee mailboxes
- Hosted employee "out to lunch" day at healthy restaurant
- Healthy cooking class/demonstration
- Physical activity challenge
- Physical activity clubs (e.g., walking clubs)
- Physical activity classes (e.g., yoga, kickboxing, stretching)
- Offered physical activity breaks in meetings
- Tobacco cessation challenge
- Stress management activities
- Other, please specify _____

9. If your committee has implemented policy changes what type of changes were made? Check all that apply.

- No policy has been implemented
- Implemented a staff wellness policy (general support for worksite wellness)
- Implemented a healthy foods policy for staff (for example, offering healthy foods at meetings or events, etc.)
- Implemented physical activity policy for staff (for example, physical activity breaks in meetings, flexible work schedule for physical activity)
- Implemented a tobacco-free workplace policy
- Implemented a stress management policy
- Other, please specify _____

10. If your committee has implemented environmental changes what type of changes were made? Check all that apply.

- No environmental change has been made to support wellness at work
- Introduced healthy snacks in vending machines/snack racks/cafeterias
- Installed cooking/refrigeration equipment (microwave, toaster oven, etc.)
- Started a stairwell initiative
- Created a walking map(s) or trail
- Posted parking lot signs encouraging staff to park further from the door
- Created a fitness room for staff or improved access to existing fitness facilities
- Posted tobacco-free building/facility signs
- Conducted ergonomic review of the workplace
- Improved the physical workspace (added plants, improved lighting, etc.)
- Other, please specify _____

APPENDIX T: School Worksite Wellness Committee Evaluation Form

School Worksite Wellness Committee Evaluation

This questionnaire is designed to help your committee assess your School Worksite Wellness program and the committee’s strengths and weaknesses. ***It is for your use only to guide your discussions of how well the committee functions and how the wellness program could be improved.***

1a.	Are all areas of your worksite represented on your committee? (Teachers, support staff, administration, SHAC members, etc)	Yes	No
1b.	How could representation be improved?	<hr/> <hr/>	
2a.	Is administration represented on your committee?	Yes	No
2b.	In what ways has administration been supportive of your efforts?	<hr/> <hr/>	
2c.	In what ways would you like administration to be more supportive of your efforts?	<hr/> <hr/>	
4a.	Has the committee completed a written Action Plan?	Yes	No
4b.	If Yes, does the Action Plan include at least one short-term and one long-term objective?	Yes	No
4c.	If Yes, have you implemented any activities from your Action Plan?	Yes	No
4d.	Which behavior(s) does your action plan focus on? <input type="checkbox"/> Healthy Eating <input type="checkbox"/> Quitting Tobacco Use <input type="checkbox"/> Physical Activity <input type="checkbox"/> Stress Management		
5.	What would help your committee do a better job of working together?	<hr/> <hr/>	
6.	In what ways is the worksite wellness program helping employees?	<hr/> <hr/>	
7.	What could the committee do to make the program more effective?	<hr/> <hr/> <hr/>	