



Moveabout:
Worksite Physical Activity
Incentive Program
Coordinator Training Manual

Brought to you by the...
Worksite Action Team of
Healthy Buncombe
www.healthybuncombe.org

In Collaboration with Wellness Council of WNC, Buncombe County Health Center, The Biltmore Company, Care Partners and the YMCA of Western North Carolina.

Let's Get Started

Moveabout is a program that encourages worksites to create healthy behaviors through regular physical activity. This minute based program is easy to understand and implement. Plus, with the minute based goal it allows for participants to accumulate minutes of activity from a variety of sources. Activity minutes can come from gardening to yoga, biking to dancing and everything in between. An example list of acceptable activities will be provided in the training manual.

Remember this program runs for about 10 weeks (we offer a fall and spring season of moveabout) so you need to get started right away by telling folks about it! This is a great self-report program that will require little assistance from you- we have even provided all of the materials (logs and flyers) you need in this training manual.

As the Coordinator for your worksite we ask that you do these things:

1. Tell folks about Moveabout, have senior management announce the program at staff meetings, etc. Post flyers or other information to encourage folks to join Moveabout.
2. Explain the Moveabout Program:
 - a. Minute based activity program – we ask participants to aim for 150 minutes of activity each week (an average of 30-minutes/day).
 - b. A chance to win prizes if you stick with it for 10 weeks.
3. Hand-out registration and collect registration forms.
4. Offer recognition for participants – see what your worksite can do to recognize participants to encourage participation and increase morale.
5. Be a champion for the program – let folks see you being active.
6. Encourage Senior Management to issue a letter of support for participation in the Moveabout program. (Sample letter is included in this manual.)
7. Ask us (the Healthy Buncombe coalition) for help
- 8. Submit your company registration to:**
Meghan Ibach, Moveabout Coordinator
Fax -250.6146 (attn: Terri March)
Email – MoveaboutCoordinator@gmail.com
- 9. Submit Company/Business totals at the end of the program.**
- 10. Complete an evaluation at the end of the program.**
11. Encourage people to stick with it.

If you have any questions or need additional support, feel free to contact Meghan Ibach @ 704.617.3330.

Thank you for helping us make Moveabout a huge success!

Moveabout

Individual Registration Form

Name: _____

Company/Business: _____

Day-time phone: _____

Email Address: _____

I understand that if I successfully complete the program by completing 150 minutes of activity each week for the duration of the program (100 days), I will be eligible for prizes and my name may be published in the paper. Someone from the media might contact me for additional information (interview, picture, etc)

Signature: _____

This form must be received by _____ (March 11th) to officially register in the contest. Please return your registration form to your company coordinator.

Moveabout

Company/Schools Registration Form

Coordinator Name: _____

Company/Business: _____

Day-time phone: _____

E-mail: _____

Number of Participants: _____

Coordinator Signature: _____

Please complete this form and return to Meghan Ibach by
March 11th!

Please fax this form to Meghan Ibach @ 250.6146 (attn: Terri March) or email to
Moveaboutcoordinator@gmail.com

Questions? Please contact Meghan Ibach @ 704.617.3330

This form must be received to officially
register your employees in the contest

Moveabout Evaluation

Company Name: _____

Coordinator _____ Phone _____

1. How many employees are in your company? _____

2. How many employees participated in Moveabout? _____

3. What percentage of your employees participated (#2 / #1)? _____

4. How many total minutes of activity were accumulated? _____

5. In what way do you plan to continue the program? _____

6. Did your company offer any extra incentives or additions to the program? If so, please explain. _____

7. Additional comments/suggestions – Please feel free to include personal stories or quotes from your participants. Any and all comments are appreciated!

Please submit this evaluation with your participant totals at the end of each Moveabout season! Thanks!!!



Worksite Physical Activity Incentive Program

Brought to you by the Worksite Action Team of Healthy Buncombe

WHAT: Moveabout is a new spin on our old Walkabout program. The goal with Moveabout is to help folks make activity a habit. Experts tell us we need at least 30 minutes of activity most days of the week. Making Moveabout a fun opportunity to be active, plus you will have the support of other Moveabout participants.

WHY: Being active is part of a healthy lifestyle and can help prevent or improve many major health problems like heart disease, diabetes, cancer, depression and many others. Plus, few of us are as active as we need to be!

HOW: You will keep track of the number of minutes you are active each day. Use the activity log to record your daily minutes of activity. You don't need to be active every day. Just aim for 150 minutes of activity each week! We are asking that everyone record activity at least 3 days per week, all activity minutes may not be completed in one day. Activity may be completed at any time including work breaks, lunch hours and at home and on the weekends.

GETTING STARTED: Fill out the registration form and return to your worksite coordinator. Your contact will distribute the activity log to be used for recording your minutes. Have you been active for the past 3 months? If not, you should talk to your doctor; you may need to be cleared for activity. And of course have fun! If you enjoy the activities you will be more likely to stick with it!

WHO WINS WITH MOVEABOUT? Everybody wins! Not only will you be improving your health, having fun and being a role model for co-workers, friends, family and our children, you will also have the opportunity to win great prizes!

PRIZES: The prize drawing will be held at the conclusion of the 10-week program. You need to return your log and evaluation in order to qualify for the prize drawing. Prizes could include fitness apparel, t-shirts, water bottles, gift certificates from many local businesses, massages and much more!

*** Prize drawing will not be exclusive to your worksite; all participants who complete the challenge will be entered in the drawing at the end of the program. ***

READY...SET...Let's Get Moving!!!

Moveabout

Example list of acceptable activities:

- ✓ Working in the garden
- ✓ Mowing the lawn (with a push mower)
- ✓ Playing with your kids
- ✓ Walking the dog
- ✓ Taking a Yoga class
- ✓ Aerobics Classes
- ✓ Dancing
- ✓ Bowling
- ✓ Exercising while you watch TV
- ✓ Playing Frisbee...or you could play Frisbee golf
- ✓ Walking a round of golf
- ✓ Raking leaves
- ✓ Shoveling snow
- ✓ Washing the car
- ✓ Walking with a friend
- ✓ Jogging
- ✓ Biking
- ✓ Hiking
- ✓ Swimming
- ✓ Cleaning your house (try dancing to some music at the same time!)

You get the idea. Basically you can count almost anything that keeps you up and moving for at least 10 minutes. Aim for at least 30 minutes accumulated activity each day!

Sample Letter for Senior Management

Dear Employees

We all know that exercising is beneficial to our health. Exercising can improve “good” cholesterol levels, prevent and reduce high blood pressure, lower your blood sugar, prevent adult-onset diabetes, help you sleep better, improve concentration, and relieve stress. As a result of exercise, we can maintain and reduce rising health care costs, prevent injury, and improve employee health. I am proud to introduce and support the *Moveabout* Incentive Program.

Moveabout is a program provided by Healthy Buncombe, the Physical Activity & Nutrition Coalition and the Wellness Council of WNC. This program encourages you to ‘move’ every day. This movement can include just about anything, from walking to gardening, from yoga to swimming. Basically, you can record activity minutes from anything that gets you going for at least 10-minutes. Once completed, you are eligible for prizes and your name may be printed in the local paper.

_____ is our Moveabout Coordinator. I encourage you to talk with _____ for more information and to register for the program. The deadline for registration is (date).

To encourage you to participate, Senior Management/ I is/am (choose all that apply)

- Participating in the program
- Providing 30 minutes release time each week for employees to walk
- Beginning a walking club that meets at x time each day/week/ MWF.
- Adding Moveabout to our policy manual

Thank you in advance for participating in Moveabout. It is an excellent program and I encourage you to take full advantage of this opportunity.

Good health makes good business,

Senior Manager

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| <p>Less than 1/3 of Americans participate in regular exercise</p> | <p>One will burn approximately 100 calories per mile walked. Walking is a weight-bearing exercise. Therefore, regular walking could reduce your risk of developing osteoporosis by keeping your bones strong.</p> |
| <p>Activities don't have to be continuous to be effective. Therefore, walking for 10-minutes 3 times a day is just as good as walking 30 minutes in one session.</p> | <p>30 minutes of golf (when walking the course) can burn about 165 calories.</p> |
| <p>Regular exercise increases longevity. A study at Harvard University found that on the average, every hour of vigorous activity increased longevity by two hours.</p> | <p>Studies show that strong social support from family and friends has been consistently and positively related to regular physical activity.</p> |
| <p>One pound of fat is equivalent to 3,500 calories. How much you burn depends on your weight and the intensity of the activity.</p> | <p>Water is one of the most important nutrients in our diet. Headaches, fatigue and dry eyes are signs of dehydration.</p> |

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| <p>Exercise improves the amount of good cholesterol (HDL) you have.</p> | <p>A hug relieves tension, improves blood flow and reduces stress. Get one or two today! 😊</p> |
| <p>Did you know? The single biggest cause of backache is poor posture.</p> | <p>For a healthy back you need:</p> <ul style="list-style-type: none"> ✓ Low back flexibility ✓ Hip flexor muscle flexibility ✓ Hamstring flexibility ✓ Strong abdominal muscles ✓ Strong back muscles |
| <p>Music soothes the savage beast and the stressed out human.</p> <p>Positive thinking is powerful medicine.</p> <p>A hearty laugh can cause a relaxation response of up to 45 minutes.</p> | <p>Melon rinds can harbor bacteria that may taint the fruit flesh once a melon is cut. Wash the melon under cold water before slicing into the fruit.</p> |
| <p>When picking up an object:</p> <ul style="list-style-type: none"> ✓ Move close to the load ✓ Raise the object with your legs ✓ Bend your knees ✓ Do not use your back to lift ✓ Turn by moving your feet | <p>The largest organ in your body is the skin. Always use protective sunscreen if you are outdoors. Experts recommend using at least an SPF of 15.</p> |
| <p>Deep orange fruits and dark green vegetables contain carotenoids that fight cancer and macular degeneration, a disease that can lead to blindness.</p> | <p>The human body contains more than 600 muscles. Use some of them by participating in a fun activity today!</p> |

The average brain's information storage capacity would fill a 40,000 volume library.

Isoflavens in soy products may help to lower LDL cholesterol and protect against heart disease.

Along with folate, vitamins B6 and B12 are associated with a reduced risk of coronary heart disease.