Hello *[supervisor’s name]*,

**I am writing to ask for your approval and support to move forward with registering to serve as a Wellness Champion for the *[school/division name]* in the 20XX – 20XX academic year.**

Wellness Champions is a new worksite wellness initiative that launched in the fall of 2019. This initiative is led by the Department of Work/Life & Wellness within the Office of Human Resources. The mission of the Wellness Champions program is to create, engage, and empower employee wellness committees in every school and division that foster a greater culture of health throughout Carolina.

**If selected as the Wellness Champion, I will be responsible for the following:**

* Dedicating up to 8 hours a month to focus on planning and implementing wellness programs and activities
* Participating in monthly Wellness Champion meetings to learn tips, tools and resources to succeed
* Establishing and leading a wellness committee for the school/division
* Leading the committee in developing annual wellness goals
* Reporting progress each semester to earn points and gain incentives for future wellness programs

The role of the Wellness Champion is voluntary, but should allow for **up to 8 hours a month** of work time to fulfill the above responsibilities (2 hours for Wellness Champion meetings, 1 hour for wellness committee meetings and 5 hours for wellness planning and implementation).

Worksite wellness programs not only enrich employees’ physical, mental, emotional and occupational well-being, but can also increase employee morale, productivity and retention.

Serving as a Wellness Champion will strengthen my professional skills by giving me the opportunity to recruit and lead a wellness committee and manage wellness programs. In addition to the information shared at monthly Wellness Champion meetings, technical assistance will be available to me by the Department of Work/Life and Wellness.

To show your support for me to move forward with registering for the Wellness Champion role, **please reply to this email indicating your approval.** If selected as a Wellness Champion, we will then need to sign a Wellness Champion Commitment Form.

Attached you’ll find general program information presented to the HR Council. If you have any questions, please email Jessica Pyjas and Maija Leff at [totalwellbeing@unc.edu](mailto:totalwellbeing@unc.edu).

Thank you for your time and consideration.

Respectfully,

*[your name]*