

# Harker School Wellness Program- Health Education Reporting Form

Employee Name: \_\_\_\_\_ Month/Year of Activity \_\_\_\_\_

**\*Annual Qualifying Period = December 1<sup>st</sup> through November 30<sup>th</sup> of the following calendar year.**

## Health Education Activities- 10 - 20 points for Each Activity (90 Points Max in an \*Annual Qualifying Period)

An employee who participates in wellness education will earn points per class/workshop series or activity (points values vary by activity and a max of 90 points may be earned in this category in an **\*Annual Qualifying Period**). Examples of qualified health education activities are - \*\*, HR scheduled onsite/virtual classes, stress management class, nutrition class, Healthy Activities Handouts (posted under wellness in the Faculty/Staff portal), healthy cooking video, reading health management books (HR has wellness books you may check out).

**\*\*Onsite classes must be scheduled or approved by HR to earn points.**

To earn points in this category, provide one of the following:

1. For a Workshop/Class complete the information in **Section 1** below, including a signature from workshop/class instructor, for the event (for a virtual class attach copy of registration in lieu of signature)
2. For an Educational Activity & Tracker complete the information in **Section 2** below, using one form for each activity reported
3. For Health education books for videos complete **Section 3** below, using one form for each book/video

### Section 1 Complete for Health Education Workshop / Class - 10 points each

Name of Workshop/Class \_\_\_\_\_ Date \_\_\_\_\_

Name & Signature of Instructor \_\_\_\_\_ (print name)

Virtual Class (no signature)  
Registration attached

\_\_\_\_\_ (signature)

### Section 2 Complete for Healthy Activity Handout & Tracker/Worksheet – 10-20 points each

Name of Healthy Activity Handout \_\_\_\_\_ Date Completed \_\_\_\_\_

**Attach completed Tracker or Worksheet for Healthy Activity Handout and submit with this form to HR**

### Section 3 Complete for Health Education Book or Video– 10 points each

Name of Video/ Book \_\_\_\_\_ Date Completed \_\_\_\_\_

Description of book or video and what you learned \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the employee named above, guarantee that the information contained in this verification is true and accurate and I understand that HR may verify any forms submitted for the purpose of obtaining a wellness reward. I understand that any inaccurate and/or false statements on this form may lead to the loss of all or a portion of my wellness reward.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED FORM WITHIN 30 DAYS OF THE MOST RECENT EVENT RECORDED ABOVE TO RECEIVE CREDIT.  
ALL FORMS MUST BE RECEIVED BY DECEMBER 5<sup>th</sup> FOLLOWING THE COMPLETION OF THE QUALIFYING PERIOD  
Forms may be submitted via, email: [hr@harker.org](mailto:hr@harker.org), fax: 408-553-5774, or inter-office mail to HR at Union.**