Seasonal Weight Loss Challenge

Host Instructions

The **Seasonal Weight Loss Challenge** is 8-week weight loss/maintenance program that will employees rejuvenate their motivation to practice healthy behaviors to support their weight loss and maintenance goals. Employees may participate in this challenge individually but should participate with other employees for additional motivation and encouragement. This is where you come in.

As the Host of your worksite, you are encouraged to promote and motivate employees to participate in this challenge. Since there is no official start date, you may choose a weigh-in, weight check, and weigh-out date in which employees may come and use the designated scale to record their progress. Employees will be responsible for updating their Know Your Numbers – Progress Tracker.

Please note the challenge is 8 weeks in length so it is recommended to schedule the weigh-in at the beginning of the week, the weight check(s) (optional) anytime within the challenge and the weigh-out at the end of the week.

Employee Wellness has made all the program materials available on the Seasonal Weight Loss Challenge website, so there will not be weekly emails sent to employees. Instead, employees are encourages to visit the website each week to read the tips and complete the weekly fitness challenges. To assist employees without internet access, it is recommended you print out the Program Document and make it available for employees to print and use as a resource.

As a host you agree to:

- Familiarize yourself with the program materials and print out the Program Document for employees without access to the internet
- Schedule a weigh-in, weight check (optional) and weigh-out date
- Promote the schedule for employees to begin the challenge at your worksite
- Keep track of the employees Know Your Numbers – Progress Tracker
- Assist employees with calculating their percentage of weight loss and taking waist measurements if requested
- Sending reminder emails to attend the weight check and weigh-out
- Submit the employees Certificate of Completion to Employee Wellness within 5 business days from the scheduled weigh-out
- Send weekly emails to employees signed up for the challenge (optional)

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By completing the Challenge employees will:

- Learn useful tips on how to eat healthy, exercise and set realistic goals.
- Be entered into a drawing for a **$100 Corporate Rewards gift card**.
- Receive an additional **surprise incentive** based on their total points earned by participating in the Weekly Exercise Challenges.
- Earn **Healthy Lifestyle Activity Points (HLAPs)** based on their weight loss success.

CHALLENGE GUIDELINES	HLAPS
Maintain within 2lbs of initial weight	20
Lose between 2% - 4.9% of initial weight	25
Lose 5% or greater of initial weight	30

$100 Gift Card

Employees can start and complete the challenge at any time during the season. They will be entered into a drawing for a $100 Corporate Rewards gift card for the season in which they completed the challenge.

Spring Challenge: March – May

Summer Challenge: June – August

Fall Challenge: September – November

Winter Challenge: December - February

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Host Registration Form

If you would like to host this challenge at your worksite, please complete the following information:

Host Name: _____ **Host EIN:** _____

Co-Host Name: _____ **Co-Host EIN:** _____

Worksite Address/Room: _____

Do you need a scale? _____

Required Dates and Times

Weigh-in Date: (required) _____ **Weigh-in Time:** _____

Weight Check Date: (optional) _____ **Weight Check Time:** _____

Weigh-out Date: (required- schedule 8 weeks from weigh-in date) _____ **Weigh-out Time:** _____

Alternative Dates and Times (Optional)

Weigh-in Date: (optional) _____ **Weigh-in Time:** _____

Weight Check Date: (optional) _____ **Weight Check Time:** _____

Weigh-out Date: (optional) _____ **Weigh-out Time:** _____

Please submit this form to Employee Wellness so we can update the schedule for employees to view. Upon receipt, we will send you the program packet which will include:

- A flyer
- Weekly email communications
- Registration form
- Welcome letter
- Know Your Numbers – Progress Tracker
- Weekly tips and exercise challenges
- Challenge quiz
- Program evaluation
- Certificate of completion form

Submit by Email

Thanks for hosting!

Employee Wellness
Wellness website

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