

Tips for Writing a School Employee Wellness Newsletter

These suggestions can help you keep your newsletter focused and fun. Adding your wellness program's logo, photos of participating employees, and success stories will make your content engaging.

- **Sidebar – use it strategically**
 - Table of contents
 - Highlight upcoming wellness events
 - List contact information for Wellness Coordinator
 - Link to School Employee Wellness webpage

- **Feature free resources**
 - Music or audiobooks
 - Apps (Lumosity, Headspace, etc.)
 - YouTube tutorials for arts, crafts, or gardening
 - YouTube series of stretches, yoga, or fitness exercises
 - Parks/nature trails that don't require parking passes



- **Upcoming well-being events, activities, programs**
 - Financial well-being workshop
 - Development of a school garden
 - Launch of a book club

- **Employee/team feature – personable and interesting**
 - Celebrate progress, participation, or milestone
 - Suggestions from the participant
 - Resources or tools recommended by the participant

Announce a challenge/incentive

- Link to resources
 - Provide links for log-in, if necessary
- Generate interest and motivation



- **Successes so far**

- How well-being activities are affecting employees
- Data about participation
- Photos of participants
- Administrators that are participating



- **Easy-to-make, healthy recipe**

- Feature a seasonal fruit or vegetable
- Feature a staff member's favorite healthy recipe/healthy family recipe
- Feature a family-friendly recipe
- Feature a sheet pan (one dish) recipe
- Desserts without added sugar



- **Feature a community activity/resource**

- Library-offered classes (photography, art)
- Volunteering opportunity
- Fun-run for a cause
- Blood drive
- High school/community play or performance
- Hobby-related workshop

- **Tips and hacks**

- Maintaining walking groups/step count even when weather is cold
- Mason jar salads
- Integrating stretching into the workday



Free templates for newsletter creation

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