



## How to use these materials

### **Employee program introduction email or letter**

You can use the sample as an email or printed letter—or create one of your own.

### **Payroll stuffers or news flashes**

Use these as a source for payroll stuffers or promotional bulletins. Print, then fill in appropriate sections with your written or printed messages. Or type within the text boxes in the document and print as needed. No matter how you use the pieces, they'll keep your message in front of your employees and program participants.

### **Individual and employee sign-up sheets**

You can either send out the sign-up sheets or post them in a convenient location. Be sure to include your introductory material or publicize so your employees will know what the program is all about. Then collect the sheets and begin your program.

### **Promotional material**

Use these ideas to generate enthusiasm.

