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 2019 – 2020 academic year.**

Wellness Champions is a new worksite wellness initiative launching later this summer. This initiative will be led by the Department of Work/Life & Wellness within the Office of Human Resources under the support of the Workforce Strategy, Equity and Engagement Division. 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:**

* Dedicating 6-8 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 for 2019-2020, we will then need to sign a Wellness Champion Commitment Form.

Attached you’ll find general program information presented at the HR Council meeting in April. If you have any questions, please email Jessica Pyjas and Maija Leff at totalwellbeing@unc.edu.

Thank you for your time and consideration.

Respectfully,

*[your name]*