



*** * * Instructions * * ***

The accompanying paper log sheet and instructions may be used for worksites that wish to have a person(s) at the worksite log each individual/team member if employees do not have Internet access. For ease of use, it is recommended that the login be the first initial and then last name, then use the same password for each individual on the team. Remember to “log off” after each individual’s minutes are recorded. **REMEMBER: It’s to your advantage to be a member of a team as you will be eligible for both individual as well as TEAM prizes!!!**

1. Team use: For ease of use, it is recommended that each team member record their own minutes within their respective team member # column. This can be done by having the form available to each team member in an easily accessible location, (e.g., keep the form posted on the team captain’s door, in the break room, company bulletin board, etc.). This keeps paperwork to a minimum and provides a visual participation. (No one wants to be the couch potato.)

2. Individual use: This tracking form can also be used by individuals. If individual employees wish to participate and not join a team, they simply fill out the tracking form daily using the #1 column and then provide to a person at the company who will log the data on the www.Fitup.org website

Teams need to average 600 minutes of activity each week to stay on track. We recommend that the minutes get recorded on the website each week! Each of these paper logs are for a four week period. For the mid-term (Stage 1) WELCUP incentive, be sure to have all minutes logged by April 30th (The midterm ends April 25th!). For the Stage 2 prize drawings all times must be submitted by May 28th (Stage 2 ends May 23rd). Winners will be announced on the website and in the newsletter within a few days of closing.

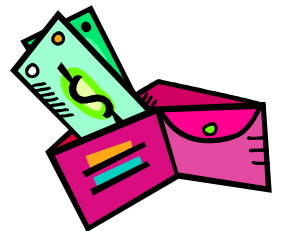
It’s recommended that the organization have an “incentive” for each two week period. Keeps interest UP! Each employee needs to average 150 minutes of activity a week to reach individual goals. By doing 30 minutes of activity at least 5 days a week will allow everyone to reach the levels of activity known to improve health.and possibly qualify for prizes!

“ Get Moving U.P.!”

STAGE 1/Mid-Program Individual Winner (4 Weeks):

Must have a minimum of 600 minutes of exercise/physical activity to be eligible for the drawing:

Prize: \$150



STAGE 2/Overall Individual Winner (8 Weeks):

Must have a minimum of 1,200 minutes of exercise/physical activity to be eligible for the drawing:

Prize: Sport Equipment of your choice valued at \$450!

In addition, 6 TEAM regional winners (4,800 minutes) and 6 individual winners (1,200 minutes) will be awarded Get Moving U.P. hooded sweatshirts at the end of the program.



“Get Moving U.P.” Manual Tracking Form – Stage 1
 (March 29 – April 25, 2009) (1,200 minutes/team or 300 minutes/individual)

DATE	Individual/Team Member (Minutes of Activity/Team Member #)				TOTAL DAILY TIME
	#1	#2	#3	#4	
March 29					
March 30					
March 31					
April 1					
April 2					
April 3					
April 4					
April 5					
April 6					
April 7					
April 8					
April 9					
April 10					
April 11					
April 12					
April 13					
April 14					
April 15					
April 16					
April 17					
April 18					
April 19					
April 20					
April 21					
April 22					
April 23					
April 24					
April 25					

Team Name: _____ Team Captain: _____

Phone: _____ Email _____ Worksite: _____

Team Member 1: _____ Team Member 2: _____
 Team Member 3: _____ Team Member 4: _____

Minutes for team members must be logged on the www.FitUP.org website by Thursday, April 30 to be considered for the WELCUP incentive for the first half of Get Moving! To be eligible for prizes individuals must log at least 600 minutes!!



(April 26 – May 23, 2009) (1,200 minutes/team or 300 minutes/individual)

DATE	Individual/Team Member (Minutes of Activity/Team Member #)				TOTAL DAILY TIME
	#1	#2	#3	#4	
April 26					
April 27					
April 28					
April 29					
April 30					
May 1					
May 2					
May 3					
May 4					
May 5					
May 6					
May 7					
May 8					
May 9					
May 10					
May 11					
May 12					
May 13					
May 14					
May 15					
May 16					
May 17					
May 18					
May 19					
May 20					
May 21					
May 22					
May 23					

Team Name: _____ Team Captain: _____

Phone: _____ Email _____ Worksite: _____

Team Member 1: _____ Team Member 2: _____

Team Member 3: _____ Team Member 4: _____

Minutes for team members must be logged on the www.FitUP.org website by Thursday, May 28 to be considered for the WELCUP incentive for the grand prizes of Get Moving! To be eligible for prizes individuals must log at least 1,200 minutes and the Team must have 4,800 minutes recorded!!