

# ***Wellness Works***



## **Employee Incentive Program Participant Handbook 2024**



**MAINE MUNICIPAL**  
EMPLOYEES HEALTH TRUST

Call us at 1-800-452-8786  
Visit us on the web at [www.mmeht.org](http://www.mmeht.org)

A stylized human figure in light blue is centered on the page. The figure has a circular head, a torso, and two legs. It is surrounded by a large, light pink circular arc. Above the figure are two teardrop shapes: a light green one on the left and a light brown one on the right.

**Wellness Works is the Health Education and Promotion Program of the  
Maine Municipal Employees Health Trust**

## **Wellness Works Staff**

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# Welcome to the *Wellness Works* Employee Incentive Program!

This handbook contains information to help you start and maintain your own personal wellness enrichment program. First, though, let's look at a few concepts that define wellness.



## Wholesomeness

A healthy lifestyle involves self-care in all the dimensions of the self: the physical, intellectual, emotional, spiritual, social and occupational areas. All parts are equally dependent on each other for harmonious living.



## Responsibility

Maintaining a healthy lifestyle is a daily choice. The values, beliefs, and attitudes we choose about our health often determine whether we live with good or poor health habits.



## Commitment

Living a healthy lifestyle may add years to your life, but may also add "life to your years!" To quote the ancient Greeks, "Die young as late in life as possible."

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## What is the *Wellness Works* Employee Incentive Program?

The ***Wellness Works* Employee Incentive Program** is designed to encourage you to get regular physical activity and maintain healthy behaviors that will increase your health and vitality. To encourage you to get started on your personal incentive program and stay with it, you'll be able to earn points for rewards throughout the year.

The incentive program may offer three "tracks" in order to meet each participant's individual preferences. However, not every wellness group offers all tracks. Please check with your Coordinator to determine if your program does.



**For all tracks, you are required to keep a record of your wellness activities on the exercise/activity log card.**

### **TRACK A - Gym Membership**

This track is for people who belong to health clubs and would prefer reimbursement on a portion of their club fees rather than earning points for incentive rewards. The maximum reimbursement for Track A will be determined by each group's Wellness Committee.



### **TRACK B - Reward Items**

This track is for people who would prefer to receive incentive rewards (such as shopping bags and hoodie t-shirts) as they accumulate points and reach each point level (150, 300, 450 and 600). Please turn to pages four and five for a list of incentive rewards offered in 2024 (pictures and descriptions of these items are included).

### **TRACK C - Park Passes**

This track is for people who would prefer to save up all their points in 2024 (instead of earning prizes as they go) in order to earn their choice of a:

- Maine State Park Pass 2025 (valid for pass holder and occupants of vehicle)
- National Park Pass 2025 (valid for all National Parks for Pass holder)
- Coastal Maine Botanical Gardens Pass 2025 (valid for two people)

This track requires that the participant start in January of 2024 and stay in this track—switching from another track isn't allowed. Passes will be ordered in February 2025 after all logs have been submitted.



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## **How do I enroll in the program?**

You can sign up with your Wellness Coordinator by filling out a **Wellness Works Employee Incentive Program Application**. This book you are reading is your participant handbook! In the back of this book you will find a year's worth of exercise/activity Logs.

## What do I do with my exercise/activity log?

At the end of every quarter (March, June, September and December), you will need to submit your Exercise/Activity Log to your coordinator. The points you've earned will help you qualify to receive a variety of rewards. (See the Rewards Point System in upcoming sections.)

## Who keeps track of how many points I've earned?

You do. To record your physical activity, use the log pages at the end of this handbook. The three-month calendar on the front page of the Exercise/Activity Log is to track exercise. The other side of your log card lists other healthy activities and behaviors that can earn you added points towards rewards.

## Incentive Point System

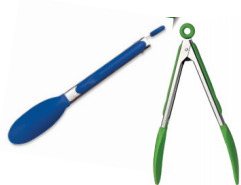
Your exercise/activity log contains a list of various activities (e.g. exercise, health screenings, etc.) with assigned values. These activities are listed on this page. Record your exercise activities on the front of the activity log and your other wellness activities on the back of the log. You can also earn additional bonus points if you practice the "Theme of the Quarter" activities; these are also on the back of your exercise/activity log.

- **Exercise:** Activities that involve moving your body to gain flexibility and strength while increasing your heart rate. These include, but are not limited to: brisk walking, cycling, swimming, aerobic classes, weight training, etc.  
One session = 30 minutes of activity.  
Each Session = **1 point**  
One session per day, up to seven sessions per week = **7 points maximum per week**
- **Self-Care Activity** – Any activity that relates to preventive self-care. These include, but are not limited to: eye exams, dental exams, getting an annual physical, monthly breast self-exam, monthly testicular self-exam, etc. – **1 point each**
- **Health Screenings** – These include, but are not limited to, screenings for: cholesterol, blood pressure, glaucoma, hearing, mammogram, pap smear, PSA (prostate), etc. – **1 point each**
- **Lunch & Learn Program** – Attend a lunch and learn program or other wellness workshop at your worksite – **5 points each program.**
- **Quit Nicotine** – **10 points per month up to one year**
- **Nicotine Free** – If you are nicotine free – **4 points each quarter**
- **Using safety equipment** – Using one or more of the following: seatbelt, eye/ear protection, helmet, life jackets, elbow/knee pads, etc. – **1 point per week**
- **Drinking Water** – 6-8 glasses a day – **2 points per week**
- **Eat Fruits and Vegetables** – 5 to 9 servings a day – **2 points per week**
- **Stress Management Techniques** – These include, but are not limited to: reading, meditation, gardening, massage, stretching, yoga, etc. – **1 point per week**



# Incentive

150 points



## 9-Inch Cooking Tongs (blue only)

Stainless Steel core with silicone gripping section, hanging ring and tongs. Perfect for vegetables or fish! FDA compliant. 428°F heat resistance. Product size is 1-5/8"H x 10-7/8"W x 1-1/2"D.



## Insulated Zipper Tote Bag

Keeps food hot or cold for hours. Great for grocery and shopping bags! Constructed from sturdy multi-layered premium quality non-woven polypropylene, insulating polyester fiber and coated thermal film, zipper closure, dual reinforced 20" carrying handles, and plastic bottom insert.



## Silverware Set For Lunchbox

Reusable flatware set—knife, fork, spoon, chopsticks—made of stainless steel, safe and durable; dishwasher safe, also. Easy to carry case; convenient to carry in a backpack, purse or lunchbox.

300 points



## 20 Ounce Stainless Steel Insulated Tumbler

The BPA-free travel tumbler has stainless steel outer and inner walls. Double-wall vacuum insulated. Keeps drinks hot or cold for hours (keeps cold up to 18 hours and keeps hot up to 8 hours). Spill-resistant slide lid with rubber gasket. Hand wash recommended.



## Silicone Oven Mitt

The great comfortability in the soft fabric lining of this high-quality, easy-to-use silicone oven mitt also features a cotton canvas sleeve. Silicone products do not stain, melt, scratch, or lose shape.



## Muscle Massage Roller Stick

Designed for physical therapy, gets rid of knots for myofascial release & trigger point therapy, increase blood circulation, aid rehabilitation, reduces soreness, stiffness & pain. Good for your whole body. Made from high-quality industrial strength materials, with thermoplastic rubber and polypropylene handles for an ergonomic grip and 9 ABS independent rollers on a steel rod core, eco-friendly and durable. Size 17.5 x 1.77 inches and weighs 11 oz.

# Rewards

## BeeGreen Shopping Bag 10-pack

BeeGreen foldable, reusable shopping bags are about 2-3 times bigger than a standard plastic grocery bag and can hold up to 50 lbs. Long handles allow for over the shoulder toting. Folds up easily to a small size with elastic ribbon for easy storage in your pocket or purse to save space. Comes with a zippered bag to store all 10 bags. Machine washable in cold water, line dry. Size when open: 14.2"W\*27.5"L\*4.7"D. Colors vary.



## Stretch Out Strap with Exercise Book

Allows you to perform unassisted stretches with greater control—the top choice of physical therapists and athletic trainers for safe, effective, contract-relax stretches. 6'4" woven nylon stretch strap with 10 individual loops. Authentic design proven to be durable and long-lasting; will not easily wear or tear even with heavy use. Ideal for yoga, physical therapy, IT band, hamstring, quad and calf stretching, and more.



## RTIC Lunch Container

The RTIC Day Cooler Lunch Container is the answer to your meal prepping dreams. This 5-piece container boasts multiple, multi-layer storage compartments to maximize your meal options in a convenient compact design. 5 cup food capacity. BPA free.



450 points

## Cargo Box

Sturdy and affordable, this laminated trunk organizer is great for transporting groceries, sports gear and more. Large main compartment with divider to keep items organized. Grab handles and front slash pocket. Collapsible for easy storage (folded size: 12" x 14"). Elastic bungee to secure when not in use. PVC Free Product. (grocery bags in picture not included)



## Backpack Cooler

Whether headed to a picnic, tailgate party or just out for a weekend hike, you can keep your hands free, all while carrying a ton! This cooler backpack is made of 600 denier polyester, measures 12" x 16.5" x 8" and features a double heat sealed PEVA no-leak liner that holds a capacity equal to 20 cans plus ice. It's also equipped with two mesh side pockets, a large front pocket, and shoulder straps.



## Unisex Jersey Long Sleeve Hoodie

A lightweight essential that's perfect all year round. Available in dark grey heather, this is a soft cotton/polyester blend that washes well and doesn't shrink! With an athletic cut, this hoodie runs slim and has a longer sleeve and hemline. Sizes from Small to 2X-Large.



600 points

# Instructions for filling out your Exercise/Activity Log Pages

## Directions for Exercise Calendars:

Put a '✓' in the box for every day you exercised 30 minutes or more. (If you are filling the form in on screen, just click on the box and the check mark will auto-fill.)

To achieve a total of 30 minutes you can do it all at once, or you can add up your minutes throughout the day, for example:

*10 minutes + 10 minutes + 10 minutes = 30 minutes or 15 minutes + 15 minutes = 30 minutes.*

**One session per day up to seven sessions per week = 7 points maximum per week**

Count the number of checks you have and enter that number in the 'Points for Week' box next to that week. When the quarter is finished, add all the 'Points for Week' and enter in the 'Total Exercise Points' line.

You can earn **additional points** on the back of the log card. There is a theme of the quarter and other activities to accomplish. Keep track of your points for each of these activities for the quarter and enter your points in the totals boxes provided. Add points as indicated at the bottom of the form to get your total points earned for the quarter.

### **\*Track Your Points for the Year**

Total Points Carried Over from  
the **Previous Year** (if applicable) \_\_\_\_\_

Total Points Earned for **1<sup>st</sup> Quarter** \_\_\_\_\_

Total Points Earned for **2<sup>nd</sup> Quarter** \_\_\_\_\_

Total Points Earned for **3<sup>rd</sup> Quarter** \_\_\_\_\_

Total Points Earned for **4<sup>th</sup> Quarter** \_\_\_\_\_

**Total Points for the Year** \_\_\_\_\_





# WELLNESS WORKS EXERCISE/ACTIVITY LOG – 1<sup>st</sup> Quarter

NAME: \_\_\_\_\_

**Exercise not only changes your body,  
it changes your mind, your attitude and your mood.**

<b>January 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				

<b>February 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29			

<b>March 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
31								

Turn this page over for additional points to earn!

**Total Exercise Points** = \_\_\_\_\_

## Connecting with Others

Connecting with others is more important than you might think. Social connection can lower anxiety depression, help us regulate our emotions, lead to higher self-esteem and empathy, and improve our immune systems. By neglecting our need to connect, we put our health at risk.

What are some ways to connect with others? To connect with people socially, try offering compliments, comfort, vulnerability, and gratitude. Make eye contact, ask questions, use open body language, stay positive, and be an active listener.

Want some icebreakers?

Try [200-Icebreaker-questions-PDF.pdf \(conversationstartersworld.com\)](https://www.conversationstartersworld.com)  
 Seriously, break out a few of these questions and let the connecting begin!

Take the time to connect with loved ones, friends and co-workers five days per week. Earn two points per week for your efforts!

### EARN ADDITIONAL POINTS FOR 1st QUARTER

		Points	Totals
<b>Connecting With Others</b>	Earn 2 points per week for taking time five days a week to connect with others.	BONUS: 2 per week*	
<b>Self-Care Activity</b>	Refer to booklet	1 each	
<b>Health Screenings</b>	Refer to booklet	1 each	
<b>Health Education Classes</b>	At worksite	5 each	
<b>Quit Nicotine</b>	10 points per month up to one year	10 each month	
<b>Nicotine Free</b>	Staying healthy	4 per quarter	
<b>Using Safety Equipment</b>	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
<b>Drink Water</b>	6-8 glasses a day	2 per week*	
<b>Fruits and Vegetables</b>	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
<b>Stress Management</b>	Refer to booklet	1 per week*	
<b>Other (optional)</b>	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	

\*Maximum 13 weeks per quarter

**Total Additional Points** = \_\_\_\_\_

+

**Total Exercise Points** (from front of card) = \_\_\_\_\_

**Total Points Earned For 1st Quarter 2024** = \_\_\_\_\_

*For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.*



# WELLNESS WORKS EXERCISE/ACTIVITY LOG – 2nd Quarter

NAME: \_\_\_\_\_

**Every day is a new beginning; take a deep breath and START AGAIN.**

<b>April 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					

<b>May 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		

<b>June 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
30								

Turn this page over for additional points to earn!

**Total Exercise Points** = \_\_\_\_\_

# Deep Breathing

Most of the time, we engage in shallow breathing – taking breaths that only fill the upper part of our chests – without even noticing. This kind of breathing provides limited oxygen and can increase anxiety during stressful times. With deep-belly breathing, you can stop anxiety, keep yourself calm and manage stress better. Here’s how:

## Preparation:

- Sit, kneel, or recline comfortably.
- If seated or kneeling, ensure you are upright, but not uptight – spine straight, shoulders down and back to open your chest. Hands can rest on your knees or lap.
- If reclined, feel free to support your neck, place a pillow under your knees and place your hands by your sides, or rest them on your belly.
- Gently close your eyes and bring your focus to your natural breath.

## Deep Belly Breathing:

- Inhale through your nose filling your belly first, then your chest, up to your collar bones (to start, you will best feel this by placing one hand on your belly and one on your chest).
- Pause at the top of your breath, holding for 2-4 seconds before exhaling.
- Exhale slowly through your nose feeling your breath leave first from the top of your chest, down to your belly.
- Repeat for 5-10 minutes or as desired.

Try deep breathing exercises five out the seven days during a week and earn two points per week.

## EARN ADDITIONAL POINTS FOR 2nd QUARTER

		Points	Totals
<b>Deep Belly Breathing</b>	Earn 2 points per week for taking time five days a week to practice deep breathing exercises.	BONUS: 2 per week*	
<b>Self-Care Activity</b>	Refer to booklet	1 each	
<b>Health Screenings</b>	Refer to booklet	1 each	
<b>Health Education Classes</b>	At worksite	5 each	
<b>Quit Nicotine</b>	10 points per month up to one year	10 each month	
<b>Nicotine Free</b>	Staying healthy	4 per quarter	
<b>Using Safety Equipment</b>	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
<b>Drink Water</b>	6-8 glasses a day	2 per week*	
<b>Fruits and Vegetables</b>	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
<b>Stress Management</b>	Refer to booklet	1 per week*	
<b>Other (optional)</b>	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	

\*Maximum 13 weeks per quarter

**Total Additional Points** = \_\_\_\_\_

+

**Total Exercise Points** (from front of card) = \_\_\_\_\_

**Total Points Earned For 2nd Quarter 2024** = \_\_\_\_\_

*For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.*



# WELLNESS WORKS EXERCISE/ACTIVITY LOG – 3rd Quarter

NAME: \_\_\_\_\_

**Sweat out all those bad vibes by doing a fun activity!**

<b>July 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				

<b>August 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

<b>September 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						

Turn this page over for additional points to earn!

**Total Exercise Points** = \_\_\_\_\_

## Are You Getting Enough Vitamin N?

If you've never heard of 'vitamin N', it's a vital nutrient known as *nature*. With more people on technology for hours at a time, less people are taking advantage of nature and missing out on some great benefits. Research shows that being in nature boosts your immunity, calms the brain, helps with focus, reduces symptoms of anxiety and depression and is a great form of exercise.

We all know that busy schedules can make it difficult to find time for nature. Try to spend a few minutes each day outside in nature. Here are some easy ways to add some vitamin N to your day!

- Take a walk. A hike through the woods or ambling through a local park will do the trick!
- Eat a meal outdoors. Have a picnic in an open field or under a shady tree.
- Watch the stars.
- Exercise outside.
- Take a break and simply stand outside. Take a moment to observe your senses – it might be the warm sun on your face, the cool breeze, the smells of autumn, or the sound of birds chirping.
- Bring nature inside. Purchase flowers or a potted plant to bring nature to your home or office.

Give yourself 2 points for each week that you go out in nature at least 3 days per week.

### EARN ADDITIONAL POINTS FOR 3rd QUARTER

		Points	Totals
<b>Get Some Vitamin N</b>	Earn 2 points per week for taking time at least three days per week to be outside in nature.	BONUS: 2 per week*	
<b>Self-Care Activity</b>	Refer to booklet	1 each	
<b>Health Screenings</b>	Refer to booklet	1 each	
<b>Health Education Classes</b>	At worksite	5 each	
<b>Quit Nicotine</b>	10 points per month up to one year	10 each month	
<b>Nicotine Free</b>	Staying healthy	4 per quarter	
<b>Using Safety Equipment</b>	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
<b>Drink Water</b>	6-8 glasses a day	2 per week*	
<b>Fruits and Vegetables</b>	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
<b>Stress Management</b>	Refer to booklet	1 per week*	
<b>Other (optional)</b>	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	

\*Maximum 13 weeks per quarter

**Total Additional Points** = \_\_\_\_\_

+

**Total Exercise Points** (from front of card) = \_\_\_\_\_

**Total Points Earned For 3rd Quarter 2024** = \_\_\_\_\_

*For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.*



# WELLNESS WORKS EXERCISE/ACTIVITY LOG – 4th Quarter

NAME: \_\_\_\_\_

**You're only ONE WORKOUT away from a GOOD MOOD!**

<b>October 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			

<b>November 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	

<b>December 2024</b>	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					

Turn this page over for additional points to earn!

**Total Exercise Points** = \_\_\_\_\_

## Five Healthy Holiday Habits

The holiday season shouldn't be about deprivation and dieting. It's a time to reflect, give thanks and celebrate with family and friends, but that doesn't mean we should abandon all healthy behaviors! This quarter, focus on creating and/or maintaining **Five Healthy Habits**:

1. **Be mindful of your eating habits.** This includes making healthy food choices most of the time and being aware of when/where/why you are eating (i.e., eating when you are hungry and stopping when you are satisfied).
2. **Practice gratitude.** Look for the good in every day, it can help improve both your physical and mental health.
3. **Drink water throughout the day.** About 60% of your body is made of water. It plays a role in keeping all your body systems working well.
4. **Move 30+ minutes every day.** This could be in the form of a structured exercise program, a few break walks throughout the day, or just parking at the very end of the parking lot—whatever you choose, it's movement that matters!
5. **Get 6-8 hours of sleep every night.** A lack of sleep can lead to mental foggy, poor health, increased stress, and even higher levels of depression. Good rest and relaxation are often overlooked when we get too busy, but sleep is essential for good health and healing!

Give yourself two points for each week you practice these **Five Healthy Habits**!

### EARN ADDITIONAL POINTS FOR 4th QUARTER

		Points	Totals
<b>Five Healthy Habits</b>	Earn 2 points each week for practicing the five healthy habits listed above.	BONUS: 2 per week*	
<b>Self-Care Activity</b>	Refer to booklet	1 each	
<b>Health Screenings</b>	Refer to booklet	1 each	
<b>Health Education Classes</b>	At worksite	5 each	
<b>Quit Nicotine</b>	10 points per month up to one year	10 each month	
<b>Nicotine Free</b>	Staying healthy	4 per quarter	
<b>Using Safety Equipment</b>	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
<b>Drink Water</b>	6-8 glasses a day	2 per week*	
<b>Fruits and Vegetables</b>	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
<b>Stress Management</b>	Refer to booklet	1 per week*	
<b>Other (optional)</b>	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	

\*Maximum 13 weeks per quarter

**Total Additional Points** = \_\_\_\_\_

+

**Total Exercise Points** (from front of card) = \_\_\_\_\_

**Total Points Earned For 4th Quarter 2024** = \_\_\_\_\_

*For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.*