

Orange Grove Center



Walking Program

3rd Quarter 2010

Enrollment Dates: June 21 – June 30, 2010

Deadline to return final Weekly Walking Log: Tuesday, August 31, 2010 by 4:00 p.m.



Walking Program

July 5, 2010 to August 27, 2010

The Workplace Wellness Walking Program is designed to help support and motivate employees to begin exercising and getting healthy. Walking is the easiest way for anyone to lose weight and get healthy. The Presidential Council on Physical Fitness and Sports suggests that adults should get at least 30 minutes of activity 5 days a week to maintain health. Through this program you will set goals and work to meet and eventually exceed these goals on a weekly basis. At the end of the program, everyone who participates for the full 8 weeks will receive a water bottle and the three participants who had the highest percentage increase in the number of steps will win a monetary reward. The rewards will be: \$100 for 1st place, \$75 for 2nd place and \$50 for 3rd place.

To begin the program you:

1. Fill out a **Walking Program Pledge** that states your interest and commitment to the program.
2. Return the Walking Program Pledge, **BEFORE Friday, July 2, 2010**, to one of the following Walking Program Coordinators:
 1. Richard Hirsch, Computer Programmer, Admin Building rhirsch@orangegrove.org
 2. Daisy Seard, HR Department, Admin Building, dseard@orangegrove.org
 3. Rachael Loftin, Accounting Department, Admin Building, rloftin@orangegrove.org
 4. Carla Walker, HR Director, Admin Building, ccooper@orangegrove.org
3. You will receive a pedometer for you to use throughout the program and a Walking Log.
4. During the first week of the program, you walk as you normally do to get a baseline for how much walking you already do in a given day. It is important to put down exactly what you walk each day.

5. You will then return your Walking Log with Week 1 completed. The Committee will take whatever the highest number of steps you completed in the first week and make that your goal for Weeks 2 and 3.
6. You will then try to walk that many steps at least 5 out of 7 days for the next 2 weeks to meet your goal.
7. After the 2 weeks are completed, you will return the Walking Log to the Wellness Committee for them to review and help set the next goal. If you have been consistently meeting your goal, then we will add 500 steps to your goal for the next 2 weeks (weeks 4 & 5). If you were having some trouble meeting the goal, then it will remain the same so you can build up endurance to raise your goal.
8. After the 2 weeks are completed, you will return the Walking Log to the Wellness Committee for them to review and help set the next goal. If you have been consistently meeting your goal, then we will add 500 steps to your goal for the next 2 weeks (weeks 6 & 7). If you were having some trouble meeting the goal, then it will remain the same so you can build up endurance to raise your goal.
9. After the 2 weeks are completed, you will return the Walking Log to the Wellness Committee for them to review and help set the next goal. If you have been consistently meeting your goal, then we will add 250 steps to your goal for the LAST week (week 8).
10. At the end of week #8, we will take a person's baseline number of steps (week 2 goal) and divide it by the consistent number of steps achieved in Week 8.
11. This will determine the people who have had the largest percentage increase and the prizes will be awarded accordingly.

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Walking Program Guidelines

July 5, 2010 to August 27, 2010

- Begin walking Monday, July 5th.
 - 1st week : Monday, July 5 – Sunday, July 11
 - 2nd week : Monday, July 12 – Sunday, July 18
 - 3rd week : Monday, July 19 – Sunday, July 25
 - 4th week : Monday, July 26 – Sunday, August 1
 - 5th week : Monday, August 2 – Sunday, August 8
 - 6th week : Monday, August 9 – Sunday, August 15
 - 7th week : Monday, August 16 – Sunday, August 22
 - 8th week : Monday, August 23 – Sunday, August 29
- For the first week, just walk normal. Do not walk extra steps.
- You **wear your pedometer all day** and at the end of the day, write down how many steps you logged for that day and hit the reset button for the next day.
- Monday, July 12th, after the first week, you need to bring us your walking log and we will set a goal for Weeks 2 & 3. It will be the highest number of steps you walked on any one day during Week 1. We will evaluate how many steps you took each day and set your goal off of those steps.
- Monday, July 26, after Week 3, you will come back in for us to evaluate your goal. We will then set a new goal for Weeks 4 & 5 based upon how well you did.
- Monday, August 9, after Week 5 you will come back in for us to evaluate your goal. We will then set a new goal for Weeks 6 & 7 based upon how well you did.
- Monday, August 23, after Week 7 you will come back in for us to evaluate your goal. We will then set a new goal for Week 8 based upon how well you did.
- After week 8, we will then take week 8s steps and divide by week 1's steps to determine your % increase. The 3 people with the highest % increase will win cash prizes.
- At the end of 8 weeks, everyone who participated the whole time will receive a water bottle. Remember everyone is a winner because you are taking the first step in a healthier you.



Walking Program Pledge

July 5, 2010 to August 27, 2010

I pledge to take steps towards a healthier me, healthier Orange Grove Center and a healthier America. I will make choices that include walking as an easy part of my daily routine. With the help of this program, I will set and meet personalized goals and record my progress. In doing so, I can decrease my risk for health problems down the road and do my part to keep healthcare affordable for everyone.

Signature: _____ Date: _____

You should consult a physician before starting any exercise program. If you choose to follow the Walking program without consulting your physician, you are doing so at your own risk. We claim no responsibility for any injuries you might sustain.



Weekly Walking Log



Participant Name: _____ Emp #: _____

Quarter Participating: 1 2 **3** 4

Week #1: 07/05/10 – 07/11/10		# of Steps
Monday	Walking	
Tuesday	Walking	
Wednesday	Walking	
Thursday	Walking	
Friday	Walking	
Saturday	Walking	
Sunday	Walking	
Employee Initial & Date		
Wellness Rep Initial & Date:		
Highest Steps from Week 1		

Week #2: 07/12/10 – 07/18/10		# of Steps
GOAL: For Weeks 2 & 3		
Monday	Walking	
Tuesday	Walking	
Wednesday	Walking	
Thursday	Walking	
Friday	Walking	
Saturday	Walking	
Sunday	Walking	
Employee Initial & Date		

Week #3: 07/19/10 – 07/25/10		# of Steps
GOAL: for Weeks 2 & 3		
Monday	Walking	
Tuesday	Walking	
Wednesday	Walking	
Thursday	Walking	
Friday	Walking	
Saturday	Walking	
Sunday	Walking	
Employee Initial & Date		
Wellness Rep Initial & Date:		
Highest Steps from Week 3		

Week 4 - 07/26 – 08/01/2010		# of Steps
GOAL: Highest from Wk 3 + 500 steps		
Monday	Walking	
Tuesday	Walking	
Wednesday	Walking	
Thursday	Walking	
Friday	Walking	
Saturday	Walking	
Sunday	Walking	
Initial & Date:		

Verification: I certify that I have met the requirements of the Workplace Wellness Walking Program:

- I have met my daily activity goal for at least _____ days each week.
- I have performed my physical activities for at least 8 weeks.

Participant Signature: _____

Date: _____

The Final Walking Log must be received by Tuesday, August 31, 2010. You must place it in the Wellness Locked Box in the HR Department.



Weekly Walking Log



Participant Name: _____ Emp #: _____

Quarter Participating: 1 2 **3** 4

Week #5: 08/02/10 – 08/08/10		# of Steps
Monday	Walking	
Tuesday	Walking	
Wednesday	Walking	
Thursday	Walking	
Friday	Walking	
Saturday	Walking	
Sunday	Walking	
Employee Initial & Date		
Wellness Rep Initial & Date:		
Highest Steps from Week 5		

Week #6: 08/09/10 – 08/15/10		# of Steps
GOAL: Highest from Wk 5 + 500 steps		
Monday	Walking	
Tuesday	Walking	
Wednesday	Walking	
Thursday	Walking	
Friday	Walking	
Saturday	Walking	
Sunday	Walking	
Employee Initial & Date		

Week #7: 08/16/10 – 08/22/10/10		# of Steps
GOAL: Highest from Wk 5 + 500 steps		
Monday	Walking	
Tuesday	Walking	
Wednesday	Walking	
Thursday	Walking	
Friday	Walking	
Saturday	Walking	
Sunday	Walking	
Employee Initial & Date		
Wellness Rep Initial & Date:		
Highest Steps from Week 7		

Week 8 – 08/23/10 – 08/29/2010		# of Steps
GOAL: Highest from Wk 7 + 250 steps		
Monday	Walking	
Tuesday	Walking	
Wednesday	Walking	
Thursday	Walking	
Friday	Walking	
Saturday	Walking	
Sunday	Walking	
Initial & Date:		
Wellness Rep Initial & Date:		
Percentage of increase:		%

Verification: I certify that I have met the requirements of the Workplace Wellness Walking Program:

- I have met my daily activity goal for at least _____ days each week.
- I have performed my physical activities for at least 8 weeks.

Participant Signature: _____

Date: _____

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