

MCPS ON THE MOVE

MONTGOMERY COUNTY PUBLIC SCHOOLS  KAISER PERMANENTE

Program Guide

**START
MOVING**



**WIN
PRIZES**



A Physical Fitness Competition



***MCPS on the Move* Program Guide:**

- What is *MCPS on the Move*?
- Online Tools
- The Coach's Role
- The Competition and Prizes
- Next Steps

What is *MCPS on the Move*?

The MCPS employee wellness program, Well Aware, and Kaiser Permanente have partnered to develop a 12-week health and fitness challenge. The goal of *MCPS on the Move* is to encourage lifelong exercise and health with a fun, friendly competition that emphasizes consistency over athleticism and increases staff members' health and fitness levels.

This challenge offers secondary school and central services staff members the chance to compete for prizes for themselves, their teams, and their schools. Kaiser Permanente is providing \$50,000 in funding for this new challenge. *MCPS on the Move* begins October 3, 2011, and ends December 23, 2011. The competition will be managed via two online resources, the Kaiser Permanente-hosted Fitness Journal and the MCPS wellness website. These two sites will provide participants with tips, tools, and motivation to keep moving.

Online Tools

Fitness Journal

Fitness Journal is a Web-based program that allows participants to track their health, fitness, and weight loss goals, and offers a valuable resource in leading a healthy lifestyle. Your participation in this online program is funded by Kaiser Permanente. Each participant is required to set up a password-protected account and will be responsible for logging his or her physical activity using the Workout Journal section. All information entered remains private, and only aggregate data will be collected.

Tutorials to assist participants with using Fitness Journal, login help information, and the link to Fitness Journal are all available on the MCPS wellness website. Simply search "*MCPS on the Move*" from any MCPS webpage.

Register on Fitness Journal beginning September 19, and start logging your activity October 3.

Participants will need to create a Fitness Journal account by following the simple steps below:

- Visit kp.fitnessjournal.com.
- Click on the link that says "Register to get a Fitness Journal ID."
- Click on the box with the MCPS logo.
- Fill in your information. All information will be kept confidential.
- Enter the registration code: `kpmcps`.

By regularly logging activity, each participant can track his or her healthy lifestyle progress on a personal scale, which often serves as positive reinforcement and works for further motivation.

MCPS Wellness Website

The MCPS staff wellness website is a great resource for program documents and administrative items. There you will find a page dedicated to *MCPS on the Move*. This page offers details about the program, answers many questions, and keeps participants up to date on contest news.

The Coach's Role

For *MCPS on the Move*, volunteer coaches serve as the program coordinators and champions for their locations. The *MCPS on the Move* coach is a voluntary position. Schools and central services locations should select an individual, or create a team of individuals, who will be successful in motivating staff to participate and stay engaged throughout the competition.

Coaches are expected to—

- Attend the Wellness Summit at Richard Montgomery High School on Tuesday, September 27, 2011. Invitations have been e-mailed.
- Recruit staff to participate in the competition.
- Assist all staff members with becoming part of the competition.
- Inform school staff about the program via e-mail, staff announcements, and lounge bulletin boards (and/or through the location's preferred communication methods).
- Train staff on the online tool and provide support as needed. Show staff members how to log into their Fitness Journal accounts and log their activity. Training aids are available on the wellness website to show participants how to navigate Fitness Journal and the Workout Journal section.
- Provide support and motivation for participants throughout the competition.
- Nominate a staff member for the spirit award.
- Collaborate with your school or location's leadership to ensure program success.

The Competition and Prizes

Just be active! Participants are encouraged to seek some type of physical activity on most days of the week, and to log it in their Fitness Journal accounts during the 12 weeks of the competition.

How to Participate

The competition is open to all secondary school and central services staff members. This includes administrators, teachers, paraeducators, secretaries, building service workers, health technicians, cafeteria workers, and all central services staff. All staff members should be encouraged to participate.

Staff members can:

- Participate as individuals or
- Form a team of three to nine individuals.

Teams do not have to be made within a department/school. For example, teachers from Montgomery Blair High School can be on a team with teachers from Paint Branch High School or staff members from central services. Locations may have multiple teams.

Accumulating Mileage for the Prizes

- When participants log activity in Fitness Journal, that activity accumulates into miles.
- Fifteen minutes of activity equals one mile.
- All individuals on a team accumulate mileage that counts toward the team prizes.
- Team activity will be averaged for awarding team prizes.
- All individual activity will be eligible for individual prizes.
- For school staff: your individual activity will count toward the school grand prize.
- For central services staff: your team activity will earn you chances to win grand prizes to be utilized throughout central services.

Just remember the prizes are to help you get moving toward healthy eating and to keep you focused on active living.

Prizes

Prizes will be awarded for participation and for logging high levels of activity into Fitness Journal. Prizes will be awarded at regular intervals to reward consistency and keep motivation high.

Registration

The first 100 employees to register online will receive a \$20 gift card from Dick's Sporting Goods. Be ready! Watch your MCPS e-mail on September 19, 2011, for registration opening time and login information.

Participation

Every two weeks, 20 individuals who have entered activity will be chosen at random to win a FruitGuys delivery of fresh seasonal fruit and vegetables from local farms. This delivery will come right to your work location. This incentive can be won only once by an individual over the 12-week competition.

Week 3:

- All team members on the team with the highest average activity from the start of the competition through week 3 will receive a \$50 gift card from Dick's Sporting Goods.
- The individual with the highest average activity from the start of the competition through week 3 will receive a \$50 gift card from Dick's Sporting Goods.
- The top two schools with the highest average activity from the start of the program through week 3 will receive a yoga or Zumba class at their locations.
- The central services team with the highest average activity from the start of the program through week 3 will receive a yoga or Zumba class. Depending on space limitations, coworkers may be invited to participate.

Week 6:

- All team members on the team with the highest average activity from the start of the competition through week 6 will receive a \$50 gift card from Dick's Sporting Goods.
- The individual with the highest activity from the start of the competition through week 6 will receive a \$50 gift card from Dick's Sporting Goods.
- The top two schools with the highest average activity from the start of the program through week 6 will receive a healthy cooking demonstration and tasting at their locations.
- The central services team with the highest average activity from the start of the program through week 6 will receive a healthy cooking demonstration and tasting. Depending on space limitations, coworkers may be invited to participate.

Week 9:

- All team members from the team with the highest average activity from the start of week 7 through week 9 will receive a \$50 gift card from Dick's Sporting Goods.
- The individual with the highest activity from the start of week 7 through week 9 will receive a \$50 gift card from Dick's Sporting Goods.
- The top two schools with the highest average activity from the start of week 7 through week 9 will receive a yoga or Zumba class at their locations.
- The central services team with the highest average activity from the start of week 7 through week 9 will receive a yoga or Zumba class. Depending on space limitations, coworkers may be invited to participate.

In the event of a tie, a winner will be chosen at random.

Overall:

- All team members on the top three teams with the highest average activity over the 12-week competition will win a Wii and Wii Fit.
- The top 10 individuals with the highest activity over the 12-week competition will win a Wii and Wii Fit.
- All team members on the team with the highest average decrease in BMI over the 12-week competition will win a Relaxation Day Package (to be used on your own personal time).
- The top three individuals with the highest average decrease in BMI over the 12-week competition will win a Relaxation Day Package (to be used on your own personal time).
- The top five applications for Spirit Award, to be decided by the *MCPS on the Move* Steering Committee, will receive a \$100 gift card from Dick's Sporting Goods. Coaches can nominate any outstanding participant for this award.

Competition Grand Prizes:

- The high school with the highest average activity will receive a \$7,000 grant for physical education equipment or to promote staff wellness.
- The middle school with the highest average activity will receive a \$7,000 grant for physical education equipment or to promote staff wellness.
- The top two central services teams with the highest average activity will each receive a \$2,000 grant for staff health and wellness.
- The top central services team with the highest average decrease in BMI will receive a \$2,000 grant for staff health and wellness.

Wellness Grant Options: Teams will meet with the wellness coordinator to determine how the grant can best be used. Suggestions include:

- Yoga Class
- Tai Chi Class
- Cooking Demonstration
- Zumba Class
- Seated Massage
- Healthy Breakfast
- Healthy Lunch

Next Steps

If you have volunteered to be a coach, tell your school or location about *MCPS on the Move!* If you are a participant, encourage and support your coworkers in this 12-week challenge.

Coaches, encourage staff members to visit Fitness Journal to create an account. Ask them to dedicate themselves to active living! Participants, log in to Fitness Journal to get acquainted with the settings and tools. Remember: the link to Fitness Journal, tutorials, and login information can be found on the MCPS wellness website.

If you have any questions or need help, contact Well Aware at wellness@mcpsmd.org or call the Employee and Retiree Service Center at 301-517-8100.



