



Workplace Health Promotion

10,000 Steps-a-Day Challenge

Participant Instructions

Are you ready to walk your way to better health? Walking is one of the best forms of physical activity and it fits easily into most lifestyles.

The goal: To provide a fun, challenging, and feasible way for employees to increase their activity level and improve their overall wellness. Ultimately, you want to walk at least 10,000 steps a day (between 3- 5 miles per day) and to challenge yourself to increase the number of steps you walk per day.

It's easy to participate in this walking challenge. Here's how:

- 1) Sign up for a pedometer to be used for the event
- 2) Track your steps on a daily basis for twelve weeks. You will need to complete at least 5 days per week to be eligible for an incentive.
- 3) Self-recorded tallies of daily steps should be tracked online at the end of the day.
- 4) Attend the three (3) Participation Celebrations to claim incentives.

NOTE: Physically impaired participants and those unable to walk are welcome to participate in all events, we ask that individuals track their time engaged in fitness activities within his/her scope and capacity, then convert this time to steps (1 minute activity = 150 steps).

PROGRAM FORMAT:

- Twelve weeks (March 22-June 11, 2010)
- Self-paced
- May enter contest as an individual
- Awards will be given based on **"INDIVIDUAL"**
- May participate in other alternative physical activities such as bicycling, dancing, gym activities, household activities, lawn and garden, and other outdoor activities, and be counted toward steps conversion.
 - For information regarding conversion, please access:
<http://www.takesteps.univerahealthcare.com/stepChartPop.jsp>
- For pedometers, please contact Patience McHenry, Ext. 6224 or via email: mchenrypatience@fhda.edu.
- Participants will keep track of their progress online or submit tally sheets to their Campus Coordinator on the due dates. (See "important dates" below).
- Progress will be celebrate every 4 weeks at *Participation Celebrations*

TRACKING PROGRESS:

- To track your steps on-line, please register through the American Heart Association web site: <http://startwalkingnow.org/registration.jsp>
 - Note, you may use your own tracking source, but it must record your daily/weekly totals.
- To report the steps manually, please complete the paper form, you must access our wellness web site: [http://hr.fhda.edu/benefits/stories/storyReader\\$77](http://hr.fhda.edu/benefits/stories/storyReader$77) to download an Excel Tracker Form (electronic or paper).
- We favor the honor system, so we ask that you be honest to yourself when reporting your steps
- All participants must print, sign and return in your tracking sheets to your Campus Coordinator by the due dates: April 16, May 14 and June 11.

IMPORTANT: If you have any health concerns seek your physician's advice prior to starting or changing your exercise routine.

Happy Walking!

INCENTIVE LEVELS FOR EACH PARTICIPANT

BLUE LEVEL:

- 35,000 – 39,999 total steps/week: eligible for \$25 TAXABLE GIFT CARD or 4-5 hours of physical fitness activities/week

GREEN LEVEL:

- 40,000 – 50,000 total steps/week: eligible for \$30 TAXABLE GIFT CARD or 5-6 hours of physical fitness activities/week

TEAL LEVEL:

- 50,001 or more total steps/week: eligible for \$35 TAXABLE GIFT CARD or 6 or more hours of physical fitness activities/week

HIGH STEPPER AWARD: At the conclusion of the 12 weeks Challenge, two (2) GRAND Raffle prizes will be drawn for a **\$100 taxable gift card** from those achieving 70,000+ steps/week for both Foothill and De Anza Campuses.

6) Participants making an effort and track their progress, but not meeting one of the incentives listed above will be eligible for a total of **10 raffle prizes at the end of the Challenge (to be drawn @ the Final Finisher's Celebration.**

7) **Three (3) Honorable Awards** will be given to individuals and teams effort based on most mileage/steps logged, most improved, and wellness champion (cheerleader).

IMPORTANT DATES

Starting date:	Monday, March 22, 2010
Weeks 1-4 tally sheet due:	Friday, April 16, 2010
Participation Celebration (#1):	Monday, April 26, 2010
Weeks 5-8 tally sheet due:	Friday, May 14, 2010
Participation Celebration (#2):	Monday, May 24, 2010
Weeks 9-12 tally sheet due:	Friday, June 11, 2010
Finisher's celebration (#3):	Monday, June 21, 2010



If you need help or want to find/create a group, please view our walking web site on-line: [http://hr.fhda.edu/benefits/stories/storyReader\\$77](http://hr.fhda.edu/benefits/stories/storyReader$77) or contact your site coordinator:

De Anza:

Mary Jo Lomax, email: LomaxMaryjo@deanza.edu
Rob Mieso, email: MiesoRob@deanza.edu

Foothill:

Rosalinda Jen, email: JenRosalinda@foothill.edu
Steve Mitchell, email: MitchellStephen@foothill.edu

District (Central Services):

Patience McHenry, email: McHenryPatience@fhda.edu
Christine Vo, email: VoChristine@fhda.edu