

KNOX WORKPLACE

Team Walking Challenge

SPRING 2024



REGISTRATION PACKET

**THANK YOU FOR JOINING US FOR OUR KNOX
WORKPLACE TEAM WALKING CHALLENGE!**

A friendly competition that promotes the healthy benefits of walking to people of all abilities and encourages teams building through team-based goals and rewards.



HAVE FUN & WIN PRIZES!

- Weekly leaderboards
- Trophies for top teams
- Medals for top walkers in each activity level
- Raffle Challenges with prizes



PACKET CONTENTS

- Walking Challenge Overview & Guidelines
- Team Registration Form



REGISTRATION DEADLINE

April 2, 2024

Registration forms to be emailed to tbeha@knoxdd.com



PRESENTED BY:

WEBSITE

www.gethealthyknox.com



FACEBOOK

[@gethealthyknoxcounty](https://www.facebook.com/gethealthyknoxcounty)

OVERVIEW & GUIDELINES

Please review the walking challenge details below.

If you have any questions, please email tbeha@knoxdd.com or call at 330-390-5175.

INFORMATION MEETINGS

We will be offering online information meetings for new and returning teams to learn about the walking challenge guidelines, updates, raffle challenges, and to answer any questions you may have.

- March 14 at 12pm (zoom link: <https://us02web.zoom.us/j/88461835200>)
- March 20 at 12pm (zoom link: <https://us02web.zoom.us/j/88461835200>)

CHALLENGE DATES

- Registration Deadline: April 2, 2024
- Team Leaders will receive a welcome email on Wednesday, April 3rd.
- The official Challenge Kickoff Email will be sent on Friday, April 5th for team leaders to share with their team.
- Walking Challenge: April 7 – May 4, 2024
 - Steps are to be counted from Sunday – Saturday of each week.
 - Steps to be submitted every Monday by the Team Leader.
 - Leaderboard updates emailed to teams and posted every Wednesday.
 - End of Challenge Results posted May 8, 2024.

	Step counting Days (Sunday – Saturday)	Deadline for Team Leader to submit steps	Leaderboards emailed & posted
Week 1	April 7 – 13	April 15	April 17
Week 2	April 14 – 20	April 22	April 24
Week 3	April 21 – 27	April 29	May 1
Week 4	April 28 – May 4	May 6	May 8

TEAMS AND TEAM LEADERS

- Teams can be from 5 – 30 members.
 - **To make it fair, regardless of team size**, team distance is calculated using the **team's step average**. See section "HOW STEPS AND TEAM DISTANCE ARE COUNTED" For details.
- Organizations with multiple teams
 - Organizations can have more than 1 team! Some things to keep in mind:
 - You can have 1 team leader for multiple teams, or each team can have its own team leader.
 - Each team will need to have at least 5 people.
 - You can choose how you want to organize into teams.
 - *i.e. – by department, internal sign-up, random selection, etc.*
 - Organizations with multiple teams will receive an "Agency Detail Report" each week.
- **If your organization has less than 5 people**, you can still participate! We can partner organizations together to meet the 5-person minimum.
- Each team will need a Team Leader that will be responsible for:
 - Completing and submitting the registration form
 - Gathering and submitting the team's steps each week using the Weekly Step Form.
 - Gathering and submitting photos for the raffle challenges.
 - Being the point of contact for sharing challenge updates, leaderboard emails, etc. with their team.

CHALLENGE PRIZES

We strongly encourage each agency to have fun and help enhance their employees' experience with this challenge by offering their own weekly or end of challenge incentives or prizes in addition to the official Knox Workplace Team Walking Challenge prizes.

We'll do the calculations for you! Each Team Leader will be receiving their team's weekly stats in their Wednesday email.

Need some ideas? Here are what some organizations offered to their participants this spring:

\$5 participation gift card

Golden shoe trophy passed to the top walker each week

Weekly gift card raffle for hitting step goal (ie- 50,000 steps)

Agency Swag prizes

Dress down coupon

Weekly gifts (EXTRA gum – "thanks for going the EXTRA mile")

- Below are the prizes that will be awarded as part of the Knox Workplace Team Walking Challenge:
 - Top 3 Teams
 - The 3 teams with most total distance at the end of the challenge will be awarded a Trophy for their office.
 - **Knox Community Hospital is donating a healthy lunch to the Top Team this year!**
 - Top 3 Individual Step Counts **in each activity level group**
 - Activity Levels range from people who are just starting to increase their activity to people who already lead an extremely active lifestyle.
 - The 3 people with the highest total steps **in each activity level group** at the end of the challenge will be awarded an individualized medal and Get Healthy Knox County Goody Bags
 - Raffle Challenge Prizes
 - Raffle Challenges are optional for teams and will have no effect on the weekly standings. Walkers that participate in the Raffle Challenges will be entered into a drawing for prizes at the end of the Walking Challenge.
 - **NEW THIS YEAR – All Raffle Challenge participants will be entered into a drawing for a free stay at the Grand Hotel in Mt. Vernon!**

COMMUNICATION FROM THE CHALLENGE COORDINATOR

Throughout the challenge, the Team Leader will receive updates, reminders, and leaderboards from the Challenge Coordinator.

All the emails are designed for you to be able to share them directly with the rest of your team unless otherwise noted:

- Team Confirmation Email *(for team leader only)*
- Welcome Email *(for team leader only)*
- Walking Challenge Kick Off Email
- Weekly Emails
 - Motivation Email (Fridays)
 - Step Due Reminder Email (Mondays)
 - Weekly Standing & Leaderboard (Wednesday)
- End of Challenge Survey

REPORTING YOUR STEPS

- Team Leaders are responsible for completing and submitting the Weekly Step Form by 5pm on Monday.
 - You will receive your Weekly Step Form in your Team Confirmation Email.**
- The Team and Individual steps will only be calculated from this form.
- Weekly Step Forms that are submitted after 5pm on Monday are not guaranteed to be included in leaderboard calculations.
- If a walker does not submit their steps, it will count as 0 when calculating the team distance.

HOW STEPS AND TEAM DISTANCE ARE COUNTED

- The following can be used to count steps:
 - Pedometer, smart watch, smart phone step counter, smart phone apps, and fitbits, or similar devices.
 - At this time, we do not include activity conversions, like gardening, in our step counts.
 - If a person at your organization utilizes a wheelchair or other mobility aid, we would love to have them participate! Please contact us for a mobility aid conversion chart.
- How Team Distance is Calculated:
 - To ensure **each team has a fair chance at winning regardless of team size**, we will be using the **average** of your team steps each week to calculate Team Distance.
 - For this challenge, when calculating distance, 2,000 steps = 1 mile.

How Team Distance is Calculated	
1. (total steps by team ÷ total number members) = average team steps 2. (Average team steps ÷ 2,000) = Team Distance (in miles)	
Example – Large Team	Example – Small Team
Team A = 10 members Total steps by team = 610,000 steps <i>Member steps: 45,000 + 45,000 + 50,000 + 50,000 + 55,000 + 55,000 + 70,000 + 70,000 + 85,000 + 85,000</i>	Team A = 5 members Total steps by team = 305,000 steps <i>Member steps: 45,000 + 50,000 + 55,000 + 70,000 + 85,000</i>
1. (610,000 ÷ 10 members) = 61,000 average team steps	1. (305,000 ÷ 5 members) = 61,000 average team steps
2. (61,000 ÷ 2,000) = 30.5 miles for team distance	2. (61,000 ÷ 2,000) = 30.5 miles for team distance

LEADERBOARDS + SPECIAL RECOGNITION

- Team Distance Leaderboard
 - The top 20 team distances will be posted on the weekly leaderboards.
 - Please see “How Steps and Team Distance are Counted” for more information.
 - The weekly distance totals will be added together each week for the team’s total distance.
 - (week 1 total) + (week 2 total) = Week 2 total Distance
- Individual Steps Leaderboard
 - While we are all participating on teams, we want to celebrate individual step successes too!
 - The top 20 individual step counts for each Activity Level will be posted on the weekly leaderboards.
 - The weekly step total will be added together each week for the individual’s total.
 - (week 1 total) + (week 2 total) = Week 2 total steps
- Special Recognition for Team Participation and Individual Walker Weekly Step Improvement
 - Team Participation
 - Teams with 100% step submissions in the weekly step report will be recognized throughout the challenge.
 - Individual Walker Weekly Step Improvement
 - Walkers that improve their step count week over week will be recognized throughout the challenge.

RAFFLE CHALLENGES

Raffle Challenges are optional for teams and will have no effect on the weekly standings. All participants in the raffle challenges will be entered into a drawing for prizes! Below are the raffle challenges being offered this spring.

How It Works:

Submit your selfies each week to your team leader.

1 Raffle Entry per picture submitted or for each person in group pictures.

Work Walking Breaks

Show us how you are getting a few extra steps in while you're working!

Take take a selfie showing how you take Walking Breaks while working.

Need Ideas for Walking Breaks?

Work in an office? ... Park at the back of the parking lot, take a lap around the building, or take a few laps in the hallways with your coworkers.

Work remotely from home? ... Take a stroll around your yard, neighborhood, or show us how you get extra steps while working indoors.

Share Your Knox County

Where are your favorite places to walk in Knox County?

Take a selfie at your favorite place to walk and be entered into a prize raffle!

New to Knox or not sure where to explore? See our list of suggested locations:

- Harmony Playground – 108 Mt Vernon Ave, Mt. Vernon
- Heart of Ohio Selfie Sign – 7062 Columbus Rd, Centerburg
- Gambier Steam Locomotive – 106 College Park Dr, Gambier
- Ariel Park River of Glass – 10 Pittsburg Ave, Mt. Vernon
- Danville Memorial Park – 802 S Market St, Danville
- The Stone Arch – 2331 Coshocton Ave, Howard
- Bridge of Dreams – 15799 Main St, Brinkhaven
- Nature Play Trail – 9943 Laymon Rd, Gambier
- Honey Run Park + Viewing Deck – 10855 Hazel Dell Rd, Howard
- I Love Kokosing Gap Trail Sign – 110 Mt. Vernon Ave, Mt. Vernon
- Kokosing Park Splash Pad – 69 N Main St, Fredericktown

REGISTRATION FORM

Please complete and submit the registration form below to tbeha@knoxdd.com by **April 2, 2024**.

Minimum of 5 members per team. Organizations can have multiple teams - a registration form will need to be completed for each team.

Team Name: _____ Organization/Agency Name: _____

Team Lead: _____ Phone: _____ Email: _____

I would like to submit my team's weekly step form using (please select one):

_____ Online Form _____ Excel _____ Word

Please list your team members below (First and Last Name) **AND** have them select their Activity Level Group.

Please pick the activity level where you currently are OR your goal activity level for the challenge.

Level 1 = 0 to 50,000 steps/week	Level 2 = 50,001 to 90,000 steps/week	Level 3 = 90,001 or more steps/week
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The level you pick is the level you compete in for the whole challenge.

1	____ Level 1 ____ Level 2 ____ Level 3	11	____ Level 1 ____ Level 2 ____ Level 3	21	____ Level 1 ____ Level 2 ____ Level 3
2	____ Level 1 ____ Level 2 ____ Level 3	12	____ Level 1 ____ Level 2 ____ Level 3	22	____ Level 1 ____ Level 2 ____ Level 3
3	____ Level 1 ____ Level 2 ____ Level 3	13	____ Level 1 ____ Level 2 ____ Level 3	23	____ Level 1 ____ Level 2 ____ Level 3
4	____ Level 1 ____ Level 2 ____ Level 3	14	____ Level 1 ____ Level 2 ____ Level 3	24	____ Level 1 ____ Level 2 ____ Level 3
5	____ Level 1 ____ Level 2 ____ Level 3	15	____ Level 1 ____ Level 2 ____ Level 3	25	____ Level 1 ____ Level 2 ____ Level 3
6	____ Level 1 ____ Level 2 ____ Level 3	16	____ Level 1 ____ Level 2 ____ Level 3	26	____ Level 1 ____ Level 2 ____ Level 3
7	____ Level 1 ____ Level 2 ____ Level 3	17	____ Level 1 ____ Level 2 ____ Level 3	27	____ Level 1 ____ Level 2 ____ Level 3
8	____ Level 1 ____ Level 2 ____ Level 3	18	____ Level 1 ____ Level 2 ____ Level 3	28	____ Level 1 ____ Level 2 ____ Level 3
9	____ Level 1 ____ Level 2 ____ Level 3	19	____ Level 1 ____ Level 2 ____ Level 3	29	____ Level 1 ____ Level 2 ____ Level 3
10	____ Level 1 ____ Level 2 ____ Level 3	20	____ Level 1 ____ Level 2 ____ Level 3	30	____ Level 1 ____ Level 2 ____ Level 3

Please review the Walking Challenge details below:

- This Challenge runs for 4 weeks (April 7 – May 4)
- Team Leaders submit the team member's steps by end of the day (5pm) on Mondays.
- Team members agree to use the approved step counting methods:
 - Pedometer, smart watch, smart phone step counter, smart phone apps, and fitbits or similar devices
- Team distance is calculated by using the team's average steps for the week. This allows for each team, regardless of size, to have equal chances of winning.

By signing below, your team is agreeing to participate in the walking challenge in accordance with the details listed above. Your team is agreeing to report their weekly steps accurately using the approved step counting methods.

Team Leader Name: _____ Signature: _____ Date: _____