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Module 1 — How to Use This Manual

Welcome, Champion. This manual is your quick reference for the INtegrate Champion role: what it is, how your training works, the documents you'll use, and where to turn for help. It gathers in one place the essentials you need, so you are never guessing about what comes next.

You do not have to read it cover to cover. Skim it now to see what is here, then come back to the sections you need as the year unfolds. Your training lessons teach each skill in depth; this manual is the map that holds them together.

Your First Two Weeks

- ☐ Read this Start Here section, then skim the rest of the manual.
- ☐ Read and sign your Champion Pledge.
- ☐ Read the Champion Best Practices.
- ☐ Complete your Building Resource Inventory.
- ☐ Begin the Champion Lessons, and aim for one a week.
- ☐ Save your Liaison's contact information, and reach out with your first question.

You are not on your own

Every Champion has a NuStart INtegrate Liaison, your single point of contact for questions, support, and encouragement all year. When something is unclear or you are stuck, reach out to your Liaison first. Helping you succeed is their whole job.

START HERE

Module 2 — Words We Use

A few plain-language terms come up throughout your training. Here are the ones you'll see most; the complete glossary is at the end of the manual (Module 12).

- **Champion Lesson (or Lesson).** One of the eighteen short training lessons you complete: Lesson 1 through 12 (required) and Lesson X1 through X6 (optional).
- **Your Liaison.** Your NuStart INtegrate Liaison is your main point of contact for support all year.
- **Steering Committee.** The district wellness meeting where buildings share what's working and solve problems together.
- **Monthly Champion Newsletter.** The monthly newsletter you receive, with the Email within an Email you forward to your staff.
- **Wellness Station / Digital Wellness Station.** Your physical bulletin board / the online monthly page of recipes and Healthy Living Guides.
- **All-IN Schools / All-IN Champions.** The two recognition tracks, each with Bronze, Silver, and Gold status.

FOUNDATIONS

Module 3 — Welcome, Champion

As an INtegrate Champion, you are the person who makes staff wellness real in your building. You promote challenges, point colleagues toward NuStart Blocks and coaching, run small activities, communicate with staff, and celebrate wins. You are a trusted peer, someone your colleagues already know, and that is exactly why the role works.

The Champion role is a stipend position you take on alongside your regular job. It is meaningful, and it is designed to be doable: short training, ready-made materials, and steady support from your Liaison. You do not have to build anything from scratch, and you are never expected to be a health expert. You are a connector and an encourager. That is the heart of it.

Why does your role matter so much? Because wellness catches on through people, not memos. When a colleague sees you take part, hears a genuine invitation, and finds the healthy option easy to reach, they are far more likely to join in. Your steady, friendly presence is what turns a program into a culture.

FOUNDATIONS

Module 4 — The INtegrate Mission & Philosophy

INtegrate exists to make everyday well-being easier for the people who keep our schools running. The whole idea fits in one sentence: make the healthy choice the easier choice. We do not ask colleagues to try harder or rely on willpower, because willpower runs out on the hardest days. Instead, we shape the culture, the environment, and the small defaults of a building so the healthy option is the easy, obvious one.

That is your lens for everything. When the water is in reach, the stairwell is inviting, the walking group already has a time and place, and the encouraging note is already written, people make healthier choices without a struggle. Your job is to keep quietly removing friction and adding gentle nudges.

A primary aim of the role is to grow participation: to help more of your colleagues take part in INtegrate's challenges, events, and everyday efforts over the year. You do that through warm, well-placed communication and by teaming up with the people and groups already active in your building.

YOUR ROLE

Module 5 — Your Role: The Essentials

A handful of things are the heart of the role. These are what every Champion is expected to do, and they are what the Participation and Scorecard recognizes. Beyond them, there is always room to do more when you have the time and interest.

- **Engage your building.** Promote every challenge, and encourage staff to try NuStart Blocks and coaching. Growing and holding participation is your most important work.
- **Make the healthy choice the easier choice.** Take stock of what your building has (the Building Resource Inventory), then set up small changes that make the healthy option the easy one.
- **Connect and collaborate.** Partner with the people and groups already active in your building, and with other Champions across the district.
- **Communicate.** Keep steady, welcome communication, a couple of touchpoints a month, on the channels staff actually see.
- **Learn and stay accountable.** Complete your Champion training, take part in the district meetings, submit your building report, and contribute a newsletter story.
- **Model and represent.** Take part yourself, and share your building's wins.

You are a connector, not an expert

You are not expected to be a health, fitness, or nutrition expert. Your role is to connect colleagues to what NuStart offers and to make the healthy choice a little easier. When someone needs more, point them to NuStart Blocks, coaching, or the resources your building and district provide.

How the three roles fit together

Three roles, three audiences, one goal: making the healthy choice the easier choice. You, the Champion, support the staff in your building. Your NuStart INtegrate Liaison supports you. And NuStart Coaches provide one-to-one coaching to individual colleagues who opt in. You are the connector: you point ready colleagues toward coaching, but you do not have to be the coach or the expert. Full one-page Role & Responsibilities descriptions for all three positions are in the appendix at the back of this manual.

You are probably not the only one

Every building has more than one role that touches staff wellbeing in some way — a nurse, a counselor, a behavior-support lead, an activities director, and titles that vary district to district and building to building. Finding out who else is already working in this space, even informally, helps you avoid duplicating effort and can reach staff a single role working alone would miss. The specific title never matters; the overlap in purpose does.

YOUR TRAINING

Module 6 — Your Training

Your training is a set of short, self-paced lessons, most about five to ten minutes each. All eighteen are released at once, so you can see the whole path from the start. The twelve required core Champion Lessons build on one another; complete at least one a week, finishing all twelve within about twelve weeks (the first semester). The six optional extra-credit Champion Lessons (X1–X6) are yours to explore anytime during the year.

Every lesson follows the same simple shape: Why It Matters, What to Know, Try This. Once you know the rhythm you can focus on the content. Each ends with one small action to try, and a “Need help along the way?” reminder that points you to your Liaison.

Required core Champion Lessons — 12 (at least one a week for about twelve weeks)

#	Champion Lesson	What you will learn
1	Welcome to INtegrate: The Heart and the Mission	The heart of INtegrate, and why the Champion role matters.
2	Your Role as a Champion	What Champions do, and what success looks like.
3	Inventory Your Building’s Resources	Find what a building already has to work with.
4	Turn Resources Into Action	Turn those resources into simple, doable activities.
5	Connect and Collaborate	Partner with the people already active in the building.

#	Champion Lesson	What you will learn
6	Point Peers to the Right Support	Connect colleagues to help, without being the expert.
7	Communicate So People Listen	Write messages people actually open and act on.
8	Promote Challenges, NuStart Blocks, and Coaching, and Use the Digital Hub	Grow participation and use the digital hub.
9	Move People to Participate: The Power of Story	Be the guide, not the hero: use And, But, Therefore to move people to act.
10	Make the Healthy Choice the Easier Choice	Shape the building so the healthy choice is the easy one.
11	Steering Committee: Participate and Report	Show up, report, and represent the building well.
12	Plan, Act, and Improve	Use simple feedback to keep getting better.

Optional extra-credit Champion Lessons — 6 (anytime)

#	Champion Lesson	What you will learn
X1	Build a Building Wellness Team	Share the load with a small building wellness team.
X2	Support Staff Self-Care and Connection	Small, regular gestures that help a building feel cared-for.
X3	Tell a Great Story for the Newsletter	Share wins (with consent) in the newsletter.
X4	Learn From Your Building's Data	Read the numbers as friendly feedback, not a grade.
X5	Going Deeper With Story: Make It Land and Stick	Go deeper: Duarte's sparkline, the Heaths' SUCCEsS, and the science of story.
X6	Share It on Social: Reaching Your Building Online	Post well and safely on Facebook, Instagram, LinkedIn, and X.

RUNNING YOUR BUILDING

Module 7 — Communicating With Your Building

Most wellness messages get skimmed, so a few good habits make all the difference. Keep a steady, welcome rhythm, about two to three touchpoints a month, consistent but never overwhelming. Lead with the benefit (a five-minute reset for a stressful week), keep it short, and always give one clear, easy next step.

- **Use the channels you have.** Staff email, printed flyers, your Wellness Station, and a personal word in person all work, and a personal, in-person invitation is the most powerful of all.
- **Forward the monthly Email within an Email.** Each month you'll receive an INtegrate newsletter with a ready-to-share "Email within an Email." Copy it, paste it into a message to your staff, and send. It carries that month's Digital Wellness Station, recipes, and Healthy Living Guides.
- **Tell a story for the newsletter.** Share a story about a win in your building whenever you have one. This is invited, not required. Get a signed Media Consent & Release before you name or picture anyone.
- **Follow district policy.** Whatever you post or send as a Champion, follow your district's communication and media policies. When in doubt, ask your Liaison.

RUNNING YOUR BUILDING

Module 8 — Meetings & Reports

A few times a year, Champions come together with NuStart to coordinate and learn from one another. Your part is to show up, share honestly, and bring back one idea for your building.

- **The district wellness meeting.** Take part in the Steering Committee, where buildings share what is working and solve problems together.
- **The Pre-Meeting Building Report.** Before each meeting, submit a short report: what happened in your building, what is going well, what is getting in the way, and what help you need. It takes five to ten minutes and gives your building a voice.

- **Your check-ins with your Liaison.** You'll check in with your NuStart Liaison three times a year: at the beginning (August–September), the middle (December–January), and the end (April–May). Each one is a short form you can complete on your phone in about five minutes. The form is the check-in, so there is no meeting to schedule. If you would like to talk something through, your NuStart Liaison is glad to hear from you at any point in the year. That conversation sits alongside the check-in rather than replacing it.
- Between check-ins, a one-minute Monthly Building Update arrives with each Champion newsletter, October through May. It asks about the month just ended, and the credit appears on your dashboard the moment you submit.

YOUR DOCUMENTS

Module 9 — The Documents You'll Use

A small set of forms and tools does the practical work of the role. Full copies are in the appendices; here is what each is and when you'll use it.

- **Building Resource Inventory.** Complete this at the start of the year to catalog what your building already has to work with. It is the first step behind “make the healthy choice the easier choice.”
- **Champion Best Practices.** Read and understand this at the start of the year. It lays out the essentials of the role and how they are recognized.
- **Champion Pledge.** Read, understand, and sign this at the start of the year. It is the moment you formally step into the role.
- **Media Consent & Release.** Get a signed release before any colleague or student is named or pictured in a newsletter, on social media, or in any INtegrate communication, with no exceptions.
- **Participation and Scorecard.** How your effort is tracked and recognized across the year. Your Liaison will walk you through it at your first meeting.
- **Training Catalog.** Your map of all eighteen lessons and the suggested pace.

RECOGNITION

Module 10 — How You're Recognized

Your effort is seen, measured fairly, and celebrated. Recognition runs on two tracks, each with tiered Bronze, Silver, and Gold status: All-IN Schools recognizes what a building accomplishes together, and All-IN Champions recognizes your individual work. There is no end-of-year application to complete. Recognition builds through the year from your check-ins, your Monthly Building Updates, and your building's activity, and your Liaison will help you stay on track toward both all year.

Recognition is based on the Participation and Scorecard, which looks at engaging your building, running it well, collaborating, and completing your training. Champions are compared fairly within building-size groups. A small elementary is never measured against a large high school, and improvement counts, not just size. Think of the scorecard as friendly feedback, not a grade.

Along the way, recognition includes certificates, mentions in the district newsletter (TSC Matters), tiered awards, and end-of-year prize drawings. Small, frequent thanks matter most; a shout-out in October keeps a Champion going strong in April.

HELP

Module 11 — Where to Get Help

Your NuStart INtegrate Liaison is your go-to for anything you need: a question, a resource, a fresh idea, or just encouragement. Reach out early rather than waiting; asking for help is a mark of a good Champion, not a shortcoming. You can also email NuStart Health at info@nustarthealth.com.

Work within your district's rules

Everything you do as a Champion happens inside your district's policies: communication, use of buildings and equipment, staff time, photography and media consent, and data. When a good idea bumps into a district rule, the district wins, and your Liaison can help you find another way. Working within the guardrails is what keeps INtegrate welcome in your building.

REFERENCE

- **All-IN Schools / All-IN Champions.** The two recognition tracks, each with Bronze, Silver, and Gold status: All-IN Schools recognizes a building's shared effort, and All-IN Champions recognizes your individual work.
- **Building.** A school, building, or department taking part in INtegrate.
- **Champion.** A building staff member, in a stipend role, who coordinates and connects wellness in their building. That's you.
- **Champion Lesson.** One of the eighteen short training lessons: Lesson 1 through 12 (required) and X1 through X6 (optional).
- **Email within an Email.** A ready-to-send message inside the Monthly Champion Newsletter that you copy, paste, and forward to your staff.
- **INtegrate.** NuStart Health's workplace-wellness program for Tippecanoe (TSC) and Lafayette (LSC) School Corporations.
- **Make the healthy choice the easier choice.** The core idea: shape culture, environment, and defaults so the healthy option is the easy one.
- **Module.** A numbered section of this manual (Module 1 through 12). Different from a Champion Lesson, which is a training unit (Lesson 1 through 12).
- **Monthly Champion Newsletter.** The monthly newsletter you receive, containing the Email within an Email to forward to your staff.
- **NuStart Blocks.** Short, self-paced healthy-living lessons staff can take on their own.
- **NuStart INtegrate Liaison.** The NuStart staff member who supports and guides Champions across buildings, and your main point of contact.
- **Participation and Scorecard.** How your participation and progress are tracked and recognized across the year.
- **Steering Committee.** The district wellness meeting where buildings share what's working and solve problems together.

- **Wellness Station.** A physical bulletin board in a staff common area or break room where you post monthly wellness material (the online version is the Digital Wellness Station).

APPENDIX

Appendix — TSC Supporting Documents

This appendix reproduces the TSC role descriptions and supporting documents Champions use, for your reference and formatted to match the manual. Each document begins on its own page. The working forms and spreadsheets are also delivered as separate files for printing and data entry.

ROLE DESCRIPTION

INtegrate Champion — Role & Responsibilities

A building-level wellness role · Tippecanoe School Corporation (TSC) · 2026–2027

Purpose

The INtegrate Champion is a building-level staff member who coordinates and connects wellness where they work: a connector and encourager, not the expert with every health answer. The Champion helps colleagues take part in INtegrate and makes the healthy choice the easier choice in their building.

Position type, appointment, and term

- Stipend role, taken on alongside the Champion's regular full-time job.
- Appointed by the building administrator, who also backs the Champion and helps set the building's tone.
- Serves for the school year, with the option to continue in subsequent years.

Who supports the Champion

- The NuStart INtegrate Liaison onboards, trains, encourages, and connects the Champion to what they need.
- The building administrator appoints the Champion and owns overall accountability for the building's participation.

- NuStart Health provides ready-made content, the resource hub, the Champion Lessons, and the supporting documents.

Key responsibilities

Engage your building.

- Promote the challenges, and encourage staff to try NuStart Blocks (healthy-living lessons) and coaching.
- Run a few wellness activities that fit your building across the year.
- Keep steady, welcome communication, about two to three touchpoints a month, using the ready-made content provided.

Connect and collaborate.

- Team up with the people and groups already active in your building.
- Pair with another Champion for support and ideas.
- Use the NuStart resources and pass them along to your staff.

Take part and represent.

- Take part yourself. Champions who model the habits inspire others to follow.
- Attend the Steering Committee meetings, join the conversation, and submit a short building report beforehand.
- Contribute one piece to the TSC staff newsletter (TSC Matters) each year.

Keep learning and improving.

- Read the INtegrate Champion Manual at the start of the year, and use it as your reference throughout.
- Complete the Champion Lessons: twelve core lessons, about one a week through the first semester.
- Complete the All-IN application and Champion self-assessment (now one combined process).
- Take stock of your building's resources with the Building Resource Inventory.

Time commitment

Designed to be doable on top of a full job: roughly two to three brief communications a month, a handful of small activities across the year, the Steering Committee meetings, and the twelve short core lessons (about one a week early in the year). The six optional extra-credit lessons are available anytime for Champions who want to go further.

How the work is recognized

Champion effort is measured through the Participation and Scorecard, which covers building engagement, the practices above, training and participation, and collaboration. Recognition includes certificates, mentions in the TSC e-newsletter, and the three Champion milestones (Trained, Engaged, Leading). Champions are recognized within building-size groups, so effort is compared fairly and improvement counts, not just size.

What this role is not

- Not the building's health expert or counselor. Point colleagues to the right support rather than trying to be it.
- Not a personal coach. When someone wants one-to-one help, point them to a NuStart Coach.
- Not solely accountable for whether a building participates. Overall accountability rests with building and district administrators.

Need help? You are never on your own. Reach your assigned NuStart INtegrate Liaison anytime, or email NuStart's general inbox at info@nustarthealth.com. Your message is forwarded to your Liaison, who will reply within two business days.

ROLE DESCRIPTION

NuStart INtegrate Liaison — Role & Responsibilities

A NuStart Health staff position · Tippecanoe School Corporation (TSC) · 2026–2027

Purpose

The NuStart INtegrate Liaison is the hub of the wheel for the Champion network. The Liaison supports Champions so that Champions can support the staff in their buildings: organizing, communicating, and keeping the program running on a system rather than on any one person's energy. The Liaison sits one layer back from the building floor; the leverage is in making sure every Champion is welcomed, trained, encouraged, and connected to what they need.

Position type and reporting

- A NuStart Health staff position (NuStart employee).
- Reports to a NuStart supervisor, and brings anything beyond what the Liaison can resolve to the supervisor, early rather than late.
- Works in partnership with building and district administrators and the Steering Committee.

Core responsibilities

- Welcome, train, support, and celebrate Champions: onboard each named Champion, roll out and pace the training, encourage them through the year, and make sure their effort is seen.
- Drive engagement and participation: help each building lift staff involvement in challenges, Blocks, coaching, and events, and connect building efforts into district-wide momentum.
- Facilitate communication: draft and distribute the Monthly Champion Newsletter and keep clear, warm, timely messages moving.
- Run the district wellness meeting: convene and lead the Steering Committee and collect the building reports.
- Manage the supporting documents: prepare and keep current the Building Resource Inventory, Pledge, Media Consent, Best Practices, and related forms.
- Present and track the Participation and Scorecard: share it at the start of the year and keep it current as a helpful mirror.
- Be the bridge to NuStart resources: connect Champions to the resource hub, ready-made content, and the wider team.

The rhythm of the year

- Before launch: welcome and onboard Champions, set the calendar, and prepare the supporting documents.
- Start of year: meet each Champion, present the Participation and Scorecard, and release the training (all lessons at once).
- Across the year: run the Steering Committee meetings, collect building reports, promote challenges, keep the newsletter and recognition moving, and meet each Champion again mid-year and at year-end.
- Anytime: point interested Champions to the six optional extra-credit Champion Lessons.

What this role is not

- Not the building-level doer. The Liaison enables and equips Champions rather than doing the building work in their place.
- Not a personal coach. One-to-one coaching of individual participants is a separate NuStart Coach role.
- Not the enforcer. The Liaison provides light accountability (a helpful mirror), while overall accountability for a building's participation rests with its administrators.

When you need help You are a NuStart employee and not doing this alone. Bring a stuck situation, a barrier bigger than one building, or a question you cannot answer to your NuStart supervisor. Ask early rather than late.

ROLE DESCRIPTION

NuStart Coach — Role & Responsibilities

A NuStart-provided coaching service · Tippecanoe School Corporation (TSC) · 2026–2027

Purpose

The NuStart Coach provides guided, ongoing one-to-one coaching to individual staff members who choose to work toward a personal wellness goal. Coaching is a NuStart-provided service that participants opt into, not a building-level program role. A coach helps a participant build healthy habits in nutrition, exercise, sleep, and stress management, at the participant's own pace.

How this role fits with the others

Three roles, three audiences, one goal. The Liaison supports Champions, Champions support the staff in their building, and NuStart Coaches support individual participants who opt into one-to-one coaching. The Coach is distinct from the Liaison (who supports Champions) and the Champion (who supports staff); Champions point ready colleagues toward coaching but do not provide it themselves.

What the Coach does

- Meets one-to-one with a participant to set realistic, personal goals.
- Coaches across the core wellness areas: nutrition, exercise, sleep, and stress management.
- Provides ongoing, guided support and accountability as the participant builds habits over time.
- Meets participants where they are, at their own pace, year-round.

Who the Coach serves

Any TSC staff member who opts in. Coaching is voluntary, personal, and available year-round. A participant can get started anytime.

How staff engage a Coach

- Staff sign up through the NuStart personal-coaching sign-up form (shared in the Monthly Champion Newsletter and the Email within an Email).
- Champions and Liaisons point interested, ready colleagues toward coaching. The connection is theirs to make, the coaching is the Coach's to provide.

What this role is not

- Not a building-level program role. The Coach does not coordinate wellness for a building (that is the Champion) or support the Champion network (that is the Liaison).

- Not a medical or mental-health provider. Coaching supports everyday healthy habits and is not a substitute for professional care.

Point people here When a colleague wants one-to-one help toward a personal goal, point them to NuStart personal coaching. Sign-up is year-round; a participant can start anytime.

SUPPORTING DOCUMENT

TSC INtegrate: Building Resource Inventory

Discovery questionnaire for Champions

This inventory helps you and NuStart see what your building already has to support staff wellness, so we can help you make the healthy choice the easier choice. It usually takes 10 to 15 minutes. There are no wrong answers; a “Not sure” is useful too, and points us to something worth finding out.

Your information

Champion name

Building / department	Date
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Spaces beyond the breakroom

Places staff could use for movement, brain breaks, or relaxation.

Resource	Available?	Details — where it is, when staff can use it, condition
Open or available classroom(s) for brain breaks or relaxation	Yes / No / Not sure	
Gymnasium	Yes / No / Not sure	
Cafeteria or commons (usable outside meal times)	Yes / No / Not sure	

Resource	Available?	Details — where it is, when staff can use it, condition
A quiet, wellness, or relaxation room	Yes / No / Not sure	
Multipurpose or flexible room	Yes / No / Not sure	
Outdoor space (fields, courts, playground)	Yes / No / Not sure	

Physical activity, PE, and athletics

If you are your building's PE teacher, note what you can share with staff; if not, your PE teacher is a key ally.

Resource	Available?	Details — where it is, when staff can use it, condition
Gym or PE space (and when staff could use it)	Yes / No / Not sure	
Track (indoor or outdoor)	Yes / No / Not sure	
Walking path or safe walking route	Yes / No / Not sure	
PE, athletic, or sports equipment that could be borrowed	Yes / No / Not sure	
Fitness equipment (weights, cardio machines)	Yes / No / Not sure	
Access to the PE teacher, coaches, or athletic staff	Yes / No / Not sure	

Food and water

Resource	Available?	Details — where it is, when staff can use it, condition
Food services or cafeteria able to support healthy staff options	Yes / No / Not sure	
Kitchen, FACS, or culinary space for cooking demos	Yes / No / Not sure	
Refrigerator or space for staff healthy food and snacks	Yes / No / Not sure	
Water bottle-filling stations (note how many and where)	Yes / No / Not sure	
Water fountains or reliable water access	Yes / No / Not sure	

Education and communication

Resource	Available?	Details — where it is, when staff can use it, condition
Wellness Station or bulletin board space	Yes / No / Not sure	
Digital signage or screens for messaging	Yes / No / Not sure	
A staff email list or newsletter you can use	Yes / No / Not sure	
Places to post flyers (lounge, restrooms, mailboxes)	Yes / No / Not sure	
You actively use the NuStart and TSC shared resources (Drive / hub)	Yes / No / Not sure	

People and partners

Groups and people in your building whose mission overlaps with wellness.

Group or partner	In your building?	Name / contact	Worked together?
Other initiative champions or leaders	Yes / No		Yes / No
Other groups or committees	Yes / No		Yes / No
PE teacher, athletics, or coaches	Yes / No		Yes / No
Counselor(s) or mental health liaison	Yes / No		Yes / No
Student groups (clubs, Girls on the Run, etc.)	Yes / No		Yes / No
Community partners (YMCA, etc.)	Yes / No		Yes / No
Other staff who help with wellness	Yes / No		Yes / No

Administrator support

1. Which administrator(s) most support INtegrate in your building? (name and role)

2. How do they show support?

✓ Encouragement

✓ Time

✓ Funding

✓ Participation

✓ Other:

1. What would help you get more support?

Your read

1. What is your building's biggest wellness strength, resource-wise?

2. What is the biggest gap or barrier?

3. One resource you wish you had or could access

4. Anything else we should know?

Quick check-in

Two quick ratings so we can see the picture at a glance and track it over time.

How well-resourced is your building for staff wellness?

1 = not at all 1 2 3 4 5 5 = very well

How much administrator support do you feel you have?

1 = very little 1 2 3 4 5 5 = a great deal

Thank you. This helps us match real resources to simple activities in your building. Questions? Email info@nustarthealth.com.

SUPPORTING DOCUMENT

Champion Best Practices

Your role, your commitment, and how we support you · 2026–2027

Champions are the reason INtegrate works. You are the person who makes staff wellness real in your building, and the program rises and falls on your effort. This guide is honest about what the role asks of you, because it matters and because your colleagues are counting on you. It is also our promise to you: you will not do any of this alone. Everything here is built to be doable, supported, and worth your time. Read it as a clear picture of the commitment, not a list to fear.

A handful of things are essential. These are what every Champion is expected to do, and they are what your role is measured on through the Participation and Scorecard. Beyond the essentials, there is always room to do more when you have the time and interest. We mark the essentials clearly so you always know where the bar is, and we pair each one with the support that makes it reachable.

Start with your Champion Manual

Before the school year begins, read the INtegrate Champion Manual from cover to cover. It is your complete guide to the role: how INtegrate works, what is expected of you, the tools and forms you will use, and answers to the questions that come up most. Keep it close and return to it throughout the year whenever you need a refresher or run into something new.

Engage your building

This is the heart of the role: getting your colleagues to take part, and keeping them engaged over time.

The essentials

- Promote every challenge, and encourage staff to try NuStart Blocks and coaching. Growing and holding participation is your most important work.
- Keep steady, welcome communication, about two to three touchpoints a month. Consistent, never overwhelming.
- Run a few wellness activities across the year that fit your building.

Your support. Ready-made content, challenge materials, and NuStart Blocks mean you promote and share. You do not build from scratch.

Make the healthy choice the easier choice

INtegrate is about shaping your building so the healthy option is the easy, obvious one. That starts with knowing what you have to work with.

The essentials

- Complete your Building Resource Inventory.
- **Put what you have to use.** Match resources to simple activities, and integrate with what is already happening rather than starting something new.

Your support. The inventory tool, your training lessons, and your liaison, who will brainstorm activities with you any time.

Connect and collaborate

You are not meant to carry this alone, and the strongest Champions do not.

The essentials

- Partner with the people and groups already active in your building: your administrator, the social committee, the Conscious Discipline Champion, counselors, athletics, and your PE teacher, who may be you.
- Pair with another Champion for support, ideas, and accountability.

Your support. The Champion network and mentorship connect you with people who have done this and want to help.

Learn, show up, and stay accountable

These commitments keep the whole program strong, and they are where accountability matters most. They are also some of the most visible, so doing them well is how you stand out.

The essentials

- Read the INtegrate Champion Manual at the start of the year, and keep it handy as your reference throughout.
- Complete the required Champion training, the twelve core Champion Lessons, during the first semester.
- Attend the Steering Committee meetings and take part in them, and submit your short building report before each one.
- Contribute one piece to the TSC Matters newsletter each year. We review and lightly edit it, and you use the consent form whenever you feature a colleague or include a photo.
- Complete the All-IN application and your Champion self-assessment, now combined into one process.

Your support. Short web lessons, ready-made report and newsletter templates, and the consent form make each of these quick to do.

Model and represent

Take part yourself. Champions who live the habits inspire others to follow.

Share your building's wins on school channels using #TSCINtegrate.

How your work is recognized

Your effort is seen, measured fairly, and celebrated. The Participation and Scorecard covers four areas: engaging your building, running it well, collaboration, and your training and engagement. Recognition includes certificates, mentions in TSC Matters, tiered Champion awards at Honorable Mention, Bronze, Silver, Gold, and Platinum, and end-of-year prize drawings. Champions are recognized within building-size groups, so you are compared fairly with buildings like yours, and improvement counts, not just size. Accountability and reward go together here. The same scorecard that sets the bar is how we celebrate you clearing it.

Remember the idea behind our name. You do not have to build from scratch. You integrate with what is already moving in your building, and you make the healthy choice a little easier. Do that consistently, lean on us when you need to, and the rest follows. Champions are the backbone of INtegrate. Thank you for stepping up. We are with you the whole way.

SUPPORTING DOCUMENT

Champion Pledge

Tippecanoe School Corporation

As an INtegrate Champion, I commit to leading staff wellness in my building and helping my colleagues make the healthy choice the easier choice.

- ✓ I will promote our challenges, NuStart Blocks, and coaching, and work to grow participation in my building.
- ✓ I will take stock of my building's resources and use them to make the healthy choice the easier choice.
- ✓ I will keep steady, welcome communication with my staff.
- ✓ I will connect and collaborate with the people and groups in my building.
- ✓ I will complete my Champion training and keep growing in the role.
- ✓ I will read the INtegrate Champion Manual at the start of the year and use it as my guide throughout.
- ✓ I will take part in our Steering Committee meetings and share what is happening in my building.
- ✓ I will share a story for the newsletter when I have one worth telling.
- ✓ I will take part myself and model the habits I encourage in others.

I understand that Champions are the heart of INtegrate, and that NuStart and TSC support me the whole way. I pledge to lead with encouragement, consistency, and care.

Champion Signature	Date
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Printed Name	Building
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SUPPORTING DOCUMENT

TSC INtegrate: Media Consent & Release

For features and photos in the TSC newsletter and INtegrate communications Champions: for guidance on when and how to use this, see the INtegrate Champion Manual.

A signed release is required whenever a specific person is named or clearly identifiable in a submission, and for any photograph, including wide shots of an event. Please complete the section(s) that apply and submit this form with your newsletter article and photo(s).

Section A — Featured individual

Complete this section when a specific person is named or identifiable.

Name of person featured	Building / role
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Brief description of the feature or activity:

I give permission for my name, likeness, and photograph(s), along with a description of my participation, to be used by NuStart Health and Tippecanoe School Corporation in the TSC newsletter and other INtegrate, NuStart, and TSC communications, in print, electronic, and web formats. I understand that I will not be paid for this use, and that I may withdraw permission for future use by notifying NuStart in writing.

Signature	Printed name
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Date

Section B — Event or group photos

Complete this section for any photo of an event or group, including wide shots.

Event and date

As the submitting Champion, I confirm that people pictured were aware the photo(s) may be used in INtegrate, NuStart, and TSC communications, and that any individual named or clearly identifiable has signed Section A above.

Champion signature	Date
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Photo tips

- **Send one or two clear, well-lit photos.** Landscape (horizontal) works best in the newsletter.
- **Avoid blurry or dark shots.** A quick photo by a window or outdoors usually looks great.
- Make sure anyone clearly identifiable has signed Section A.

Submit this form with your article and photo(s) to NuStart. Questions? Email info@nustarthealth.com.

A note for Champions: This form is an example of the media consent and release that may be needed. Before using it, make sure it meets your school district's requirements, or use the standard consent and release form your district already uses.

SUPPORTING DOCUMENT

Participation and Scorecard — Scorecard Rubric

Weighted areas and recognition tiers

Building outcomes 25 · Consistency & follow-through 20 · Collaboration & connection 20 · Training & engagement 35 (of 100)

Recognition tiers: Platinum 101+ points · Gold 90–100 points · Silver 80–89 points · Bronze 70–79 points · Honorable Mention 60–69 points.

Two things worth knowing about the tiers. Silver and above ask that all twelve core Champion Lessons are complete. That one is entirely in your hands, and you can finish a lesson any time before the deadline. And Platinum sits above the 100-point base, so it is reached through extra credit rather than by doing everything asked very well.

The 100-point rubric

Building outcomes

Metric	How it is measured / full-credit target	Max
Challenge participation, fall	Avg weekly active / eligible, scored within your building-size band.	6
Challenge participation, spring	Avg weekly active / eligible, measured against your own baseline rather than a fixed target.	6
Challenge retention, fall	How many are still taking part in the final week, compared with the first. Full credit at 100% (held or grew).	3
Challenge retention, spring	How many are still taking part in the final week, compared with the first. Full credit at 100% (held or grew).	3
NuStart Blocks participation	% of eligible staff completing at least one NuStart Block. Half credit at 10% of eligible staff, full credit at 20%.	7

Consistency & follow-through

Metric	How it is measured / full-credit target	Max
Liaison check-ins	Submits the check-in form by each of the three deadlines (beginning, middle, and end of year). 2 points per check-in. The points are tied to the deadline, so a check-in that is not submitted by its date cannot be credited later.	6
Building-unique events	Challenges/workshops/events beyond the corporate ones. Full credit at 3 (capped).	5
All-IN School reporting	Reports building activity at each of the three check-ins; this replaces the year-end All-IN School application. The All-IN School designation earned sets the score: Honorable Mention 1 / Bronze 2 / Silver 3 / Gold 4. A Platinum building adds a bonus point on top of the 100.	4 +1

Metric	How it is measured / full-credit target	Max
Communication cadence	Consistency x sweet-spot. Full credit = 2-3 touchpoints/month across active months. >4/mo scores LESS.	3
Wellness Station	Keeps a wellness station going through the year. The digital station is the standard one, and a physical bulletin board station is an optional addition.	1
Staff wellness survey	Surveys staff to tailor activities to the building.	1

Collaboration & connection

Metric	How it is measured / full-credit target	Max
Collaboration w/ building leaders & groups	Activities co-run with admin, social committee, CD Champion, athletics, counseling, students. Full credit at 3 (capped).	7
Collaboration w/ other Champions	Joint efforts across buildings + active accountability-partner/mentorship. Full credit at 3 (capped).	7
Resources shared with staff	Months the Champion distributed hub content to staff (of ~10).	6

Training & engagement

Metric	How it is measured / full-credit target	Max
Required training (core)	Share of the required Champion Lessons completed for the year. Full credit at 100%.	15
Monthly Building Update	Submitted each month, 2 points each; it also counts your staff communication and station months.	16
Steering Committee attendance & participation	Meetings attended AND actively participated in, of the meetings held this year.	4

Extra credit — added above the 100

Metric	How it is measured	Max
INtegrate story	A story you choose to share. Invited, not required, and it is welcome any time of year.	3
Optional extra-credit Champion Lessons	Optional advanced Champion Lessons completed. About 1.5 pts each (capped).	9

Base total: 100 points. Extra credit available: 12.

Extra credit sits above the base rather than inside it, which is what makes Platinum (101+) reachable at all, and why it means going beyond the role rather than doing everything asked very well.

The figures in the working scorecard are placeholder, illustrative examples. Replace them with your district's real data before scoring or recognizing anyone.

SUPPORTING DOCUMENT

Champion Training Catalog

All eighteen lessons are released at once at the start of the year. The twelve required core Champion Lessons are self-paced. Each Champion completes at least one core lesson per week, finishing all twelve within about twelve weeks (the first semester). The six optional extra-credit Champion Lessons (X1–X6) are available anytime throughout the school year.

REQUIRED CORE (recommended order)

#	Module	Track	Min
1	Welcome to INtegrate: The Heart and the Mission	Core	6
2	Your Role as a Champion	Core	6
3	Inventory Your Building's Resources	Core	7
4	Turn Resources Into Action	Core	6
5	Connect and Collaborate	Core	6
6	Point Peers to the Right Support	Core	6

#	Module	Track	Min
7	Communicate So People Listen	Core	6
8	Promote Challenges, NuStart Blocks, and Coaching, and Use the Digital Hub	Core	7
9	Move People to Participate: The Power of Story	Core	8
10	Make the Healthy Choice the Easier Choice	Core	6
11	Steering Committee: Participate and Report	Core	5
12	Plan, Act, and Improve	Core	6

OPTIONAL EXTRA-CREDIT (available anytime)

#	Module	Track	Min
X1	Build a Building Wellness Team	Optional	6
X2	Support Staff Self-Care and Connection	Optional	7
X3	Tell a Great Story for TSC Matters	Optional	5
X4	Learn From Your Building's Data	Optional	6
X5	Going Deeper With Story: Make It Land and Stick	Optional	10
X6	Share It on Social: Reaching Your Building Online	Optional	10