

2010 California Fit Business Award Application Directions



In conjunction with recommendations we received through our evaluation process, we have updated the application in order to, 1) Make it easier and less time consuming to complete, 2) Make the review process more objective, and 3) To ensure the award level is based on programming and not written/narrative capabilities. Due to these changes, please read this document carefully.


Application Available: March 1, 2010

Application Due Date: Midnight, June 16, 2010

- The 2010 CA Fit Business Award application is only available to companies within California, or with branches/facilities that reside in California. If your company has multiple facilities in California, you may apply individually for each facility, or apply using one application for all facilities.
- Due to challenges with our survey system in 2009, the application has been adapted into Excel. Equations and limitations have been imbedded into the Excel document. You should be able to write, save and send without any problems.
 - a. **In order to score your application correctly, each checkbox you want to complete must be marked with an "x". Any other symbol used will prevent your application from being scored.**
 - b. Please do not change the font type or size in any written portion of the application.
 - c. Notice there are four tabs at the bottom of the Excel document. One page for each section of the application. All four sections must be completed to apply.
 - d. Applications are due electronically by midnight, June 16, 2010 to wellnesstaskforce@yahoo.com . No exceptions will be made.

- Supplementary materials must be submitted in electronic format. No more than five (5) documents will be allowed. Supplementary materials are not required and are not scored. (See page four of this document.)
 - a. You may submit a video as part of your five (5) supplementary documents. The video must not exceed 5 minutes and must be viewable in Windows Media format and able to be copied and up-loadable. All videos become the property of the Wellness Task Force and will not be returned. Videos may be used for promotional purposes in pieces or in its entirety.
 - b. In addition to the 5 supplementary documents, you may submit a *one-page, bulleted* list of your full scope of programs. This document will not be scored, but will provide the reviewers with an in-depth understanding of the scope and diversity of program options available. This document must be sent electronically at the same time as your application in Word or PDF format.
- A minor administration fee of \$35.00 for small businesses (less than 100 employees) or \$50.00 for large businesses (greater than 100 employees) is required in order for your application to be reviewed.
 - a. Online payment must be made or mailed within 24 hours of application deadline. This means we must have receipt of your online payment by June 17, 2010.
 - ➡ To pay by credit card, please log on to www.wellnesstaskforce.org and click on “Donate Now.” Please e-mail Leah Cox when your transaction has been completed at wellnesstaskforce@yahoo.com
 - b. Application fees made by check must be received within one week of application deadline (June 23, 2010). If necessary, please be sure to request checks well in advance of application submission. (See below for check payment information.)
 - ➡ To pay by check, please make the check payable to the **Public Health Institute** and mail to the address below.

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California Wellness Task Force
PO Box 1292
Orangevale, CA 95662



Stop and Read: If you are a *returning* applicant, please read the “Renewing Applicants” document available on our website (www.wellnesstaskforce.org). You may be eligible to bypass the full application process. The renewal certification fee is \$20.00.

Application Submission Checklist

- On-line application submitted to www.wellnesstaskforce.org by midnight, June 16, 2010*
- Supplementary Materials (optional) * Video (optional, email or hardcopy) *
- One-page, bulleted list detailing the full scope of employee wellness programs (Word or PDF only)
- Application Fee – Paid online at www.wellnesstaskforce.org (click on “Donate”) by midnight June 17, 2010 or by check within one week of application submission (June 23, 2010).

**All materials should be submitted at the same time via email (with the exception of the optional video). If your server will not allow you send bulk information, please send in two emails noting in the subject line your company name in each email.*

Supplementary Materials Guidelines

Supplementary materials to your application are not required. If you choose to submit supplementary materials, they must be sent via email. However, if you are including a video, you may send it on a CD-Rom or memory stick to the address listed below. Examples of materials could include cafeteria/meal brochures, calendars, event photographs, or any other promotional materials you feel is pertinent to your application. Videos might include interviews with employees, a tour of onsite fitness facilities, or a “message from the CEO” to employees. Materials must meet the following qualifications:

1. No more than five (5) documents total (including video, if you choose) of supplementary documents may be submitted. Excluding video, all materials *must* be sent electronically to welnesstaskforce@yahoo.com at time of application submission. If you must send in two emails, be sure to include your business name in the subject line.
2. You may submit a video to supplement your application. If you choose to include a video, this counts as one (1) supplementary document – videos may be mailed instead of sent via e-mail. We request all videos be five (5) minutes or less. All videos will become the property of the California Task Force on Youth and Workplace Wellness (Wellness Task Force). The Wellness Task Force has the right to use any submitted video on its website, at the event ceremony, or when sharing success stories with other businesses. Videos must be in a format that can be edited for length and uploaded to the internet. Videos *only* may be submitted online or mailed to the address listed below. All other supplementary materials must be transmitted via e-mail.
3. New this year, and in addition to the supplementary materials, you may choose to submit at the time you submit your application, a one-page, bulleted document that lists your breadth and scope of services. (Word or PDF only.)

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