

# WEA TRUST STAFF WELLNESS GRANT GUIDELINES

Districts must have the Trust health plan as of September 1, 2009, to receive the grant monies. Districts who submit an approved grant application by June 30, 2009, and meet all grant criteria will receive their grant monies after September 2, 2009.

- Applications will be accepted until **June 30, 2009**. No district will be awarded grant funds without submitting an approved application.
- A Staff Wellness Liaison must complete the application, and both the Staff Wellness Liaison and the District Administrator must sign the application.
- All grant dollars must be used for measurable activities. An abbreviated list of ideas is included on the reverse side of this document. A more comprehensive list is available at [weatrust.com](http://weatrust.com), Tools, Staff Wellness Liaison Resource Center, Staff Wellness Grant.
- Wellness activities funded by the grant must address at least two of the top three health risks for your district, which are based on the aggregate data from the fall 2008 health assessment.
- Activities funded by the grant must be offered to all staff members, regardless of whether they are covered by a Trust health insurance plan.
- Your Health Educator must approve all activity/program changes throughout the year.
- Please note: To close out the staff wellness grant, we need the signed and completed Staff Wellness Grant Proposed Activity Sheet/Summary Form and copies of receipts. Any remaining grant funds greater than \$30 must be returned to the Trust no later than June 30, 2010. No grant money can be rolled into the following school year.

Please contact your Health Educator at (800) 279-4000 if you have any questions regarding the WEA Trust Staff Wellness Grant or need assistance in completing the application.



# MEASURABLE GRANT ACTIVITY IDEAS

All grant dollars must be used for measurable activities. A measurable activity is one for which the Staff Wellness Liaison can record the total number of participants. Please contact your Health Educator at (800) 279-4000 if you are not sure your activity is measurable. **Please note:** While incentives like pedometers are encouraged and allowed, they must be linked to a measurable activity such as the 10K-a-Day program. Following is a partial list of ideas for measurable activities. For a more comprehensive list, go to [weatrust.com](http://weatrust.com), Tools, Staff Wellness Liaison Resource Center, Staff Wellness Grant.

## *Incentive Programs*

- Exercise America—Get Fit on Route 66
- Health 4 the Holidays
- That '70s Program
- Walktober: Fall Fitness Program

## *Community-Based Programs*

- America On the Move
- Lighten Up Wisconsin

## *Classes*

- Healthy cooking demonstrations (include food demonstration expenses with instructor fee)
- Yoga, tai chi, Zumba, step aerobics, weight training
- Weight Watchers at Work<sup>®</sup>

## *Additional Activities/Items*

- Biometric screenings
- Safety belt parking lot checks
- Health club membership reimbursement
- Pedometers for a walking program
- Speaker/instructor fees

## PROGRAM EXCLUSIONS

The following are examples of non-measurable activities. Please contact your Health Educator at (800) 279-4000 if you are not sure if your activity is measurable.

- Conference fees
- Food/beverages (i.e., healthy snacks, water, luncheons, etc.)
- Student activities/resources
- CPR, AED, fitness equipment (or items associated with—such as locks, storage unit, etc.)
- A/V equipment (i.e., microphones, DVD players, boom boxes, etc.)
- Bulletin boards
- Equipment for general use (i.e., bike for school weight room)

