

What would you do with \$100?

Wellness Incentive Program - 2010

Mission Statement: Wellness is an active process that allows people to make positive choices in creating and maintaining a healthy lifestyle. As individuals, employees will assume personal responsibility for good physical and mental health. As an agency, we will provide the resources and support needed to enable employees to improve their quality of life and the lives of their families.

OCO wants you to be well, your way! Wellness encompasses several different dimensions: physical, occupational, spiritual, environmental, intellectual, social, and emotional. Each month, the Wellness Team will focus on a different dimension of wellness. As you explore your personal wellness with us, challenge yourself to move from ideas to action. What can you do today, to improve your overall wellness?

To support and encourage you in your wellness efforts, the OCO Wellness team is rolling out an exciting Wellness Incentive Program for 2010.

Beginning January 1, 2010, OCO employees who participate in wellness related activities may be entered into a quarterly drawing for \$100 in gift certificates, to be used toward approved wellness purchases. There will be a quarterly drawing once every three months, following this schedule:

Quarter	For Activities Recorded in:	Winner selected on
1	January, February, and March	April 21, 2010
2	April, May, and June	July 21, 2010
3	July, August, and September	October 20, 2010
4	October, November, and December	January 19, 2011

Here's how it works:

Use the attached Wellness Activity Report (or, obtain an electronic copy from the OCO web site).

As you participate in wellness related activities, type or write a description of the activities on the Wellness Activity Report, under the correct month. Send your completed report to the Training Department at the end of each quarter.

Each month, you can earn a maximum of 5 activity credits, which become entries into the current quarterly drawing. You can earn up to 15 activity credits during a quarter. You may participate in as many wellness-related activities as you like; however, you'll stop receiving credits after the fifth activity each month.

Activity credits may not be transferred to another calendar month or quarter. Example: If you recorded six activities in January and had no activities in February or March, you could not credit the sixth activity from January to another month. You would have earned a total of 5 activity credits for the quarter.

Activity credits are recorded separately; each is assigned a random number. At the end of each quarter, a drawing observed by the Wellness Team will determine the winning employee.

Winners will be notified and will receive an award redemption form. The form will list approved uses of the \$100 award. Once the winner has made his/her selections on the form and returned it to the Wellness Team, the selected gift certificates will be purchased and forwarded to the winner.

Gift Certificates can be awarded as a \$100 gift card from a single vendor, or may be broken up into smaller gift certificates from several vendors. For example: you could choose a \$100 gift certificate from your favorite sporting goods store, OR you could select four \$25 gift certificates from four different businesses, such as a hair salon, a book store, a chiropractor, and a fitness center.

Sample Wellness Activity Report:

WK	DAY	JANUARY	FEBRUARY	MARCH
1	SUN			
	MON		Yoga class	Health Risk Assessment
	TUE			
	WED		Zumba classes	
	THU			
	FRI	Stress Mgt. Workshop		
	SAT			
	Subtotal:	1	2	1
2	SUN			
	MON		Go Red for Women Day	
	TUE			EAP Lunch & Learn
	WED		Zumba classes	
	THU			
	FRI			
	SAT			
	Subtotal:	0	2	1
3	SUN			
	MON			Mammogram
	TUE			
	WED		Zumba classes	
	THU			
	FRI			
	SAT	Clothing Swap	Organized my file cabinets	
	Subtotal:	0	2	1
4	SUN			
	MON		Go Red for Women Day	
	TUE			
	WED		Zumba classes	
	THU			
	FRI			
	SAT			Smoking Cessation class
	Subtotal:	0	2	4
	TOTALS:	2	5	4
			Quarterly Grand Total:	11

Notice, in February, this employee actually participated in 8 wellness activities. The maximum number of credits per month is 5, so she recorded 5 (not 8) for her monthly total. If you are using the electronic version of this form, the totals will calculate for you automatically, as you enter new activities!

This is a sample form. Your form will have a place to write your name and OCO program. It will also have space for a fifth week of each month.