



# Departmental Wellness Challenge Form

**Thank you** for your interest in organizing your departmental wellness challenge. Your manager's approval must be obtained before proceeding. This ensures key partners are aware and support the activity.

**Steps for completion:**

**Step 1:** Discuss the goals of the activity with the local management team and balance potential risks to employees. Confirm activity doesn't violate an established City of Houston Policy or local, state or federal regulations.

**Step 2:** Your activity for the Departmental Wellness Challenge must meet the following criteria:

✓ Pick 1 challenge below:

<input type="checkbox"/> Balance My Meal	<input type="checkbox"/> Get Active*	<input type="checkbox"/> Improve Your Mood
<input type="checkbox"/> Get Involved – City and Cigna sponsored events that promote employees to be physically active. (i.e. Cigna Sunday Streets)		

*\*Participants are responsible to check with their physician before starting any exercise programs.*

- ✓ Minimum of 15 participants
- ✓ Challenge approved by departmental manager
- ✓ Minimum of 4 plus interactions
- ✓ Manage attendance sheet with employee ID, first name and last name of participants

**Step 3:** Complete below and secure signature of key partners. Return form to:

[wconnection@houstontx.gov](mailto:wconnection@houstontx.gov):

Departmental Coordinator	Coordinator's email	Coordinator's phone number
Department	Location for challenge	Date and time of challenge
How many times will the event occur?	Estimated number of employees	Estimated number of non-employees
Brief description of activity:		
Manager's approval		Name of Manager
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Coordinator's signature		Manager's signature

The Wellness team will review your form and will reach out to you within two weeks of receipt.

**Thank you**