

Worksite on the Move Implementation Checklist

- Create your Registration Form.**
Use the “Registration Form” template (downloadable Word file).
- Create an Introductory Packet.**
Use the “Introductory Packet” template (downloadable Word file). Packet contents include:
 - Program overview; logistics; tips on fluids, food, clothing and shoes; stretching; safety
 - Questionnaires:
 1. Par-Q: Intended to identify people who may need to seek medical advice before they perform physical activity or may not be able to perform physical activity.

Participants should complete the Par-Q and are required to indicate that they have done so on their registration form.

2. Pre-program and post-program evaluations: Intended to gather data for program evaluation/future funding.

Participants receive the evaluation surveys through e-mail, with instructions to complete them prior to the first and last sessions. If participants complete the paper version, **mail all forms to us at:** Heart of New Ulm Project, 1324 Fifth North Street, New Ulm, MN 56073.

- Training schedules

- Announce and promote the program.**
Use the “Program Announcement” template (downloadable Word file).

Make use of several modes of communication to announce and promote the program. Use company newsletters, email lists and hang posters in visible areas.
- Create a process for employees to register.**
Make the *Worksite on the Move* registration forms available in multiple locations and electronically (e.g., on your company Intranet).

- Complete the Team Registration on the Heart of New Ulm Web site at www.heartofnewulm.org.**
- Track registrations and attendance.**
Use the “Registration Tracking” template (downloadable Word file).
- Distribute the Introductory Packet.**
Following registration, distribute the packet electronically or via interoffice mail.
- Send out weekly messages.**
Use the “Weekly Messages” template (downloadable Word file).

Stay connected weekly with participants through weekly messaging. Use email, hang posters in common areas such as the break room or use paper mailings. Communication should include program logistics, announcements and information related to health, physical activity and nutrition. Feel free to modify messages to make them fit your specific organization.
- Distribute handouts to support your program.**
It’s helpful to give participants information about walking and running that will help prevent injury and maximize their physical activity experience. Use the “Handouts” provided at the end of this kit. They can be given out to participants at any point during the program. Handouts include:
 - Benefits of Physical Activity
 - Stretching
 - Eating for Performance and Energy
 - Proper Form for Running and Walking
 - Healthy Eating
- If participants complete the paper version of the post-program evaluation, collect these at session 8 and mail to us at:** Heart of New Ulm Project, 1324 Fifth North Street, New Ulm, MN 56073.