

SAMPLE Wellness Committee Action Plan

Organization: ABC Corporation

Program Coordinator: Sally Jo Smith

Planning Chairperson: Bruce Morgan

Period Beginning: January 1, 2011

Period Ending: December 31, 2011

Vision Statement:

To provide a work culture that supports our employees' health.

Goals:

- 1. Improve access to healthy foods and beverages during the work day*
- 2. Encourage employees to be physically active during the work day*

Period Budget:

\$500.00

Overall Marketing and Communications Strategies:

- Establish a bulletin board for print announcements, flyers and general wellness information.*
- Establish a posted calendar mark the start and end date of all activities.*
- Establish wellness updates as a standing agenda item for all staff meetings*

Goal # <u>1</u> : Improve access to healthy foods and beverages during the work day					
<p>Strategy:</p> <p><i>By July 2011, all snack and beverage vending machines will provide at least 50% healthy snacks and beverages.</i></p>	<p>Timeline:</p> <p><i>Negotiations complete by April 2011,</i></p> <p><i>New vending available to staff by June 2011.</i></p>	<p>Responsible Member</p> <p><i>Sally Jo Morgan in coordination with leadership</i></p>	<p>Budget:</p> <p><i>\$ 0.00</i></p> <p><i>Note: Consider a price adjustment to boost revenue.</i></p>	<p>Marketing and Communications</p> <p><i>1. Bulletin board</i></p> <p><i>2. Staff meeting updates</i></p> <p><i>3. Signage in break room & on vending machines</i></p>	<p>Evaluation Strategy:</p> <p><i>1. new contract</i></p> <p><i>2. visual inspection</i></p> <p>Final Results:</p>
<p>Strategy:</p> <p><i>By February 2011, draft and adopt new policy to require healthy food & beverage choices at all company sponsored meetings and events.</i></p>	<p>Timeline:</p> <p><i>Draft by 2-1-11</i></p> <p><i>Revise by 2-9-11</i></p> <p><i>Adopt by 3-1-11</i></p>	<p>Responsible Member</p> <p><i>Bruce Morgan</i></p>	<p>Budget:</p> <p><i>\$ 0.00</i></p>	<p>Marketing and Communications</p> <p><i>1. Educate all Supervisors</i></p> <p><i>2. Staff meeting updates</i></p>	<p>Evaluation Strategy:</p> <p><i>1. new policy</i></p> <p><i>2. review food and beverage served</i></p> <p>Final Results:</p>
<p>Strategy:</p> <p><i>By November 2011, host a minimum of 3 lunch and learn sessions on healthy eating behaviors.</i></p>	<p>Timeline:</p> <p><i>Locate provider by 2-15-2011.</i></p> <p><i>Finalize topics, dates and locations.</i></p>	<p>Responsible Member</p> <p><i>Sally Jo Morgan</i></p>	<p>Budget:</p>	<p>Marketing and Communications</p>	<p>Evaluation Strategy:</p> <p><i>1. total events</i></p> <p><i>2. session topics</i></p> <p><i>3. participation</i></p> <p>Final Results:</p>