



Hello PHSS!

PHSS Safety Committee and PHSS Wellness Committee are excited to announce a new employee preparedness and wellness initiative: Simple Tasks Achieve Resilient Staff or S.T.A.R.S.! ***This initiative will start on Tuesday, September 3!*** We have adapted this campaign from a year-long version created by the City of Kirkland's Office of Emergency Management. The goal of this campaign is to get you thinking more about personal wellness and preparedness – as September is [National Preparedness Month](#), after all! Throughout the month of September, we want to challenge YOU to get prepared. Participation in this is voluntary, but we hope you will join us!

Each week of our S.T.A.R.S. campaign will have a theme and challenges of varying degrees associated with the theme of that week. You can choose to participate in any of the challenges weekly – but the more challenges you participate in, the more STARS you earn!

### ***Earning STARS***

Each week will have varying levels of challenges, worth a different number of STARS upon completion. The star emoji (★) next to each challenge will indicate the number of STARS the challenge is worth. The harder the challenge, the more STARS you receive. The final scores will be tallied for all weeks and will be shared, noting our top STARS, on Monday, September 30. For each STAR earned, you will have 1 raffle ticket submitted into your tier level. At the end of the month, five (5) raffle tickets will be drawn per tier level. Should your raffle ticket be drawn, you will be asked to select a prize associated with your tier level from our catalog.

Tier levels are as follows:

#### **Tier 1 - Little STAR**

You earned 1-8 STARS! We love you, little STAR!

#### **Tier 2 - Shooting STAR**

You earned 9-15 STARS! Our wish came true because of you, shooting STAR!

#### **Tier 3 - Gold STAR**

You earned 16-29 STARS! Gold STAR for you, good noodle!

#### **Tier 4 - Super STAR**

You earned 30 STARS! You are a SUPER STAR!

**Division Cup**

The Division with the most STARS collected at the end of the month will win the **Division Cup!**

**Rules**

Each week, employees will receive an email containing the challenges for the week, as well as who is on the leaderboard for most STARS earned through the prior week. All instructions for completing and submitting the challenges for the week will go out first thing Monday morning on each week (with the exception of Week 1, due to the Labor Day holiday). Employees will have until **5pm on Friday** of that challenge week to submit their completed challenges. **No completed challenges from the prior weeks will be accepted once that challenge week ends on Friday at 5pm.** Employees MUST submit their challenges for proof using Microsoft Forms. Each week will have a **different Microsoft Form** associated with the challenge week. Employees must submit their challenges on behalf of themselves only. Some challenges may require you to upload “proof of completion,” while others may ask that you self-attest to completing them. By participating in this campaign, you are confirming that you agree with the rules and that you are submitting information that is true.

**Consider...**

👤 Throughout this process, we hope you involve your friends, family, and neighbors. Even if it’s something as small as sharing something you read, learned, created, or planned! We are more prepared when others around us are prepared as well!



We’ll see you on Tuesday, September 3, with your first set of weekly challenges!

PHSS Safety and PHSS Wellness Committees 😊