

## RECHARGE: Frequently asked questions

### What is RECHARGE?

RECHARGE encourages San Francisco Health Service System members (employees, retirees, and their spouses/domestic partners/dependents) to manage stress with breathing techniques and stretches that will help activate the relaxation response when needed.

### How does it work?

Create a RECHARGE Routine – Make relaxation a habit by focusing on breathing and stretching for 6 weeks.

1. Register at [https://www.surveymonkey.com/r/RECHARGE\\_2019](https://www.surveymonkey.com/r/RECHARGE_2019)
2. Use the [RECHARGE Calendar and Goal Handout](#) to set your RECHARGE goal and give yourself credit every time you take a RECHARGE break for 6 weeks.
3. Receive weekly tips via email to help you learn to RECHARGE

Be entered to win prizes each step of the way.

OR

Simply access RECHARGE resources anytime. Use the collection of resources at your own pace to learn how to breathe and stretch to manage your stress.

## Benefits: The power to manage stress is inside you.

### How will RECHARGE help me?

- Learn to activate your natural relaxation response, so you can reduce stress hormones, slow heart rate, lower blood pressure, and release muscle tension.
- Increase your energy, focus, and productivity.
- Feel calmer, less stiff, and able to address stressful situations.

### Participating in the 6-week Take Time To RECHARGE Routine will help you

- Learn the importance of taking a moment to reset, relax, and RECHARGE
- Try simple breathing and stretching exercises you can do throughout your day
- Experiment with the best times of day to RECHARGE
- Create an environment that reminds you to RECHARGE
- Discover the benefits of RECHARGE for you

## The Program - Take Time To RECHARGE

### When does the program start and end?

Create a RECHARGE Routine starts on Monday, December 2, 2019 and runs through Sunday, January 12, 2020. Registration will begin on November 12, 2019.

RECHARGE resources are available year-round at <https://sfhss.org/well-being/stress-management>

### Who can participate?

Employees, retirees, and family members of the City & County of San Francisco, Unified School District, Superior Courts, and City College are eligible to participate.

### What if I have questions along the way?

Contact the SFHSS Well-Being Team by email at [well-being@sfgov.org](mailto:well-being@sfgov.org) or call 415-554-0643.

### I registered for the emails but didn't receive any. What should I do?

Check your Junk and Clutter mailboxes to make sure that the emails did not go there. If you did not receive any emails, contact the SFHSS Well-Being Team at [well-being@sfgov.org](mailto:well-being@sfgov.org) or call 415-554-0643.

### Do I need anything special to participate?

To access the resources, you will need access to the internet. To receive the emails, you will need to provide your email address during registration.

## Registration

### How do I register?

Visit <https://sfhss.org/take-time-recharge> to register and sign up for the weekly emails.

### I missed the registration deadline. Can I still participate?

You can register for Take Time To RECHARGE Routine anytime during the 6 weeks. You can find all of the resources at <https://sfhss.org/take-time-recharge>

## Prizes

### What are the prizes?

Various prizes will be given out all 6 weeks during the program.

### Who is eligible to win?

Employees and retirees who register for RECHARGE will be able to win prizes. There are five ways to win:

1. **Register by December 2:** 100 winners. Participants who register by December 2 will be entered to win.
2. **Refer a coworker or family member:** 50 winners. During registration, participants will be asked to provide the email address of anyone who referred them to participate. Anyone identified as a referral source will be entered to win prizes.
3. **Enter the weekly contests:** 25 winners/week. The weekly email includes a contest. Submit your entry by the deadline and be entered to win.
4. **Complete the post-survey:** 100 Winners. Complete the final survey and automatically receive a gift.
5. **Share your story:** 25 grand prize winners. As part of the post-survey, you will be asked to share a little about your experience. Share your story and be entered to win one of the 25 grand prizes.

### If I won, how do I get my prize?

You will receive instructions when you are notified that you are a winner.