

# Client Attendance Contest

**Dates:** October 13-27th

**Objective:** Whichever team (1-3, Wellness, CHW) is able to get the most clients up to the lab during a two week period will have a Ice Cream Sundae Party in the break area.

**How?** Each team will receive a stack of cards with their team name on it (similar to intake/appointment cards at the front desk). Their clients will bring up the card to us and we will collect them. If clients bring the cards to a class, they count as two. Whichever team has the most cards returned to us wins!

To do:

1. Notify and prepare volunteers
2. Make sure we have enough outreach materials for staff/clients
  - Schedules
  - Class Descriptions

Outreach:

1. E-mails to staff
  - Updating on progress, current winners
  - Tips for getting clients to the lab
  - Examples of how clients use the lab
  - Different topping ideas
  - A big poster in the break/kitchen area
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Materials/Cards:

Printed out with team and group names.

**E-mails:**

**First Day of Contest:**

Doesn't this rainy weather make you crave ICE CREAM? Yeah me too. We might have to serve some hot chocolate with the ice cream for our winning team! Or at least some hot chocolate syrup!

Remember, today is the first day of the ice cream contest starting at 1:00pm when we open for clients and ending Tuesday 10/25 at 5:00pm.

All team leaders now have the cards in their mailboxes. Please get them out to your team members. This includes Wellness! I've also given you a print out to make more copies if needed. I'll be recycling turned in cards too. Teams get points for each client who brings in one of the cards. The card counts as TWO if the client comes for one of our classes. I realize this is not a perfect science, so once again remember that clients only count if they have one of the cards with them. That is what we are using to tally. One client can count more than one time, but they need a new card each time. Also, the winner will be decided based on the amount of team members, so bigger teams do not have an unfair advantage!

There is also a stack of quarter sheet schedules in English and Spanish by the mailboxes and the waiting area computer! Please use them. I've attached a weekly schedule to this e-mail, as well as a description of our classes.

Let me know if you need ANYTHING to help clients get up here and utilize our services and volunteers!

GOOD LUCK!

**Third Day:**

Congrats to the CHWs and Team 2, they are in the lead. Team 1, 3, and Wellness Center, it isn't too late! Just show clients up to the lab! I'll be updating everyone on the progress of the contest as well as give some tips on how