



Wellness Chair Q&A

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I. Initiative

What are the focus areas of the WFHTN initiative?

The three [focus areas](#) are physical activity, healthy eating and well-being.

Who should participate in the monthly Wellness Council webinars?

The monthly Wellness Council webinars are for all Wellness Council members. For guidance on logging in to our webinars, read "[How To Use WebEx](#)".

II. Recruitment

I want to recruit a Wellness Council. Where do I begin?

A few ideas:

- It might be helpful to recruit Wellness Council members during new employee orientation or at a staff meeting, using Wellness Council [recruitment cards](#). You could also gather interest using our digital recruitment cards ([Wellness Council Member](#); [Wellness Council Chair](#)).
- Use your agency's intranet, internal newsletters and/or other regular communications to let employees know you're looking for members.
- Plan a Wellness Council membership drive.

Some new employees may be interested in joining the Wellness Council. How can they learn more about WFHTN?

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

III. Quarterly Activity Lists

I think I received a Quarterly Activity List, but I can't find the email.

The most recent Quarterly Activity Lists will always be available on the WFHTN website under [Achievement Levels](#).

IV. Wellness Challenges

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

Check out some of the WFHTN [challenges](#) we have created!

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

Check out each agency's [Wellness Council Dashboard](#) to see what's going on across Tennessee. Join WFHTN's monthly Wellness Council webinars to hear firsthand what's happening at other agencies.

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. You can also request a Google Form from your WFHTN Wellness Coordinator to virtually track participation.

We've 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.

V. Lunch 'n' Learn Presentations

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

If you'd like WFHTN to present a Lunch 'n' Learn or webinar, please check out our list of [Lunch 'n' Learns/Webinars](#) topics and descriptions, then email us at WFHT.TN@tn.gov. At the same link you can find offerings from Here4TN and ActiveHealth.

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](#) for additional details.

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. ([Sample Liability Waiver](#).) The agency can exercise discretion to exempt certain activities, such as educational programs.

VI. Success Stories

An employee shared a success story with me. Should he/she email their story to WFHTN?

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

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

VII. Budget & Prizes

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

The Wellness Council budget allotment for the fiscal year is determined by your [department's division](#). To get your Wellness Council's current budget allotment, please reach out to your assigned WFHTN Wellness Coordinator.

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

We encourage Wellness Councils to submit their [Budget Requests](#) 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](#).