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 worksite wellness initiative that launched in the fall of 2019. This initiative is led by the Total WellBeing team within the Benefits, Leave Administration & Total WellBeing Department of 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 or department
* 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 (up to 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 Total WellBeing team.

To show your support for me to move forward with registering for the Wellness Champion role, **please reply to this email indicating your approval.**

Attached you’ll find general program information. If you have any questions, please email Senior Total WellBeing Manager, Jessica Pyjas at jessica\_pyjas@unc.edu.

Thank you for your time and consideration.

Respectfully,

*[your name]*