



## BMI “Lowdown”

### *Administrative Instructions*

#### **Supplies**

- BMI “Lowdown” Registration form. This includes a BMI/weight measurement tracking log.
- Scale, also the associate needs to know their height

#### **Launch**

- Designate a specific time period to launch the program (2-3 days), with specific blocks of time Recommended, but not mandatory.
- Associates fill out the registration form and turn that in to the administrator for record of the beginning BMI #/weight measurement.

#### **Directions**

- Launch the program
  - Provide weekly tips for lowering the BMI #'s
    - Provided by One Stop Wellness (on the web site, [www.1stopwellness.net](http://www.1stopwellness.net))
    - Can e-mail this, pass out copies or post
  - End the program
  - Credit is awarded if BMI # is decreased
  - Some may choose to put all the names of those who received credit in a hat and draw for a winner. This is optional, but not mandatory.
  - Turn in the names of those who received credit to Jeanie Holder, your Corporate Wellness Coordinator.
- You’ve been provided a spreadsheet to enter your participant’s names and their BMI’s each week. It will tabulate the change from one week to the next. Simply turn this sheet in at the end and we’ll do the rest. You might want to keep your own roster of who successfully lowered their BMI (showing who got credit for the program), so you will have an actual roster for this program.**

- Designate a specific time period to end the program (2-3 days), with specific blocks of time. Recommended, but not mandatory.
- Associates return for a final BMI log in during the designated time period.