

# Budget Guidance

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## Employee Engagement Budget

Culture Champion funds are designed to support appreciation, connection, and team wellbeing at the hospital level.

Use this budget to strengthen what you're already doing — or to create something new that brings your team together.

### The budget can be used for:

- Recognizing team members and milestones
- Creating meaningful moments of connection
- Enhancing existing traditions or team outings
- Introducing new engagement ideas that support a positive culture

## Budget guidelines

- **\$25 per team member in Q2 and \$25 per team member in Q4**
- Funds are intended to support one engagement event per designated quarter
- Funds must be used within the assigned quarter (no rollovers or combining across quarters)
- Coordinate plans and purchases with your **Practice Manager / Hospital Leadership**
- Use the **WellHaven VISA** for approved purchases
- No company-purchased alcohol

This structure ensures consistency and fairness across all hospitals. The Culture Champion program is designed to create intentional, structured touchpoints for engagement throughout the year. By hosting one event in Q2 and one event in Q4, we create rhythm and momentum — rather than concentrating activity into a single event.

## How to plan

1. **Choose your moment:** Select a date in Q2 or Q4.
2. **Confirm your budget:** Headcount × \$25 = your total spend cap.
3. **Align & purchase:** Confirm with leadership, then use the WellHaven VISA and retain receipts per your hospital's process.

4. **Submit Expenses:** Use "Culture Champion/Engagement" in the Business Purpose Field

## Ideas for inspiration

### Recognition

A treat cart, a "Culture Win" board, milestone celebration, or small tokens of appreciation.

### Connection

A themed lunch, snack bar, dessert add-on, or simple team challenge with small rewards.

## FAQs

### ▼ When are funds available?

Funds are available for events held in **Q2 (April–June)** and **Q4 (October–December)** only. Funds must be used within the quarter.

### ▼ Can we roll over or combine funds?

No. Funds cannot be rolled over or combined across quarters.

### ▼ How should purchases be made?

Coordinate with your **Practice Manager / hospital leadership** before spending, then use the **WellHaven VISA**. Use "Culture Champion/Engagement" in the Business Purpose Field when submitting.

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