



2008 California Fit Business Award Application

Directions, Application and Outcome Examples

Several changes have occurred this year in an effort to continually evaluate and improve upon the application and review process. Please read the following directions and outcome examples (at end of document) carefully.

1. The 2008 CA Fit Business Award application is only available to companies within California, or with branches/facilities that reside in California. The application must be completed for those facilities within California. If a company has more than one California facility, separate applications *may* be completed for each facility if the wellness programs vary from site to site within California.
2. The entire application may not exceed 16 pages. This includes: application (6 pages), narrative (5 pages), and optional supplementary materials (5 pages). If you choose to not include supplementary materials, please do *not* increase the number of pages in your narrative.
3. The application must be in the following order:
 - a. Application
 - b. Narrative
 - c. Supplementary Materials
4. An administration fee of \$35.00 for small businesses (less than 100 employees) or \$50.00 for large businesses (greater than 100 employees), made payable to the **Public Health Institute**, must accompany the application package. (This fee is tax deductible and a receipt is available upon request.)
5. **Three copies** of the application package, including fee, application, narrative and supplementary materials, must be postmarked by June 16, 2008 and mailed to the following address. Please do not email documents.

**2008 CA Fit Business Award
California Wellness Task Force
PO Box 1292
Orangevale, CA 95662**



**California Task Force on Youth and Workplace Wellness
2008 California Fit Business Award
APPLICATION**

Deadline: Postmarked by June 16, 2008

ORGANIZATION INFORMATION:

Company:

Contact Person: Title:

Phone Number: Email:

Mailing Address:

City: State: Zip:

Name *and* Title of CEO, President, or Site Manager:

Headquarters Address (if different from address above):

City: State Zip:

Number of employees at the applying organization:

Applying organization's annual gross revenue:

Percentage of employees at our company in each of the following gross wage categories:

\$35,701 + %

\$29,700-35,700 %

\$23,700-29,700 %

\$17,700-23,700 %

Business Type ☐ Private ☐ Public ☐ Nonprofit

EMPLOYER DESCRIPTION & MISSION

In the text box below, please briefly describe your company (industry, products, business philosophy, etc.). In addition, if applicable, please note the portion of your mission statement dedicated to wellness.

For each category below, check all items that apply to your worksite.

CREATE A CULTURE

- ☐ The mission statement reflects a commitment to the health and well-being of employees.
- ☐ The workplace has organizational and performance objectives pertaining to employee health and well-being.
- ☐ Worksite has a wellness committee.
- ☐ The CEO provides regular health messages to employees.
- ☐ Management provides regular health messages to employees.
- ☐ Employee health issues are included in management training.
- ☐ There is an employee whose responsibilities are dedicated to employee health promotion.
- ☐ Top management actively participates in wellness programs.
- ☐ Middle management actively participates in wellness programs.
- ☐ The company provides specific funds to promote, implement and incentivize wellness programs.

EAT BETTER

Please use the following criteria when making selections to describe your workplace's food offerings:

"Healthy" food options include fruits and vegetables, and items that are/or have low-fat, reduced sodium, no added sugar. "Healthy" beverage options include low-fat or fat-free milk, 100% fruit juice, or water.

"Labels" refer to messages that have been placed on or near prepared foods or vending machines, NOT the messages provided by the manufacturer on the item itself.

Food Service (refers to cafeteria, snack bar, or other prepared food service)

- ☐ Worksite has a cafeteria, snack bar, or food service for employees (if not, skip to **Vending Machines** section).
- ☐ Worksite has *written* policies that require daily healthy food choices and beverage options in the cafeteria. Please include policy language below that relates to this checkbox.
- ☐ Food service provides fresh or dried fruits and fresh vegetables on a daily basis.
- ☐ Food service provides "healthy" beverage options on a daily basis.
- ☐ Food service provides labels (for example, "low-fat", "light", "heart healthy") to identify healthier food options.
- ☐ Food service labels items with nutritional values (e.g., calories, fat grams, percent of calories from fat, etc.).

Vending Machines

- ☐ Worksite has vending machines for employees to access food or beverages (if not, skip to **Eating at Work** section).
- ☐ Worksite has a *written* policy that requires healthy food and/or beverage choices in all vending machines. Please include policy language below that relates to this checkbox.
- ☐ Fruits (dried, sealed fruit cups, and fresh), vegetables, low-fat snacks, or other "healthy" food options are available in vending machines. % of healthy options available in machine(s).
- ☐ "Healthy" beverage choices are available in vending machines. % of healthy options available in machine(s).
- ☐ "Healthy" food choices are labeled or identified on or near vending machines.

Eating at Work

- ☐ Worksite has a *written* policy requiring nutritious food and beverage options to be served at company meetings and events. Please include policy language below that pertains to this checkbox.
- ☐ Worksite provides educational nutrition materials to employees.
- ☐ Worksite *promotes* eating healthy foods through a variety of outreach methods.
- ☐ Worksite provides sink, microwave and refrigerator access to employees.

- ☐ Worksite provides nutritious foods to employees free of charge.
- ☐ Worksite provides special pricing to encourage the purchase of healthy food options.
- ☐ Worksite has identified healthy food options in local eateries and promotes this information to employees. (See http://www.fastfoodbook.com/ffg_pdf/FFG_Web.pdf for one option.)
- ☐ Worksite provides employees access to free, filtered or bottled water.

MOVE MORE — Please complete this section if you have 100 or more employees. (Skip to next section if you have less than 100 employees.)

- ☐ Worksite has policies allowing workers time during their work day to exercise, take walking breaks, or stretch prior to heavy lifting or labor.
- ☐ Worksite encourages flexible schedules so employees can more easily engage in physical activity throughout the day.
- ☐ Worksite provides incentives for engaging in physical activity at the worksite or away from work.
- ☐ Worksite encourages and supports stretch breaks at meetings.
- ☐ Worksite *promotes* physical activity through a variety of outreach methods.
- ☐ Worksite has accessible stairwells and promotes their use instead of elevators.
- ☐ Worksite has an indoor area set aside specifically for exercise and physical activity.
- ☐ Worksite has aerobic exercise equipment such as stationary cycles or treadmills.
- ☐ Worksite has strength training equipment.
- ☐ Worksite has designated outdoor facilities for exercise and physical activity, such as jogging or walking trails.
- ☐ Worksite provides a changing room.
- ☐ Worksite provides a locker room with showers.
- ☐ Worksite has secure bicycle parking for employees.
- ☐ Worksite conducts or sponsors fitness assessments.
- ☐ Worksite conducts or sponsors group physical activity, which may include sponsoring sports teams.
- ☐ Worksite subsidizes memberships to offsite recreation or fitness facilities.
- ☐ Worksite provides physical activity educational materials and promotional campaigns.
- ☐ Worksite provides personal training.
- ☐ Worksite provides trained fitness instructors to lead classes on site before work, during lunch, and/or after work.

MOVE MORE –

Please complete this section if you have *less than 100 employees*.

- ☐ Worksite encourages flexible schedules so employees can more easily engage in physical activity when not working.
- ☐ Worksite *promotes* physical activity through a variety of outreach methods.
- ☐ Worksite provides incentives for engaging in physical activity at the worksite or away from work.
- ☐ Worksite encourages and supports stretch breaks at meetings.
- ☐ Worksite has designated outdoor facilities for exercise and physical activity, such as jogging or walking trails.
- ☐ Worksite provides a changing room.
- ☐ Worksite has secure bicycle parking for employees.
- ☐ Worksite conducts or sponsors group physical activity, which may include sponsoring sports teams.
- ☐ Worksite subsidizes memberships to offsite recreation or fitness facilities.
- ☐ Worksite provides physical activity educational materials and promotional campaigns.

PROMOTE HEALTHY LIFESTYLES

- ☐ Worksite offers employees health risk assessments.
- ☐ Worksite provides a clean, private space, with an electrical outlet to pump/express breast milk or breastfeed babies.
- ☐ Worksite has a *written* policy that allows breastfeeding employees to express milk or breastfeed their babies at work, and the policy is posted in a common area for all employees. Please include policy language below that pertains to the above checkbox.
- ☐ Worksite surveys employees prior to implementing programs.
- ☐ Worksite evaluates health programs and impact on employees.
- ☐ Worksite has programs to help employees manage chronic conditions (such as diabetes, asthma, high blood pressure).
- ☐ Worksite offers nutrition classes and/or weight loss support group programs.
- ☐ Worksite offers smoking cessation programs.
- ☐ Worksite offers stress management programs.

- ☐ Worksite offers ergonomics information or programs.
- ☐ Worksite offers injury prevention programs.
- ☐ Worksite offers healthy aging education.
- ☐ Worksite holds health fairs.
- ☐ Worksite provides flu shots.

How did you learn about the Fit Business Award? Please check all that apply.

- ☐ California Chamber of Commerce
- ☐ Local Chamber of Commerce
- ☐ *Champions for Health* Program Coordinator
- ☐ Radio
- ☐ Mailer/Invitation
- ☐ Other advertising
- ☐ Website
- ☐ Referred by previous Fit Business Award applicant: Please provide the business name below:

- ☐ Other: Please explain.

NARRATIVE REQUIREMENTS

Narrative Directions: Your application must include a narrative piece that thoroughly describes *no more than five (5)* of your most successful workplace wellness programs. *Be sure to include:*

- A description of your overall fit business culture;
- A description of the program(s);
- Why you believe this program(s) makes you a candidate for this award;
- How the program(s) is promoted to employees;
- How the program(s) is evaluated for success; and,
- Program(s) outcomes (see “Outcome Examples”).

Formatting Directions: In order to be reviewed, the narrative must adhere to the following directions:

1. One inch margins
2. Arial font, 10 pt size or larger
3. Single-sided, double-spaced
4. Five page maximum
5. Narrative section is the second item in your application package

Supplementary Materials (Optional)

If you choose, you may attach supplementary materials that highlight the programs you have described in your narrative section. This could include cafeteria/meal brochures, calendars, photographs, or any other promotional materials you feel is pertinent to your application. Materials must meet the following qualifications:

1. No more than five (5) pages of supplementary documents
2. Materials may be double-sided
3. Documents must be attached to the end of your application

Measurable Outcome Examples

In order for us to understand the success of your wellness programs, it is important to gauge the impact these programs have on employees. Below are *examples* of quantifiable outcome measures.

1. Percentages of employees participating in particular program (e.g., Four-hundred seven employees (roughly 78%) participated in the “Get Movin’” walking club this spring.”)
2. Percentages of employees who complete program (e.g., “Sixty-seven percent of employees who started the program, completed all program components.”)
3. Any aggregate data that signifies changes in employees or company culture (e.g., “According to year-two of the Health Risk Assessment data, 30% of employees have decreased their risk factors for heart disease.”)
4. Information pertaining to middle or upper management participation (e.g., “One-hundred percent of assembly-line workers participate in our mandatory, daily stretching activities; while 43% of middle and upper management participate.”)
5. Percentages of change over time (e.g., “Last year, 22% of employees participated in our “Get Fit for the Holidays” challenge. Due to last year’s success, participation increased to 67% of employees.” Or, “As a part of this program, employees lost 1,236 pounds!”)
6. Feedback from employees (e.g., “The evaluation data from our stress management program indicates employees are very pleased with the course. Ninety-eight percent of participants said they would recommend the program to their colleagues.” Or, “One participant noted in his evaluation form that, ‘...this program saved my job! Through the stress management program I learned not only how to manage my time and how to relax during high-stress times, but also how good nutrition and exercise increase hormones that help me to better manage my stress levels.’”)

Additional Evaluation Items for Consideration

- Aggregate health risk appraisal statistics (including biometrics)
- Worker's compensation claims (highest cost + highest incidence) over a period of time
- Health plan data on:
 - health conditions that result in the top 5 most costly medical claims (e.g. depression, high blood pressure, cholesterol, obesity)
- Pharmaceutical costs - top five conditions medications are prescribed (e.g. cholesterol, allergy, diabetes)
- Unscheduled leave of absence due to injury, illness (excludes pregnancy and other family leaves)
- Participation levels and employee evaluation of program/activity/change
- Preventive care exams and/or screening
- Attendance at health education classes outside of those offered at the worksite
- Body fat index and/or waist circumference
- Absenteeism
- Utilization of gym or other recreational facilities
- Number of injuries (or reduction on injuries)
- Sick days
- Accessing on-line health programs
- Total cost of medical claims on quarterly, semi-annual or annual intervals
- Average number of days for Return to Work
- Number of employees who were treated through occupational health
- Hits on the intranet wellness page

Reminder: Please read the CA Fit Business Award application directions carefully. The application submission process has changed and must be followed in order to guarantee that your application will be reviewed. All documents must be postmarked by June 16, 2008 and sent to the following address:

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CA Wellness Task Force
PO Box 1292
Orangevale, CA 95662**

Questions? Please contact Leah Cox at 916/760-7448
or via email at wellnesstaskforce@yahoo.com.