

2014 Worksite Wellness Award Application

Presented by The Vermont Governor's Council on
Physical Fitness and Sports and
The Vermont Department of Health



Thank you for taking the time to apply for a 2014 Worksite Wellness Award from the Vermont Governor's Council on Physical Fitness and Sports. This application covers the period from September 1, 2013 - August 31, 2014.

IMPORTANT: Use this PDF version to review the survey questions. Complete the actual survey online at: <https://www.surveymonkey.com/s/2014WWAward>.

You do not need to complete the application in one sitting. However, do not click '*done*', until the application has been completed to your satisfaction. You can close Survey Monkey and return to your application again by clicking on the application link.

DEADLINE: The deadline for FINAL submission is 5:00 p.m. on October 31, 2014, at which time the link will permanently close and disallow further entries.

As a result of feedback from a broad range of Vermont employers, this year's application has been revised to better reflect the vast and varied commitment to wellness in our state. Many organizations are recognizing that leadership, communication, and culture, in addition to healthy employees and cost containment are areas that must be addressed to create effective and well workplaces. Employers are moving forward and redefining what wellness in the workplace looks like, and in line with this year's conference theme, "Creating Well Workplaces," the Governor's Council has worked to create an application that will capture employer and employee wellness success.

The 2014 application is shorter, with more narrative questions to give you more latitude to share what your organization is doing, and why it should be recognized. We are also addressing concerns that the award levels created an unnecessary amount of competition between employers, instead of focusing attention practices that create the best well workplace possible.

This year, workplaces will be recognized in two award categories: "Governor's Excellence in Wellness" award and the "Rising Star in Wellness" award. You must receive at least 13 out of the possible 19 points to qualify for the "Governor's Excellence in Wellness." Eight of those points must come from the first scored question.

We hope the questions will allow you to present your achievements, and help you identify areas for future growth.

Thank you again for being a difference maker for the wellbeing of your workplace and your employees. We look forward to seeing you at the 2015 Annual Worksite Wellness Conference, March 25, 2015!

Survey Questions

1. Name:
Position:
Company:
Address:
Address 2:
City/Town:
State:
ZIP/Postal Code:
Contact person email address:
Phone Number
Name and Title of Top Executive in Company:
Names of all people on Wellness Team:
2. Organization Type:
3. What department is responsible for your wellness program?
 - Administration/Leadership
 - Finance
 - Human Resources
 - Public Relations/Marketing
 - Safety
 - Wellness/Health Improvement
 - Other
4. How many people are employed in your organization?
 - 1-10
 - 11-50
 - 51-150
 - 151-500
 - 501-999
 - 1000 or more

Markers of a Successful worksite wellness Program: Scored

Must get 8/10 to qualify for "Governors' Excellence in Wellness" (1 point for each "yes" answer)

Our Wellness Program has:

5. An established Vision/Mission Y___ N___

Comment Box: (Please insert your Vision , Mission here or talk about why you do not have one:

6. Clearly defined wellness objectives Y___ N___

Comment Box: Please list your objective:

7. Defined measures for those wellness objectives Y___ N___

Comment Box: Please list your measures:

8. A Wellness committee, core group or designated department/staff Y___ N___

Comment Box: Please explain:

9. A Written wellness plan Y___ N___

10. Visible leadership/management support and participation Y___ N___

Comment Box: Please explain:

11. Worked to address 1 or more dimension of wellness (Occupational, Physical, Social, Intellectual, Spiritual and Emotional) Y___ N___

Comment Box: Please list the dimensions you address and how – please be brief:

12. Consistently sought employee input to help design a wellness program for the organization that engages employees at different level, with different learning styles and different desires (ex. Group vs. individual, different topic interests) Y___ N___

Comment Box: Please explain:

13. Documented company policies and physical, organizational, social environment that supports wellness efforts Y___ N___

Comment Box: Please explain:

14. An effective communication channel or channels you use to reach all employees regarding your wellness efforts Y___ N___

Comment Box: Please share:

Narrative Section: Questions are scored

Each question is worth 3 points (this means you will want to answer, all three sub questions if you are able as each one will be worth 1 pt). You will be scored on the completeness of your answer.

Please use 250 words or less to answer each question.

15. Tell us how your organization supports and promotes a well workplace culture.

- a. Describe the current culture in your organization.
- b. What are you doing to improve the culture of wellness/wellbeing?
- c. Have there been any noticeable changes in the culture of wellness over the last year?

16. Tell us how your organization is working toward its objectives in the last year (September 1, 2013-August 31, 2014)
 - a. How has your work supported/ carried out your vision/mission?What was one objective your organization was working toward?
 - b. What was one objective your organization was working toward?
 - c. Tell us if you attained your objective. (Describe how you achieved your objective or the barriers that kept you from achieving it)

17. Give 3 examples of how your organization is measuring engagement in wellness? (ex. % of people participating, wellness culture, policies, etc.)

18. THIS QUESTION IS REQUIRED (but not scored) FOR YOU TO RECEIVE A SCORE:
Using 50 words or less, tell us what you want to highlight about your program for your company's entry in the conference booklet: (What was exciting about your program? / What was new? / What was successful? Etc.)

19. 2015 will be the second year the Vermont Business Leadership Award is presented.
The Vermont Governor's Council on Physical Fitness and Sports is looking for nominations for business leaders who consistently support worksite wellness in Vermont.
Please provide a nomination for the 2015 Vermont Business Leadership Award:
Please explain your nomination in 250 words or less.