



Wellness Chair Q & A

I. Recruitment

I want to recruit a Wellness Council, where do I begin?

A few ideas:

- It might be helpful to recruit during new employee orientation or at an office staff meeting, using Wellness Council [recruitment cards](#).
- Communicate regularly that the department is looking for Wellness Council members (for example: intranet, internal newsletters).
- Plan a membership drive.

There might be some new employees that are interested in joining the Wellness Council. How can they learn more about the Working for a Healthier Tennessee initiative?

New employees can learn more about the WFHTN initiative on our website at [Info for New Hires](#).

II. Budget & Incentives

How much is our wellness budget for things like challenge prizes and catering?

Wellness Council budget allotment for the fiscal year is determined by your [department's division](#).

How far in advance do I need to submit a budget request?

Depending on the event, we encourage Wellness Councils to submit their [Budget Requests](#) two to four weeks in advance.

What kind of free prizes can I offer employees for challenges and events?

Try this list of [no-cost prize ideas](#).

III. Wellness Challenges

I am interested in hosting a steps challenge at the office. Where do I start?

Check out some of the Working for a Healthier Tennessee [challenges](#) we have created!

What kinds of events and activities are other Wellness Councils hosting?

Check out [WGOAT](#) (What's Going On Across Tennessee) on our website to discover what activities and events are being hosted by other Wellness Councils.

How do I keep track of who is attending our Wellness Council events?

Feel free to use the [Participation Tracking Sheet](#) on the WFHTN website for all events.

We have taken photos of employees during our events before, but never asked. Do we need permission to share?

Yes. A [photo waiver](#) should be signed by employees who are included in any activity photos.

IV. Initiative

What are the focus areas of the Working for a Healthier Tennessee initiative?

The three WFHTN [focus areas](#) are Physical Activity, Healthy Eating and Tobacco Cessation.

Who should participate in the monthly Wellness Council webinars?

The monthly Wellness Council webinar are for all Wellness Council members. All Wellness Council members can participate in the Fun Fact Challenge game (using the WebEx chat feature, while Roll Call and sharing of ideas are to be completed by the Wellness Chair, or designated representative. [Webinar Login Instructions](#)

V. Lunch N Learn Presentations

Our Wellness Council would like to host a Lunch 'n Learn. What topics can I choose from?

If you'd like Working for a Healthier Tennessee to come to your office to present a Lunch 'n Learn or webinar, get in touch and let us know. Check out [our topics and descriptions of available presentations](#), then email us at WFHT.TN@tn.gov. [Here4TN](#) also offers several trainings. Browse their topics [here](#).

Do I need permission to bring in an outside speaker for a Lunch 'n Learn presentation?

No person or business entity will be allowed to perform services in connection with WFHTN unless it is within the scope of a pre-existing contract between the State and the person/entity. Please review the [Service Delivery Liability Waiver](#).

Do employees need to sign a waiver to participate in our activities?

No State employee may take part in any wellness activity unless the department coordinating the activity has obtained a signed waiver from the employee. (Here is a [Sample Liability Waiver](#).) The department can exercise discretion to exempt certain activities, such as educational programs.

VI. Point Tracker BINGO

I think I received this quarter's Point Tracker, but I cannot locate the email. Where can I find it?

The most recent quarterly Point Tracker will always be available on the WFHTN website under [Point Tracker Update](#).

VII. Success Stories

An employee shared a Success Story with me while in the office. Should he/she email her statement to WFHTN?

Success Stories can now be submitted through our website, using the appropriate success story submission form below:

- [Well-being, Physical Activity and/or Healthy Eating Success Story Submission Form](#)
- [Tobacco Cessation Success Submission Form](#)