

Department LIFE

The LIFE program will allow departments to select up to two activities or events of choice, per year, to receive LIFE points. Each activity or event has to be pre-approved by LIFE Coordinator. The amount of LIFE points earned will also be decided by LIFE Coordinator. The requesting department will be left to coordinate of the activity/event- i.e. room reservations, food orders, etc. This is not the responsibility of the LIFE Coordinator.

Complete the form below and submit at least two weeks prior to activity or event. Turn in to LIFE Coordinator in person or via email eritter@maconnc.org.

Requesting Employee	Department/ Agency	Date of Request	Date of Activity/Event

Department/Agency Head Signature
This signature agrees that the requested Department LIFE activity/event has been approved by Department/Agency Head.

Description		
Details of activity/event, location, start and end times, explanation of activity/event and relationship to worksite wellness and/or healthy lifestyle choices.		
Location	Start Time	End Time
Explanation		

Proof of Attendance	
The Department LIFE activity/event must have proof of attendance in order for employees to receive LIFE points. Indicate which form of proof will be used. Please specify if 'other.' Other proof of attendance will need to be approved by LIFE Coordinator.	
<input type="checkbox"/> Sign-in Sheet	<input type="checkbox"/> Other-
<input type="checkbox"/> Evaluation	

Approval		
Department LIFE Activity Event		
<input type="checkbox"/> Approved	LIFE Points Amount	
<input type="checkbox"/> Denied	Reason for Denial	
LIFE Coordinator Signature		

