**ENCOURAGE OTHERS TO GET INVOLVED (This email can be sent at any time)**

<INSERT EMAIL BANNER FROM PROMOTIONAL MATERIALS>

Dear all,

The 2019 nationwide Civil Service [**Active Wellbeing Week**](http://www.activewellbeing.me.uk/) (1 – 5 July) is an exciting new, week-long initiative, led by CSSC Sports & Leisure and CS Employee Policy (CSEP) with the aim of encouraging active and healthy lifestyles both inside and outside the workplace.

With health and wellbeing high on agendas, Active Wellbeing Week will highlight the benefits of keeping active through a range of initiatives.

On behalf of <INSERT HERE> we will be supporting <INSERT DEPARTMENT> employees to get involved.

**What is being delivered for the Active Wellbeing Week?**

* A nationwide **‘make a pledge’** campaign, encouraging individuals to make a personal pledge on how they intend to be more active, with big daily prize draws including a £2,500 holiday for one lucky winner!
* Departments are being encouragedto organise **workplace activities** during the week and CSSC has the funding and Events Team to help make it happen.
* Both online and physical packs of **tools and resources** are available to help individuals and workplaces get involved during the week and beyond.

**How can <INSERT DEPARTMENT> get involved?**

1. Order your [**free workplace packs**](https://activewellbeing.me.uk/order-your-active-wellbeing-week-workplace-resources-pack/)now, which are filled with posters, balloons and other promotional materials to help decorate the office.
2. Let CSSC know of any [**activities**](https://activewellbeing.me.uk/activity/) you may like to organise and CSSC can help fund and organise these for you.
3. Provide CSSC with any [**key** **contacts**](https://activewellbeing.me.uk/get-in-touch/)you think CSSCmight need to engage with to ensure <INSERT DEPARTMENT> is fully committed to supporting the week.
4. Use the online [**promotional materials**](https://activewellbeing.me.uk/resources/) to help spread the word around the office.

Your support is essential to raise awareness of the campaign and of health and wellbeing within your department. Visit [**activewellbeing.me.uk**](http://www.activewellbeing.me.uk/)or email[**activewellbeing@cssc.co.uk**](mailto:activewellbeing@cssc.co.uk) for more information.

(Please note: if you are unable to view the website, you might need to get it past your firewall. Your IT team should be able to action simply by whitelisting the website.)

We look forward to successfully delivering this initiative together, with your support.

Thanks,

**ACTIVE WELLBEING WEEK IS HERE! (This email is for 1st July 2019)**

<INSERT EMAIL BANNER FROM PROMOTIONAL MATERIALS>

Dear all,

It’s finally here…Active Wellbeing Week 2019!

<INSERT DEPT> have teamed up with CSSC and CS Employee Policy (CSEP) to organise a fun packed week from 1– 5 July, with the aim of encouraging as many <INSERT DEPT> employees to lead a healthier, more active lifestyle both in and outside of the workplace.

There’ll be loads to look forward to and plenty of resources available on the [**Active Wellbeing Week**](http://www.activewellbeing.me.uk) website to help you and your colleagues make the most of the week:

* [**Make a pledge**](http://www.activewellbeing.me.uk/) about how you intend to get more active and be in with a chance of winning a £2,500 holiday, as well as lots of big daily prizes too.
* Once you’ve made your pledge, use the [**support tools**](https://activewellbeing.me.uk/resources/) on the website to help keep that pledge. Our favourite support tool is the 6 minute [**chairobics video**](https://activewellbeing.me.uk/chairobics/), take a look!
* For extra motivation read the stories of these [**inspirational individuals**](https://activewellbeing.me.uk/inspirational-stories/) who all have a thought provoking story to tell.
* Encourage others to get involved by spreading the word internally. Download posters and other support materials [**here**](https://activewellbeing.me.uk/resources/).
* Share your involvement in Active Wellbeing Week on social media, using **#ActiveWellbeingWeek** and more prizes could be coming your way!
* <INSERT ADDITIONAL DEPARTMENT ACTIVITY DETAILS>

Good luck!