



Wellness Chair Q&A

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I. Initiative

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

The initiative's 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 chairs, co-chairs and members across agencies.

II. Recruitment

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

Here are a few ideas to help you start recruiting for your Wellness Council:

- It might be helpful to recruit Wellness Council members during new employee orientation or at a staff meeting using Wellness Council [recruitment cards](#).
- Consider using your agency's intranet, internal newsletters and/or other regular communications to let employees know you're looking for Wellness Council members.
- Plan a virtual or in-person Wellness Council membership drive.

How can new employees who are interested in joining the Wellness Council learn more about Working for a Healthier Tennessee?

New employees can learn more about WFHTN on our website:

<https://www.tn.gov/wfhtn/about-us/info-for-new-hires.html>

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': <https://www.tn.gov/wfhtn/achievement-levels.html>

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:

<https://www.tn.gov/wfhtn/challenges.html>! (Select 'Physical Activity' and click 'Four-Week Challenges' to access guidance for a Steps Challenge.)

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

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 virtual Formstack form from your WFHTN Wellness Coordinator to electronically track participation.

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

Yes! A [photo release waiver](#) should be signed by employees who are included in any activity photos before sharing any photos or videos internally or externally.

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 the list of available [Lunch 'n Learns/Webinars topics](#) and descriptions, then email us at WFHT.TN@tn.gov.

At the same link, you can find Lunch 'n Learn or webinar offerings from [Here4TN](#) and Sharecare.

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

Tennessee State Government employees should sign a liability waiver before participating in activities involving physical activity. Each agency is responsible for their own wellness activity waiver(s). You may find sample liability waiver language at

<https://www.tn.gov/content/dam/tn/wfhtn/documents/waiver%20and%20release%20of%20liability.pdf>.

VI. Success Stories

An employee shared a success story with me. Should he/she email their story to Working for a Healthier Tennessee?

Success stories can be submitted through our website, using the appropriate submission form(s), at <https://www.tn.gov/wfhtn/success-stories.html>.

VII. Budget & Prizes

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

Each agency has access to funds for the fiscal year. You can submit up to one [budget request](#) per quarter. Reach out directly to your Wellness Coordinator for assistance with completing your budget request. We ask that you use Amazon or 4imprint for your orders. If those vendors do not offer what you are requesting, your Wellness Coordinator will work with you to order from other state-approved vendors. Note: We cannot purchase gift cards, vouchers or memberships of any kind. You can review all the budget request guidelines on our website at:

https://www.tn.gov/content/dam/tn/wfhtn/documents/wellness_council_budget_request_form.pdf

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

When making [budget requests](#), please plan in advance as it sometimes takes up to four weeks from the time you submit the request to the time you or the recipient receive the item(s).

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

Try this list of no-cost prize ideas:

https://www.tn.gov/content/dam/tn/wfhtn/documents/wfhtn_no_cost_prize_idea_list.pdf

You may also request items from our [prize inventory](#). Please reach out to your Wellness Coordinator for assistance.