



# ICSEW Health & Wellness Activity Guidelines for General Membership Meetings

Thank you for helping the ICSEW Health & Wellness Committee by planning an activity for a General Membership meeting. Below you will find some guidelines to help with this process. If you have questions or need help, please contact the Health & Wellness Committee Chair or Co-Chair.

<http://www.icsew.wa.gov/committee/health.htm>

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## **Step 1: Sign up with the Health & Wellness Chair or Co-Chair.**

They can let you know which months' meetings need activities, and also help you identify a good month if you have a particular observance you want to promote.

## **Step 2: Pick a theme**

Perhaps there's an issue cropping up in your life, your friends' lives, or your family. For example, are you or others you know dealing with:

- Work-life balance?
- Health issues?
- Caring for loved ones?

Think about information you are willing to share, both inside and outside the ICSEW.

If you'd rather have a less personal topic, you may want to focus on your agency or a national health observance. For example:

- How does your agency support and encourage healthy lifestyles?
- What do you or others in your agency do to promote health and wellness?
- What health observances (such as glaucoma awareness month, fruit and vegetable month, and so on) take place the month of your activity?

Check [www.healthfinder.gov](http://www.healthfinder.gov) for National Health Observances and [www.doh.wa.gov](http://www.doh.wa.gov) for other ideas.

### **Step 3: Plan the activity**

Generally, Health & Wellness committee members have 15 minutes around the middle of the day during General Membership meetings to present something. Think about a fun activity the general membership can participate in, or relevant information they will be interested in. You may invite a guest speaker – but when possible, make activities **interactive** (within reason!). Think about ways to prompt the group to participate, including, but not limited to:

- Analyzing
- Answering questions
- Brainstorming
- Comparing
- Creating
- Describing
- Designing
- Discussing
- Drawing
- Encouraging
- Evaluating
- Gathering
- Mentoring
- Organizing
- Persuading
- Presenting
- Reading
- Reporting
- Speaking
- Synthesizing
- Writing

### **Step 4: Conduct the activity**

Introduce the speaker or present your activity to the group. And have fun! Your enthusiasm for the activity or information rubs off on the remainder of the group. Let them know why this particular activity is important to you and them.

### **Step 5: Write an article about the activity for the InterAct Newsletter**

This could be a summary of what happened. It could also be what you (or the committee) learned from the activity. Be sure to think about and include how this activity may help other women in state government.

Remember, ICSEW members are called to share the information and training that we receive in our meetings with the women and men in the agencies that we represent.

Also, while the activity is for ICSEW members only, the *InterAct* Newsletter is available to all state employees. What valuable information can you include in your article, which will interest this audience?

**Step 6: Submit Your Article Draft and Photograph**

Email article drafts, supporting images (if any), and [ICSEW Photo Release Form](#), to Tammy Risner at [tammy@tre.wa.gov](mailto:tammy@tre.wa.gov) according to this schedule:

<b>Issue</b>	<b>Article Draft Due</b>	<b>Publish Date</b>
2008 Fall	Sept 30, 2008	Oct 21, 2008
2009 Winter	Jan 5, 2009	Jan 23, 2009
2009 Spring	March 31, 2009	April 22, 2009
2009 Special - Legislative	May 15, 2009	June 5, 2009
2009 Summer	March 25, 2008	Aug 25, 2009

**Many thanks for your contribution!**