Dear Program Coordinator,

Thank you for your interest and participation in AmeriHealth's *Walking Towards Wellness* program. This employer tool-kit is designed for implementation at the worksite. Listed below is a general overview of the program. The specifics are explained in the Tool-Kit Guide and Tool-Kit Contents. Please refer to these attached resources. You will find the information, tools and resources that you need to get started!

**Your Responsibilities**

**Step 1**
Review the entire *Walking Towards Wellness* program.

**Step 2**
Establish time guidelines for your program.

**Step 3**
Schedule a planning meeting.

**Step 4**
Send the leadership announcement from senior management.

**Step 5**
Communicate information to employees regarding *Walking Towards Wellness* program with promotional flyers—i.e. Intranet, paper flyers, payroll inserts, etc.

**Step 6**
Manage the registration process.

**Step 7**
Decide if the company will offer incentives for your employees and establish the criteria.

**Step 8**
Coordinate, schedule and conduct the orientation meeting.

**Step 9**
Coordinate, schedule and hold the Kick-Off Walk.

**Step 10**
Implement the program.

**Step 11**
Distribute weekly e-mails, flyers, etc.

**Step 12**
Program Wrap-up
- Collect Tracking Log and Participant Evaluation form from participants.
- Coordinate and hold celebration event for participants.
- Complete and submit Program Coordinator Evaluation form to your Preventive Health and Wellness Representative.

Please feel free to contact Preventive Health and Wellness with any additional questions at **(610) 225-9561**. Good luck and thank you for your participation!