



America's Healthiest Club - QUALIFICATION PROCESS

Being recognized as one of America's Healthiest Clubs is a distinction that awarded to a small percentage of Private Clubs. Once a club has been properly vetted they can proudly display the service marks on the Club's website, as part of marketing collateral material and within member communications. Our Health Auditors gather a tremendous amount of information prior to and after the onsite evaluation and we need your help to make the process go smoothly in order to receive the Health Report, which is scheduled to be delivered to the club within 30 days of the last piece of information gathered.

We recommend the club designate a single-point of contact to pre-schedule onsite meetings in 45 minute increments to end by noon (morning session) or by 5:00 (afternoon session). The start time will depend on the availability of the department heads. The designated club contact to email the contact information of each department head (Name, title, phone and email) and a schedule prior to the first on site meeting.

Please forward these instructions to key department heads and contact 888-321-1804 should you have any questions. Don't worry if you don't have everything prepared prior to the visit as most of the information can be delivered after the site visit.

PREPARING FOR THE SITE VISIT – Suggestions for each of the key department heads.

All Department Heads

Be prepared to discuss the three most memorable challenges you have had in implementing wellness related programs and three most successful programs which you are most proud of.

General Manager

- Provide Vision or Mission Statements, Board mandates, strategic briefs or operating plans which address wellness initiatives.
- Provide a list of metrics or key-performance indicators which are used to measure the success of your wellness initiatives.

Wellness Director / Manager

- Prepare or assist in the preparation of the requested information from the department heads to be interviewed.

Food & Beverage / Chef

- Provide copies of all breakfast, lunch and dinner menus. Include snack shop, grills, juice bars, half-way houses, take-out menus etc..
- Provide digital files of menus in PDF, JPG or GIF format. Black & white photo or color copies are acceptable. Any size printout is fine as long as the text is readable.



Human Resources / Operations

- Provide a list of all activities, events, seminars, health fairs workshops, lunch n’ learns, training, certifications and educational wellness related programs which have been offered to eligible employees in the past 24 months. For example: Smoking Cessation, Stress Management, Weight Management, Nutrition Classes, etc..
- Provide copies of the most influential staff “program guides”. For example: Weight-Loss Challenges, Steps Challenges, Team Challenges and so forth.
- Provide a list of the incentives used to motivate employees to change behavior. For example; reduction in premiums, contribution to Flexible Spending Accounts, gift cards, catalogue and cash. Include the duration of the program and the start dates if possible.
- Provide a copy of each of the key reports used to measure participation and success. Digital files are best, but photo copies are acceptable.

Fitness & Spa Director

- Provide copies of all calendars, posters and member communications including activities, workshops, seminars, classes, training, education which promote “what’s going on at the club”. Make sure to include member and / or staff programs. Include links to Facebook, Linked-in, Clubster or other social networking sites which connect like-minded members or staff.
- Provide digital files in PDF, JPG or GIF format. Black & white photo or color copies are acceptable. Any size printout is fine as long as the text is readable.

Membership

- Provide one hard copy of membership marketing collateral and handouts
- Provide latest statement stuffer which includes upcoming events, calendar, sign-up sheets and so forth
- Hard copies or digital files in PDF, JPG or GIF format are preferred. Black & white photo or color copies are acceptable. Any size printout is fine as long as the text is readable.

Contributing Wellness Experts

If the club has Nutritionists, Registered Dieticians, Health Coaches or Wellness Consultants representatives, we would like to invite them to participate in the scheduled onsite interviews, or if time permits, one-on-one sessions can be conducted. Please include contact information for each of the contributing wellness experts on the contact sheet.

ONSITE VISIT

Representatives from Prevo Health will spend 30-45 minutes with each of the key Department Heads. A series of questions will be asked during the recorded interview. Department heads will be asked questions which may require a follow up call or data collection to complete the onsite audit.

POST VISIT

A Prevo Health representative will follow up with the individual department heads via email or phone to complete any unanswered questions and to request specific documentation.

