

## Site Coordinator Guide: Employer-Sponsored Activity.

### Overview.

- Employer-sponsored activity is a well-being activity option for the 2021 Well Wisconsin incentive.
- This option encourages employees to participate in activities organized at the workplace.
- The activity must occur between 2/1/21 – 10/1/21 to qualify for employees' 2021 Well Wisconsin incentive.
- Your point of contacts are WebMD Program Managers:
  - Kristi Mulcahey: [kmulcahey@webmd.net](mailto:kmulcahey@webmd.net).
  - Morgan Meinen: [mmeinen@webmd.net](mailto:mmeinen@webmd.net).

### Minimum Criteria for Employer-Sponsored Activity.

- The activity must promote healthy behaviors; may include an educational opportunity or activity to promote behavior change or maintenance of healthy behaviors
- Must be voluntary; cannot be a mandatory training or job requirement
- Some examples of employer-sponsored activities that would qualify for the Well Wisconsin well-being activity include:
  - Participating in WW@Work (Weight Watchers reimagined) meetings.
  - Participating in fitness classes at work.
  - Participating in guided meditation classes at work.
  - Participating in a wellness campaign (Bingo, Hydration, Eat the Rainbow, etc.).
  - Participating in a workplace CSA program.
  - Attending a professional development training offered by the workplace.
  - Participating in a volunteering activity organized by the workplace.

### Directions for Administering an Employer-Sponsored Activity.

#### Option 1: Well Wisconsin Sponsored Event.

1. Implement the pre-approved activity listed in the monthly newsletter found in ETF news.
2. Use the materials provided to help implement the activity. Don't forget to edit the documents with your contact information, look for the sections highlighted in yellow.
3. Promote and communicate your activity, including that it will qualify for the Well Wisconsin well-being activity.
4. Implement the activity.
5. Following the completion of the activity, send to the participants the completion code that was provided to you in the materials. The participants can report this code in the rewards section under employer sponsored activity.
6. Participating employees will see their well-being activity marked as complete in their WebMD portal account.

### Option 2: Host Your Own.

1. Fill out the [Activity Request Form](#) at least 30 days prior to the activity.
2. Receive approval and a completion code from WebMD Program Manager within 2 weeks of submission.
3. Promote and communicate your activity, including that it will qualify for the Well Wisconsin well-being activity.
4. Implement the activity.
5. Following the completion of the activity, send to the participants the completion code that they can report in the rewards section under employer sponsored activity.
6. Participating employees will see their well-being activity marked as complete in their WebMD portal account.

### The following information will be needed to submit the Activity Request Form:

- Employer Name (State Agency, UW institution, local government, etc.).
- Contact information for person submitting the request. Please provide name, email, and phone number.
- Title/name of employer-sponsored activity.
- Provide start/end date(s) for the well-being activity.
- Detailed description of the event/activity (please include any names and credentials of any expert you may bring in for the activity).
- How will this event increase healthy behaviors? What will the participant learn or take away from this event/program? Explain what participant must do to earn the incentive. For example:
  - How often does the participant need to check in if program is ongoing?
  - Does participant have to fill out a tracking sheet or is there a document to turn in/complete?
  - What is the minimum requirement of participation for to earn points?
- Please explain how this activity will be communicated to participants.