



# 2017 Fort Smith Regional Chamber of Commerce “Healthy Workplace” Award

The 2017 Application deadline is **December 8, 2017 at 5 p.m. CST.**

Submit forms digitally in PDF format to:

[csmith@fortsmithchamber.com](mailto:csmith@fortsmithchamber.com) or mail to 612 Garrison Avenue

*For Information Contact Carol Smith, 479-783-3111 or [csmith@fortsmithchamber.com](mailto:csmith@fortsmithchamber.com)*

## Applicant Information

Awards will be given in three categories - Small, Medium, and Large Employers  
(If you are part of a national or international company, only include your local employees)

Business Size and Number of Employees (please list number of employees):

Small (1-99) \_\_\_\_\_  Medium (100-299) \_\_\_\_\_  Large (300 and above) \_\_\_\_\_

## Contact Information

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Business Profile

Please provide us with a brief overview of your company including your mission, your company’s main products/services, and any additional info you would like to include.

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## Applicant Question and Answer Section

Please answer the questions below *as thoroughly as possible*. Your answers will be used to grade your company's performance.

Attach flyers, brochures, photos, or other examples of your wellness activities. HWA recipients will be selected by a panel of judges designated by the Chamber Healthcare Council. Your answers and any attachments will be the *only* information our judges have available to score your application. Be sure to include all the great things you are doing in detail.

Please limit each answer to no more than 300 words per question.

1. Does your wellness program/activity have a clear mission and well-defined goals? Explain your organization's commitment to motivate and assist all employees to practice healthier lifestyles.
2. How does your organization promote health and wellness to employees? (Examples include: posters, e-mail blasts, newsletters, internet/website communication, healthy food options onsite, wellness seminars/education programs available, biometric testing, gym discounts, onsite workout facilities, etc.)
3. Explain how your health & wellness activities involve your employees' spouses, dependents or family members.
4. How does your organization support and participate in healthy lifestyle activities outside the workplace? (Examples include: workplace health fairs, spousal/ family engagement, participation in community health related events like Race for the Cure, Relay for Life, Survivors Challenge, etc.)
5. How does your organization measure the outcomes of your program? Please provide results, yearly participation comparison summaries, testimonials, success stories, etc.



## **FAQ: 2017 Healthy Workplace Awards**

### **What is the Fort Smith Regional Chamber of Commerce Annual “Healthy Workplace” Award?**

The Fort Smith Regional Chamber of Commerce “Healthy Workplace” award extends appreciation and recognizes businesses that show a commitment to health and wellness in the workplace. They also serve to publicly promote the importance of a healthy workplace in the Greater Fort Smith Region. The award will be presented at the February 2018 First Friday Breakfast.

### **Why should my company apply?**

There are countless reasons why your company should implement and promote healthy workplace activities. Just submitting the form will give your company exposure (at no cost!) through an online listing on our Chamber website as well as a Certificate of Participation for your office. In addition, it can help build or promote your brand and generate leads and new business contacts. Potential candidates or applicants will recognize your company’s commitment to their employees. It is also a cost-effective way to thank and honor your valued employees.

### **Do I have to be a member of the Fort Smith Regional Chamber of Commerce to submit an application?**

Yes, this award is open to members only. The Fort Smith Regional Chamber sponsors and promotes the award. If you are not a Fort Smith Regional Chamber member, you can join by contacting the Chamber office – there are countless reasons why every business should be a member!

### **When is the deadline for submitting my application?**

The deadline for submitting award applications for the 2017 “Healthy Workplace” award is December 8 , 2017 at 5 p.m. CST. Completed applications should be submitted electronically in PDF format to [csmith@fortsmithchamber.com](mailto:csmith@fortsmithchamber.com). They can also be mailed to 612 Garrison Avenue, Fort Smith AR 72901.

### **Is there a fee to submit my application?**

There is no fee to submit an application.

### **What are the award categories?**

An award for “Healthy Workplace 2017” will be given based on business size: Small (1-99 employees), Medium (100-299 employees), and Large (300+) employees. Please note that your employee count should only include your **local employees** (Sebastian County and/or surrounding area.) If you are part

of a nationwide/international company, you do not have to include ALL employees as part of your count – just your local employees that are participating in your wellness activities.

### **Who are the judges? How are they selected?**

The judges will be a committee selected by the Chamber and the Healthcare Council. This group is comprised of individuals from a variety of industries and backgrounds. A minimum of five judges will be selected from the Chamber Board, the Healthcare Council and non-area residents who are knowledgeable in workplace wellness.

### **How are applications scored?**

The judges read each submission over a 3-4 week period, and evaluate their scores based on the criteria which appear on the application. Once the scoring is completed, all judging scores are returned to the Chamber of Commerce. All judges' scores are compiled for each business size category.

### **What do I receive if I win?**

Winners will be announced and recognized at the February First Friday Breakfast on Friday, February 2, 2018. A personalized award will be given to you to be displayed in your place of business. We will submit the names of our winners to local media outlets and we encourage you to promote your participation and accomplishments as well! All applicants will receive a Certificate of Participation in the program.

### **How can I be a part of Wellness Week?**

Wellness Week will be January 29-February 2, 2017 and there are several ways you and your business can participate and support this event:

1. Be a "Supporting Sponsor" of Wellness Week for \$250. This will put your logo out on our website, in the E-catalyst Newsletter, invites, social media and promotional materials surrounding Wellness Week and Healthy Workplace Awards.
2. Sponsor the February First Friday Breakfast, which will have a speaker related to Healthy Workplace initiatives and where our winners will be announced.
3. Offer to host a "Lunch & Learn" on a health & wellness topic.
4. Send information (date, time, place) and/or pictures of any special health & wellness activities you are doing during Wellness Week for us to share.
5. Promote participation among your employees! Make sure they know it is Wellness Week and use this as a springboard for your own healthy workplace initiatives.
6. Follow us on Facebook and Twitter – share, like, and retweet often during Wellness Week!