



# Manual Challenge Log



If you are unable to access the internet to register or use the online tracking system, please use this manual Challenge Log as an alternative. Submit to Employee Wellness weekly within 7 days of each challenge week and we will manually update your progress in the challenge. Please Contact Employee Wellness or your onsite Host for a copy of these materials: Participant Guide, Weight Tracking Card, BMI & Body Fat % Chart.

<b>NAME</b>		
<b>EIN</b>		
<b>DEPARTMENT</b>		
<b>WORK EMAIL</b>		
<b>WORK PHONE</b>		
<b>WORKSITE LOCATION NAME &amp; ADDRESS</b>		
<b>TEAM NAME &amp; MEMBER NAMES</b> (N/A if participating as an individual)		
<b>Challenge Week</b> <i>(check one)</i>		
<b>Submit this form weekly to Employee Wellness within 7 days of the challenge week you select.</b>		
<input type="checkbox"/> 6/25/18 – 6/30/18 <input type="checkbox"/> 7/1/18 – 7/7/18 <input type="checkbox"/> 7/8/18 – 7/14/18 <input type="checkbox"/> 7/15/18 – 7/21/18 <input type="checkbox"/> 7/22/18 – 7/28/18 <input type="checkbox"/> 7/29/18 – 8/4/18 <input type="checkbox"/> 8/5/18 – 8/11/18 <input type="checkbox"/> 8/12/18 – 8/18/18 <input type="checkbox"/> 8/19/18 – 8/25/18 <input type="checkbox"/> 8/26/18 – 8/31/18		
<b>WEIGH-IN STATUS</b> (valid 6/25/2018 – 6/30/2018)	<input type="checkbox"/> At Worksite (1 point) <input type="checkbox"/> At Home (1 point) <input type="checkbox"/> Did not weigh in (0 points)	
<b>WEEKLY EXERCISE MINUTES</b> Enter your minutes of exercise for the week. Qualifying exercise activities include activities that are performed briskly, continuously and purposefully for more than 10 consecutive minutes. The activity should not be something performed as part of one's job.	<b>MINUTES THIS WEEK</b>  (10 minutes of exercise = 1 point)	
<b>CHALLENGE OF THE WEEK</b> Enter your level of completion for the Challenge of the Week. The challenge is a one-time activity, but everyone has a week to practice and can report the highest level completed that week. If you are unable to participate in the weekly challenge due to a medical consideration or physical limitation, you may use this alternate to choose a level of completion: for one day out of the week count every 10 minutes of physical activity as one level completed. You can pick the day with the most minutes of activity.	<input type="checkbox"/> Level 1 Completed (1 point) <input type="checkbox"/> Level 2 Completed (2 points) <input type="checkbox"/> Level 3 Completed (3 points) <input type="checkbox"/> Level 4 Completed (4 points)	
<b>WEIGHT LOSS/ MANAGEMENT RESULTS</b> (valid 8/27/2018 – 8/31/2018)	<input type="checkbox"/> Lost 5% or greater of initial weight (3 points) <input type="checkbox"/> Lost 2 – 4.9% of initial weight (2 points) <input type="checkbox"/> Maintained within 2lbs of initial healthy body weight (based on initial BMI or Body Fat %) (1 point) <input type="checkbox"/> Did not weigh out or gained more than 2lbs (0 points)	

