

Melissa S. Eder

From: Stefanie M. Carruth
Sent: Tuesday, March 10, 2015 2:08 PM
To: Stefanie M. Carruth
Cc: Trent A. Oneal; Heather L. Atchley; Lisa M. Bentley; Craig B. Clifton; Connie A. de Jesus; Lynne A. Groom; Cindy Lanham; Tony M. Tackitt; Beau M. Waldrop; Jeff Wallick; Judy E. Massie; Joshua E. Blashill
Subject: Re: Miles for Meals Email Proof

Please disregard the email below. I can't forward the email like this without causing some major damage to the format. I'll send each email individually.

On Mar 10, 2015, at 2:00 PM, Stefanie M. Carruth wrote:

Good afternoon, everyone.

I've provided two emails (below) that will be sent out regarding the Miles for Meals: No Excuses Challenge. The first email will encourage registration and include specific details about the challenge. The second email will be sent once an individual has registered. This email contains the link to the mileage log, and as we discussed . . . provide a list of our favorite walking apps. Please carefully read the information below—let me know if you see any errors within the text or if you find anything confusing.

Also, I've made a couple of adjustments to each of the forms. If you can also please read through each of those and let me know if you see any errors or find anything confusing, I'd appreciate it.

Cindy, we did say that checks need to be made out to the AC Foundation?

1st Email - REGISTRATION EMAIL:

<S.gif> Having trouble viewing this email? [Click here](#)

Brought to you by the AC Wellness Committee [AC Logo.png](#)

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<Miles_for_Meals_Email_Header____WEB.jpg>

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Take the No Excuses Miles for Meals Challenge March 23 to May 1

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This semester the Amarillo College Wellness Committee invites you to take the No Excuses Challenge and walk *Miles for Meals* to benefit the AC Food Pantry.

THE CHALLENGE:

The AC Food Pantry isn't able to provide perishable food. Therefore we struck a deal with United Supermarket which will donate a \$10 gift card for every 100 miles AC walks as a team.

WHO CAN PARTICIPATE?

Students, Faculty, and Staff

WHAT YOU GET:

You'll receive a t-shirt and enjoy the benefits of improving our Amarillo College community by donating to the AC Food Pantry.

HOW MUCH DOES IT COST?

- \$5 Students
- \$10 Faculty/Staff

Registration fee covers the cost of your t-shirt, and the rest of the proceeds benefits the AC Food Pantry.

WHERE DO I PAY:

Please print and include your registration form along with cash or check. Checks should be made out to the AC Foundation.

1. Pay at the Amarillo College Carter Fitness Center on Washington Street Campus.
2. Deliver via campus mail to Josh Blashill, CFC Supervisor.

REGISTER:

Last day to register with t-shirt - April 6th (by noon)

1. Click the following link to register - [Registration Form](#)

2. You'll receive a following email that contains instructions on how to log your miles. We'll also send you information about our favorite iPhone and Android apps to help you track the distance you've walked.

ABOUT THE AC FOOD PANTRY:

Our food pantry provides non-perishable food and toiletries to anyone in the AC community who needs a little extra help. The AC Food Pantry provides a stopgap service for someone facing the difficult decision like \$20 for gas or \$20 for food. AC strives to remove barriers to student success-hunger shouldn't be an obstacle for anyone seeking an education.

QUESTIONS? Trent O'Neal - (806) 371-5385

LIKE THE AMARILLO COLLEGE WELLNESS COMMITTEE ON FACEBOOK [<ic_fb_k_22.png>](#)

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2nd Email - Mileage Log:

Having trouble viewing this email? [Click here](#)



Brought to you by the AC Wellness Committee



No Excuses: Miles for Meals Challenge March 23 to May 1

Thank you for participating in the *No Excuses: Miles for Meals Challenge*.

If you haven't already, please bring your payment (cash or check) with registration form to the Carter Fitness Center or deliver via campus mail to: Josh Blashill, CFC Supervisor.
NOTE: Checks should be made out to the AC Foundation.

Individual Goal:

6 weeks + 2 miles, 5 days a week = 60 Miles

Required Weekly Mileage Log:

In order to encourage fitness, we ask that the mileage you log be in addition to your regular daily activity.

Please submit your mileage each Friday by noon. [Submit mileage here.](#)

Group Goal:

POTENTIAL RESULTS

200 Walkers

March 23-May 1 (6 weeks)

Average of 2 miles/day/person, 5 days per week = 2,000 miles per week

12,000 total miles = \$1,200 (in the form of \$10 United Gift Cards)

Walking apps can be a useful tool for tracking weekly mileage. We've listed a few of our favorites below:

- MapMyWalk - [iPhone](#) | [Android](#) | [Blackberry](#)
- Walker Pedometer M7 - [iPhone](#)
- Pacer - [iPhone](#) | [Android](#)

Get SOCIAL:

- Let your friends know you took the challenge!
- Like the [Amarillo College Wellness](#) facebook page.
- [Download the image you see below](#) and post to your social media networks.
- #ACMilesforMeals



[Download this image](#) and post to your social media sites.

QUESTIONS? Trent O'Neal - (806) 371-5385

LIKE THE AMARILLO COLLEGE WELLNESS COMMITTEE ON FACEBOOK



THIS IS A TEST EMAIL ONLY.

This email was sent by the author for the sole purpose of testing a draft message. If you believe you have received the message in error, please contact the author by replying to this message. Constant Contact takes reports of abuse very seriously. If you wish to report abuse, please forward this message to abuse@constantcontact.com.

Melissa S. Eder

Subject: Wellness Committee Meeting
Location: Carter Fitness Center room #117

Start: Tue 2/23/2016 4:00 PM
End: Tue 2/23/2016 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Trent A. ONeal
Required Attendees: Rita Wilson; Shannon E. Cornell; Lyndy Forrester; Amanda Wallick; Tricia McGuire; Heather L. Atchley; Lisa M. Bentley; Craig B. Clifton; Connie A. DeJesus; Lynne A. Groom; Cindy Lanham; Tony M. Tackitt; Jeff Wallick; Judy E. Massie; Joshua E. Blashill; Stefanie M. Carruth

Hello Everyone,

Hope this invite finds you all well. We've much to do to begin prep for the Miles for Meals program for the 2016 Spring semester. Last year we successfully raised over \$1200 for the food pantry and we hope to be even more successful this year. I look forward to seeing you all there.

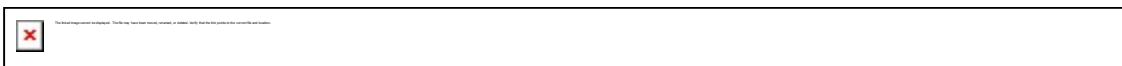
Trent ONeal

Wellness Committee Chair

From: Org - ACWellness
Sent: Friday, March 11, 2016 10:24 AM
Subject: Walk to Benefit the AC Food Pantry + PRIZES!



[View this email in your browser](#)



AC Wellness Committee No Excuses Challenge to Benefit the AC Food Pantry

Take the No Excuses: Miles for Meals Challenge

March 28 to May 6

THE CHALLENGE:

Commit to forty days of fitness. Walk on your own or with a group of friends and log your individual miles from March 28 to May 6.
Once you've registered you'll receive an email with instructions on how to log your miles.

WHAT YOU'LL GET:

You'll receive a t-shirt and enjoy the benefits of improving our Amarillo College community by donating to the AC Food Pantry.

HEALTH BENEFITS:

What is it about fitness walking that makes it more "successful" than other exercise? Part of it is the simplicity. By putting one foot in front of the other, you can not only walk off weight, but also dramatically reduce your risk of heart disease, high blood pressure, stroke, depression, osteoporosis, diabetes, high cholesterol, and help clear artery-clogging plaque.

PRIZES:

The top 20 students and faculty/staff who log the most miles by May 6 will be entered into a drawing for a chance to win the following items:

- **\$125.00 Gift Card** - Students/Faculty/Staff
- **Kindle Fire** - Faculty/Staff Only
- **\$500 Scholarship** - Students Only

WHO CAN PARTICIPATE?

Students, Faculty, and Staff

HOW MUCH DOES IT COST?

- \$5 Students
- \$10 Faculty/Staff
- Additional Donations Accepted

Registration fee covers the cost of your t-shirt, all remaining proceeds benefit the AC Food Pantry.

REGISTER & PAY:

In-Person: AskAC Counters on Washington Street, West, and East Campuses.

Call: (806) 371-5000. Registration by phone must accompany a [registration form](#). Forms can be emailed to contact@actx.edu.

NOTE: Sign-up anytime throughout the challenge; however, to receive a t-shirt you must register by March 30th.

ABOUT THE AC FOOD PANTRY:

The AC Food Pantry provides non-perishable food and toiletries to anyone in the AC community who needs a little extra help. [LEARN MORE](#)



QUESTIONS? Trent Oneal - (806) 371-5385

Melissa S. Eder

From: Rita Wilson
Sent: Friday, March 11, 2016 5:20 PM
To: Jacque L. McGlohon; Toni B. Gray
Cc: Char Modersitzki; Josiah D. West; Craig B. Clifton; Chere A. Whitfield; Lyndy Forrester
Subject: RE: Miles for Meals ID#'s

Thank you so much!!

rw

From: Jacque L. McGlohon
Sent: Friday, March 11, 2016 2:59 PM
To: Toni B. Gray; Rita Wilson
Cc: Char Modersitzki; Josiah D. West; Craig B. Clifton; Chere A. Whitfield; Lyndy Forrester
Subject: Miles for Meals ID#'s

I have set these two class up for you.....Miles for Meals

Students – ID#152642

Staff – ID#152643

Let me know if you have any questions.

Have a wonderful weekend.....Jacque ☺

Jacque McGlohon

Amarillo College
Personal Enrichment
806.371.2902
806.371.2938 – Fax

Browse the CE Schedule [Here](#)

“Don’t tell God how big your storms are, tell your storms how big your God is!”

From: Toni B. Gray
Sent: Wednesday, March 09, 2016 7:33 AM
To: Rita Wilson <rnwilson@actx.edu>
Cc: Char Modersitzki <camodersitzki@actx.edu>; Josiah D. West <j0293383@actx.edu>; Jacque L. McGlohon <jlmcglohon@actx.edu>; Craig B. Clifton <cbclifton@actx.edu>; Chere A. Whitfield <cawhitfield@actx.edu>; Lyndy Forrester <lforrester@actx.edu>
Subject: Re: Course Set Up Request

Rita & Craig,

I need to get some info so they can set it up with out much confusion...

Title: Miles for Meals

Date:

Start Time:

End Time:

Estimate of people expected? Students? Staff? Just guess...

GL account code:

Department Code:

Once we get the 2 ID numbers, the money will deposit perfectly as long as they are on the registration form. So, keep that in mind....both id's can be on the same registration/marketing form, they will need to circle or check student or staff.

We will need permission to waive the tech fee of \$5....I'll send Lee an email as soon as we get an ID# number so when he sees there is not a tech fee, he will understand the rationale.

And we will need to draw up a contract and have Craig sign as lead of the Wellness Committee, since the tuition and fees are different than the board approved amount and out of the unusual. I will craft and he can sign. Easy. Just need a document trail since funds are involved.

I absolutely love your idea for the event and look forward to more!!!! We might need something else once we get going on the paperwork. Regardless, we will make it work!

I have an idea for employee walk groups starting in the fall in the name of wellness. I would like to get together and share with you 2. No rush.

Go Craig! Go Rita! Go Wellness!

(: Toni

Sent from my iPhone

On Mar 8, 2016, at 9:56 PM, Rita Wilson <rnwilson@actx.edu> wrote:

Hello,

Toni has given the ok for a course set up for two CE registration for an event known as Miles for Meals. Could anyone of you assist the Wellness Committee with this? Craig was certain all of you can assist, but unsure who would be available.

I can provide you with the amount and the GL# as needed. Please contact me at 371-5182 or 477-0242.

Below is my original request and thank you in advance.

rw

Sent from my iPhone

Begin forwarded message:

From: Rita Wilson <rnwilson@actx.edu>
Date: March 8, 2016 at 8:38:30 AM CST
To: "Toni B. Gray" <tbgray@actx.edu>
Cc: Diane Brice <kdbrice@actx.edu>
Subject: Course Set Up Request

Toni,

The Wellness Committee would like to request two CE courses for an event known as the Miles for Meals. One course for students with a registration fee of \$5 and one for staff for \$10. This will allow for AskAC staff to take in registrations over the counter instead of the committee members handling funds.

Do you think this will be possible? I can provide the GL# to you or whomever you think can assist with this project.

Warm regards,

Rita Wilson



*Associate Director of Enrollment Services
806-371-5396 or 806-371-5182*

<image001.png>

Melissa S. Eder

From: Org - ACWellness
Sent: Wednesday, March 23, 2016 3:26 PM
Subject: We need your help! :)



[View this email in your browser](#)



AC Wellness Committee No Excuses Challenge to Benefit the AC Food Pantry

Take the No Excuses: Miles for Meals Challenge
March 28 to May 6

THE CHALLENGE:

Commit to forty days of fitness. Walk on your own or with a group of friends and log your individual miles from March 28 to May 6.

Once you've registered you'll receive an email with instructions on how to log your miles.

WHAT YOU'LL GET:

You'll receive a t-shirt and enjoy the benefits of improving our Amarillo College community by donating to the AC Food Pantry.

PRIZES:

The top 20 students and faculty/staff who log the most miles by May 6 will be entered into a drawing for a chance to win the following items:

- **\$125.00 Gift Card** - Students/Faculty/Staff
- **Kindle Fire** - Faculty/Staff Only

REGISTER & PAY:

Please use the following ID numbers when registering:

\$5 Students – ID#152642 • **\$10 Staff** – ID#152643

Registration fee covers the cost of your t-shirt, all remaining proceeds benefit the AC Food Pantry.

In-Person: AskAC Counters on Washington Street, West, and East Campuses.

Call: (806) 371-5000. Registration by phone must accompany a [registration form](#). Forms can be emailed to contact@actx.edu.

NOTE: Sign-up anytime throughout the challenge; however, to receive a t-shirt you must register by March 30th.

QUESTIONS? Trent Oneal - (806) 371-5385

ABOUT THE AC FOOD PANTRY:

The AC Food Pantry provides non-perishable food and toiletries to anyone in the AC community who needs a little extra help. [LEARN MORE](#)

Melissa S. Eder

From: Lyndy Forrester
Sent: Thursday, March 24, 2016 10:16 AM
To: Rita Wilson; Org - ACWellness
Cc: Trent A. Oneal; Craig B. Clifton
Subject: Re: Walk to Benefit the AC Food Pantry + PRIZES!

Yes- keep going if folks are registering! We will add more come Monday when we send out the video and sign up sheet.

From: Rita Wilson <rnwilson@actx.edu>
Date: Thursday, March 24, 2016 at 10:11 AM
To: User <lforrester@actx.edu>, Org - ACWellness <org-acwellness@actx.edu>
Cc: "Trent A. Oneal" <taoneal@actx.edu>, "Craig B. Clifton" <cbclifton@actx.edu>
Subject: RE: Walk to Benefit the AC Food Pantry + PRIZES!

Lyndy,

Let's make things easier! Can't wait to see the video. In the meantime, we can keep taking in registrations, payments, and shirt sizes. Thoughts?

From: Lyndy Forrester
Sent: Thursday, March 24, 2016 9:53 AM
To: Org - ACWellness
Cc: Trent A. Oneal; Rita Wilson
Subject: Re: Walk to Benefit the AC Food Pantry + PRIZES!

Not sure if you got the email I sent but we are going to create an online form that generates a spread sheet and then we will payroll deduct the money and put it in the account of your choice. How's that for hitting the EASY button?

From: Org - ACWellness <org-acwellness@actx.edu>
Date: Thursday, March 24, 2016 at 9:51 AM
To: User <lforrester@actx.edu>
Cc: "Trent A. Oneal" <taoneal@actx.edu>, Rita Wilson <rnwilson@actx.edu>
Subject: Re: Walk to Benefit the AC Food Pantry + PRIZES!

Lyndy,

That's an excellent suggestion, although, the committee did have several different ideas on how to handle registration. Last year we used google docs so people could register at there computer, but they still had to pay at the CFC or send money through campus mail—this wasn't a great option because there were too many people handling the money and it was an inconvenience making sure we checked off who had registered online and who had paid. Granted, last year's turnout seemed to be much higher early on...we had 190 people to register.

Rita had made the suggestion to set this up as a CE class, which we've done, but it too isn't the perfect solution either. Online registration doesn't allow us to collect t-shirt sizes, so we wanted to remove that option and just have people call or stop by the AskAC counters to register. The email below only references paying by phone or calling, but from what I understand people have been trying to register online.

I had also suggested using a site called [GetMeRegistered](#). It was a good solution in that people could register and pay online, and we could easily collect all of the data we need; however, the one drawback is that the company collects a fee for each registration.

With that said, I think Olga mentioned they're looking into something in the future that will allow for easier registration and payment, something more flexible than colleague.

I'll let Tren and Rita chime in if they have any thoughts.

Thanks!

Stefanie Carruth

From: Lyndy Forrester <lforrester@actx.edu>
Date: Wednesday, March 23, 2016 at 5:05 PM
To: user <org-acwellness@actx.edu>
Subject: Re: Walk to Benefit the AC Food Pantry + PRIZES!

Trent,

I'm not sure who did this form, but one thing we did in our department to make registration easier was to create a digital sign up sheet. I'm not sure this would have worked because of the money aspect, but when I went to sign up just now I saw I needed a log in and password to register and since I work here and am not a student, I don't know how to do it.

Kay Taylor created a sign up page where you click a link and the folks fill in the fields and then submit- and it goes to her. I think that if you ask her to design a page like this where people can register right then from their desks without having to do anything, it might be easier for participants to register, therefore, boosting participation.

It may be too late for her to do this and I'm not sure you guys want to go this route. However, for Camp Wow and Compliance Training, we didn't want people to have to go into colleague to register because it isn't the easiest thing to do.

Thoughts?

Lyndy

From: Org - ACWellness <org-acwellness@actx.edu>
Date: Monday, March 21, 2016 at 3:03 PM
Subject: Walk to Benefit the AC Food Pantry + PRIZES!



[View this email in your browser](#)



This document is intended for informational purposes only. It is not a contract and should not be used as such.

AC Wellness Committee No Excuses Challenge to Benefit the AC Food Pantry

Take the No Excuses: Miles for Meals Challenge

March 28 to May 6

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PRIZES:

The top 20 students and faculty/staff who log the most miles by May 6 will be entered into a drawing for a chance to win the following items:

- **\$125.00 Gift Card** - Students/Faculty/Staff
- **Kindle Fire** - Faculty/Staff Only
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WHO CAN PARTICIPATE?

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HOW MUCH DOES IT COST?

- \$5 Students
- \$10 Faculty/Staff
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Registration fee covers the cost of your t-shirt, all remaining proceeds benefit the AC Food Pantry.

REGISTER & PAY:

Please use the following ID numbers when registering:

Students – ID#152642

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In-Person: AskAC Counters on Washington Street, West, and East Campuses.

Call: (806) 371-5000. Registration by phone must accompany a [registration form](#). Forms can be emailed to contact@actx.edu.

NOTE: Sign-up anytime throughout the challenge; however, to receive a t-shirt you must register by March 30th.

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QUESTIONS? Trent Oneal - (806) 371-5385

Melissa S. Eder

From: Rita Wilson
Sent: Monday, March 28, 2016 11:15 AM
To: Trent A. Oneal; Craig B. Clifton; Connie A. de Jesus; Stefanie M. Carruth
Subject: FW: NEW! PAYROLL DEDUCT AND EASY DIGITAL SIGN UP! Walk to Benefit the AC Food Pantry

FYI

From: Rita Wilson
Sent: Monday, March 28, 2016 11:15 AM
To: Lyndy Forrester
Subject: RE: NEW! PAYROLL DEDUCT AND EASY DIGITAL SIGN UP! Walk to Benefit the AC Food Pantry

Lyndy,

Will someone send my the spreadsheet of those who registered via Payroll? I can get them an email confirmation on the registration and a link to where they log in their miles and shirt size.

rw

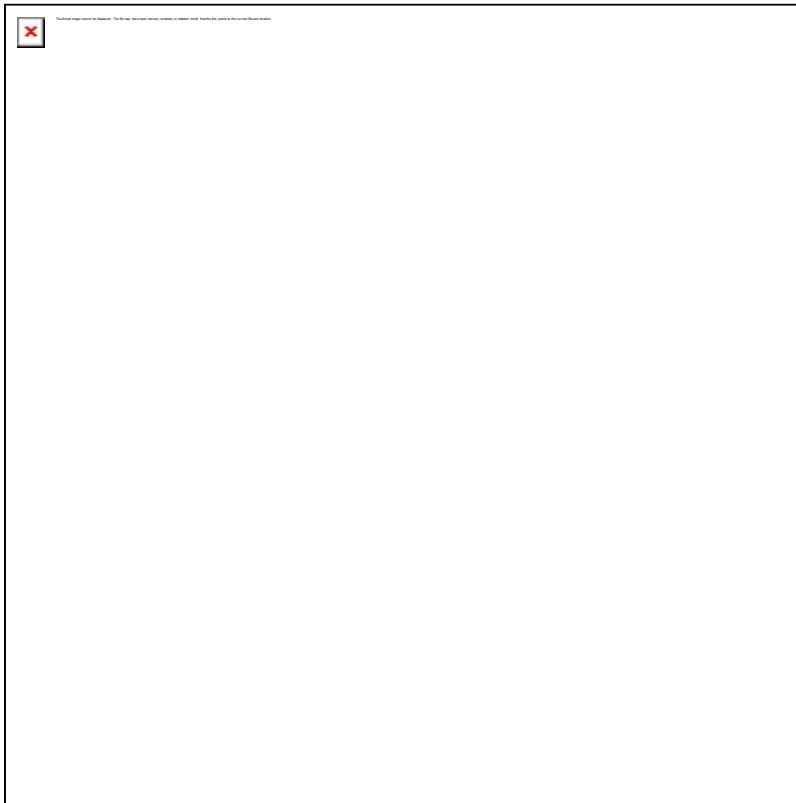
From: Lyndy Forrester
Sent: Monday, March 28, 2016 11:00 AM
To: Rita Wilson
Subject: Re: NEW! PAYROLL DEDUCT AND EASY DIGITAL SIGN UP! Walk to Benefit the AC Food Pantry

Took me less than 1 minute to sign up!

From: Rita Wilson <rnwilson@actx.edu>
Date: Monday, March 28, 2016 at 10:57 AM
To: User <lforrester@actx.edu>
Subject: RE: NEW! PAYROLL DEDUCT AND EASY DIGITAL SIGN UP! Walk to Benefit the AC Food Pantry

Love it!

From: Lyndy Forrester
Sent: Monday, March 28, 2016 10:47 AM
To: DL-All AC Family
Subject: NEW! PAYROLL DEDUCT AND EASY DIGITAL SIGN UP! Walk to Benefit the AC Food Pantry



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- **Kindle Fire** - Faculty/Staff Only
- **\$500 Scholarship** - Students Only

REGISTER & PAY:

\$5 Students - \$10 Staff

Registration fee covers the cost of your t-shirt, all remaining proceeds benefit the AC Food Pantry.

Online (Only an option for AC Employees):

[Register online](#) and your registration fee will be payroll deducted.

In-Person or Phone:

Please use the following ID numbers when registering in-person or by calling:

Students – ID#152642

Staff – ID#152643

In-Person:

AskAC Counters on Washington Street, West, and East Campuses.

By Phone:

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