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## Wellness Works Walk Across America

### 1. Program overview

### 2. Let's get started

#### Sample material to introduce program to your employees

- Directions – how to use these materials
- Email/letter – employee program introduction
- Payroll stuffers or news flashes
- Individual sign-up sheet
- Team sign-up sheet
- Promotional material for your bulletin boards

### 3. Every step counts

#### Tracking your progress

- Directions – how to use these materials
- Tracking your progress - log samples
- Coordinator's tracking sheet
- Employee communications - walker's progress emails

### 4. Motivate and succeed

#### Keep the momentum going – ideas to inspire your walkers

- Directions – how to use these materials
- Keep the momentum going – mileage matters
- Sample newsletter
- Where are they now – map for employer
- Map for employee
- Seeing is believing – progress chart
- Incentives
- Certificate of Achievement