Hello *[Insert Supervisor’s Name]*,

**I am writing to ask for your approval and support to serve on the Wellness Committee/Workgroup for the *[Insert School/Division Name]*.**

Wellness Committees/Workgroups (Committees) are being formed in 16 schools and division across Carolina as part of the new Wellness Champions program launching this fall. Our Committee will be led by Wellness Champion (Champion), *[Insert Champion Name and Title].* The overall Wellness Champion program is led by the Department of Work/Life & Wellness within the Office of Human Resources.

The mission of the Wellness Champions program is to foster a greater culture of health throughout Carolina by engaging and empowering Wellness Champions and Committees in every school and division.

The Committee and Champion will work together to select wellness goals for the *[Insert School/Division Name],*designed to enrich employees’ physical, mental, emotional or occupational well-being, and increase employee morale, productivity and retention.

**If approved, I will be responsible for:**

* Dedicating up to 4 hours of work time a month to focus on planning and implementing wellness programs and activities
* Participating in monthly Wellness Committee/Workgroup meetings
* Completing key planning tasks each month during the first half of the program
* Working with the Wellness Champion and Committee/Workgroup to develop 2-3 annual wellness goals for the school/division
* Promoting wellness programs with all faculty and staff

Participating on the Committee is voluntary, but should allow for **up to 4 hours a month** of work time to fulfill the above responsibilities, which includes 1 hour for Committee meetings and 3 hours for wellness planning and implementation.

**Please sign the attached *Wellness Committee Member Approval Form* indicating your approval and support.**

If you have any questions, please email our Champion *[Insert Champion Name and Email]* and cc Work/Life and Wellness staff Jessica Pyjas and Maija Leff at [totalwellbeing@unc.edu](mailto:totalwellbeing@unc.edu).

Thank you for your time and consideration.

Respectfully,

*[Insert Signature]*