

All campuses have wellness opportunities! Funding is available for offering health education programs. All you need to do is submit a proposal. The following elements should be included in a proposal for ---

Campus Incentive Funds (CIF)

First Proposal Deadline: Last working day of May each year.

NEW—Campus Incentive Fund proposals will now be accepted throughout each fiscal year, or until all Campus Incentive Funds are exhausted. Submit proposals as often as you need to! (Keep in mind that the initial deadline may exhaust all funding.)

Final Deadline, if applicable: First working day of May in the fiscal year (funds must be used by June 30 of each fiscal year)

Consider the following prior to writing proposals:

- Use the same fee structure for campus programs that Health Matters uses. Participants should be paying for classes.

Pilates/Yoga/Tai Chi/etc. --\$5 per class/participant

One-hour lecture -- \$5/participant

LEARN weight management -- \$50 for new participants, \$25 for returning participants.

CPR/AED--\$35-\$45/participant depending on certifications obtained through the American Red Cross.

Why?

-These programs are reimbursable to Highmark PPOBlue Plan members, if 80% attendance is met, up to \$150 per calendar year for health promotion programs, another \$150 per calendar year for LEARN weight management or Weight Watchers.

- Use the same payment structure for presenters/instructors that Health Matters uses. The following pay scale is currently used for all presenters/instructors for classes longer than one session:

6-15 participants	\$30/hour instructor rate
16-25 participants	\$35/hour instructor rate
26-30 participants	\$40/hour instructor rate
31+ participants	\$45/hour instructor rate

For one-hour lectures, the standard rate is \$50/hour plus travel, if applicable. If using a Health Matters staff member, the fee is \$100 per hour, plus travel.

For “series” health education/weight management classes, such as LEARN weight management, the standard rate is \$100/class, plus travel, if applicable.

- Request Health Matters to put your classes into WebClassic, the on-line registration program.

Why?

--All programs put into the Health Matters' on-line registration permit enrollees to earn Wellness Credits.

--All programs put into the Health Matters' on-line registration permit PPOBlue plan members to be reimbursed for all or some of out-of-pocket expenses.

--You will know how many people are registered and may send e-mail notifications to the class all at once.

- The 10,000 Steps program is available for all campuses. No additional work is needed by the campus—just have interested participants sign up for WEL 338. All Highmark PPOBlue plan members may purchase a pedometer through Health Matters for \$11. Non-Highmark members pay \$27. The fee for each eight-week session is \$5.

Exclusions for the Campus Incentive Fund:

Food (unless part of a nutrition/cooking class)

Equipment

CPR offered by American Heart Association (only American Red Cross training will be funded and be eligible for reimbursement)

T-shirts, Water bottles, other trinkets/incentives

Final Reports are due following the completion of each program and should include the following information:

Program Name

Campus Incentive Funds Awarded

Campus Incentive Funds Used

Number of participants attending

Evaluation Summary