

Pick Your Peak stair challenge Toolkit



Introduction

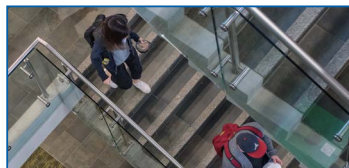
Pick your Peak Stair Challenge is a 4-week challenge designed to encourage physical activity for staff and faculty in a fun and inclusive way by taking the stairs.

BENEFITS OF THE CHALLENGE

It is encouraged to perform at least 30 minutes of moderate-intensity physical activity daily or 20 minutes of vigorous-intensity 3 or more days per week. The risk of developing heart disease, diabetes, and high blood pressure can be reduced by adding a modest amount of physical activity to your day. One way to achieve daily physical activity is to take advantage of activities that can be performed on an average day, such as walking instead of driving, and using the stairs instead of the elevators.

This tool kit provides resources on how to plan, promote and implement the stair challenge within your department at any time during the year. As with any program centered around physical activity, it is important to remind all participants to check in with a doctor before starting a new type of physical activity program.

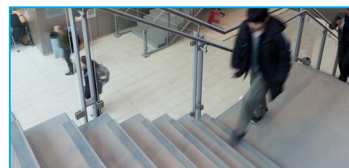
This tool kit contains ready to use material that can be used to take advantage of your worksite as a way to promote and encourage physical activity.



Action steps



Planning timeline



Promotional ideas



Sample emails

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ACTION STEPS

Considerations before starting the Challenge

- **DISCUSS THE IDEA**
Discuss the Stair challenge with your manager/supervisor in terms of funding, administration, hosting kick-off or wrap-up events.
- **COLLABORATE**
Consider others who could partner with you to help run the challenge.
- **TEAMS**
Depending on the size of your department/unit having teams instead of doing the challenge individually has a number of benefits. Team members can motivate each other and team captains can be responsible for recording daily steps and submitting weekly numbers, reducing the volume of emails to the organizer.
- **PROMOTION AND KEEPING IN TOUCH**
Think about how you will reach your participants. Email may be the easiest way. Some people might prefer to use different social media tools to organize informal meet ups etc. Please make sure that your method works for all participants. This toolkit provides promotional materials and email templates you can use.
- **ADMINISTRATION**
Think about the easiest way to keep track of participants and their steps. Would you like to receive step counts from team captains on a certain day of the week? Would you like the steps to be broken down by day/team member? This toolkit provides a spreadsheet you can use to log and calculate steps which you can amend to suit your needs, so participants can keep track of their progress.
- **PRIZES**
Determine if you are able to provide incentives for participation and decide if you want to award a prize for the winners of the event, have a draw for a prize or have a wrap-up event. Consider supporting small businesses and BIPOC businesses. Consider the awards you can give to less active team members (best photo from a walk, best improvement, best team name, most improved team).
- **COMMUNICATION**
Samples of the emails you can send to your participants are included in this toolkit. You can personalize and make communication more interactive by incorporating weekly prizes, photo competitions, meet-ups.

PLANNING TIMELINE

<p>1-2 MONTHS BEFORE</p>	<ul style="list-style-type: none"> • Discuss the Stair Challenge with your manager/supervisor • Assess the feasibility of the challenge • Decide on start date
<p>4 WEEKS BEFORE</p>	<ul style="list-style-type: none"> • Promote challenge to your department/unit through email or other communications channels • Include signup information • Create a spreadsheet with team names and details of the captains and team members
<p>2 WEEKS BEFORE</p>	<ul style="list-style-type: none"> • Send introductory email to the participants with the information package • Include template for weekly submissions for participants and team captains
<p>1 DAY BEFORE</p>	<ul style="list-style-type: none"> • Email participants wishing them the best and offering tips on increasing their step count • If using social media provide links and hashtags • Ensure captains return their team scores for the week
<p>WEEK 1</p>	<ul style="list-style-type: none"> • Use e-mail templates to motivate your teams • Ensure captains return their team scores for the week
<p>WEEK 2*</p> <p><small>*Repeat for the duration of the challenge</small></p>	<ul style="list-style-type: none"> • Enter week 1 steps on the spreadsheet • Send an email to participants (see template) • Pick weekly winners (if having weekly draws) • Display results on the poster board and email them to the participants
<p>END OF THE CHALLENGE</p>	<ul style="list-style-type: none"> • Send a congratulatory email. You can add up all steps and work out how far you have collectively walked. • Arrange a time to give out prizes/certificates – turn it into an event! • Circulate the post-challenge survey

We would love to hear how your challenge went, so please send us your stories and photos and we will publish it in the Healthy UBC Newsletter

IMPLEMENTING THE CHALLENGE

Tracking documents

Access Challenge factsheet

Daily step tracker

Individual competitors can use the Daily step tracker but only the Team tracking sheet (1 per team) is required at the end of the challenge.

Team tracking sheet

Use to keep track of all the individual participant point totals (for both teams and individual participants) and should be updated weekly.

Prizes

Prizes and incentives are a good way to keep all participants motivated. Reward engagement. This can be done through randomly drawn weekly giveaways.

WEEKLY EXAMPLES

- **Week 1:** Individual with the most steps
- **Week 2:** Best lunchtime walk (photographic)
- **Week 3:** Individual & Team with the greatest improvement from Week 1
- **Week 4:** Best team photo

OVERALL PRIZES

- **Individual points:** The individual who gets the most points at the end of the challenge wins.
- **Team Points:** The team that gets the highest average points wins the challenge.
- **Number of Participation Days:** Individuals or a team that has the most participation days. This type of event works well as it encourages everyone's participation not just those who are already physically active.

Think about sources prizes that will support a good cause or support local businesses.



Pick your peak Stair challenge

**A 4-WEEK CHALLENGE FOR INDIVIDUALS
OR TEAMS**

CLIMB YOUR WAY TO
BETTER HEALTH AND HAVE A
CHANCE TO WIN GREAT PRIZES!


[HR.UBC.CA/STAIR-CHALLENGE](https://hr.ubc.ca/stair-challenge)

 THE UNIVERSITY OF BRITISH COLUMBIA

EMAIL TEMPLATES

Promotional Emails

INVITATION EMAIL

 Send	From ▼	hr.communications@ubc.ca
	To...	
	Cc...	
	Subject	Invitation to Pick your peak stair challenge

You are invited to participate in the Pick Your Peak Stair Challenge, a 4-week wellbeing challenge for UBC staff and faculty!

Looking to boost your endorphins, add more movement to your day or connect with your colleagues in a fun and active way? Participate in the Pick Your Peak Stair Challenge from ____ to ____ .

The Stair Challenge spans four weeks and is a free, easy, accessible way to get active or keep fit – no matter your level of motivation or ability. You can participate as an individual or make it social and register as a team. There will be weekly prizes, and an overall prize for both the top team and top individual.

Accessibility Options:

If you are unable to climb stairs, you can still participate by tracking points converted from walking steps or wheelchair travel distance instead.

For more information or accessible participation options, visit the Stair Challenge website.

To sign up for the challenge:

- Put together a team (suggested around 4-8 people)
- Assign team captain
- Send the names of team members and their captain to [Name, email address]
- If signing up as an individual send your name and an email address to:

How it works:

- Once you register as a team or as an individual you will receive your registration package
- Select the peak you're aiming for – from Diamond Head (232 meters) to Mount Everest (8,848 meters)
- Log your inclines gained including: flights of stairs climbed (indoor or outdoor stairs), elevation gained during hiking ascends, step classes, and stair climbers - on the Daily step tracker and the Team tracking sheet
- Participate in the activities for a chance to win random prize draws
- Submit your grand totals via the Team tracking sheet at the end of four weeks to be in the running to win top individual and team prizes.



THE UNIVERSITY OF BRITISH COLUMBIA

INTRODUCTORY EMAIL

Thank you for signing up to participate in the [name of the department] Peak Your Peak Challenge! The aim of this event is to encourage some friendly competition and increase our daily exercise activity.

What do 'steps' include

All activity which includes taking steps! Walking, hiking, running and any sports such as tennis or squash which your tracker can record!

Timeframe

The challenge will start on [date] and end on [date]. Weekends count.

Tracking

Keep track of your daily step totals and submit your weekly step totals to your team captain. Team captains need to submit individual team member weekly totals, and a team total after each week's completion (Monday morning is fine). We suggest using pedometers, Fitbits or the free Steps app for smartphones.

We operate on a policy of trust but it's up to team captains whether they would prefer to see evidence of numbers by receiving screen shots of totals.

Prizes

The overall winning team will be presented with prizes for each team member. We will also have smaller prizes throughout the course of the challenge.

**include registration package here

WELCOME TO WEEK 1

Today is the day to take the challenge!

Hope you and your teams are ready to put in the extra steps. Here are a few tips to increase your step count:

- Take a walk at lunch
- Take the stairs instead of the elevator
- Set a reminder to get up from your workstation at regular intervals
- Pace while you talk on the phone or during zoom meetings

This week's prize is for most individual steps – good luck! Feel free to get in touch if you have any questions or would like to share your success.

CONGRATULATIONS ON COMPLETING WEEK 1

Congratulations on completing the first week!

Remember, this is a full four-week challenge and weekends also count! Track your stairs and inclines on Saturdays and Sundays.

Next week's prize is for the best photo from a lunchtime walk, so whether you are out with your team or individually, snap some pictures and send them to:

- UBC Human Resources

WELCOME TO WEEK 2 – EVERY STEP YOU TAKE

We are halfway there!

For a bit of extra motivation at this stage of the challenge you will compete against yourself.

- When given the choice between walking or driving, choose walking!
- Use the stairs instead of the elevator
- Park further away from the store entrance

Next week's prize is for the biggest improvement. Challenge and outdo yourself!

All the best!

WEEK 3 - A PEEK AT THE TOP

The third week of the PYP Stair Challenge is almost over.

Keep going, you are almost at the top!

Next week's prize is for the best team photo. Smile to win! Send your selfies and group photos!

WEEK 4 -WELL DONE!

You've completed the 4-week challenge!

We have collectively walked [number] steps, which is about [number] km/miles.

This is the same as the distance from [place] to [place].

Submit your totals no later than [deadline]

Congratulations on completing the challenge!
