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 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 across hospitals while creating meaningful opportunities for engagement throughout the year. Hosting an event in both Q2 and Q4 helps build ongoing connection and team appreciation.

When Can You Use Your Budget?

Q2 | April - June

$25 per team member

Plan one team engagement event during the second quarter.

Q4 | October - December

$25 per team member

Plan one team engagement event during the fourth quarter.

How to Plan Your Event

1. **Choose Your Moment:** Select an event date within Q2 or Q4.
2. **Confirm Your Budget:** Multiply your team headcount by $25 to determine your total spending limit.
3. **Coordinate & Purchase:** Review plans with hospital leadership, use the WellHaven VISA, and retain receipts according to your hospital's process.
4. **Submit Expenses:** Enter **Culture Champion/Engagement** in the Business Purpose field when submitting expenses.

> **Example:** A hospital with 20 team members has a **$500 budget** for its Q2 event and a separate **$500 budget** for its Q4 event.

Ideas for Inspiration

Engagement doesn't have to be complicated! Whether your team enjoys getting out together or celebrating at the hospital, choose something that brings people together. Here are what teams are doing:

Recognition & Appreciation

- Team appreciation lunch
- Treat or snack cart
- Milestone celebrations
- Culture Win recognition board
- Small appreciation gifts

Team Connection

- Bowling or go-kart racing
- Team picnic
- Interactive art experience
- Trivia or game afternoon
- Themed team celebration

Wellbeing & Fun

- Goat or pet yoga
- Outdoor team activities
- Wellness-themed event
- Creative team workshop
- Relaxation and recharge day

Frequently Asked Questions

Here are a few quick answers to help you plan and use your engagement funds.

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 designated quarter.

Can we roll over or combine funds?

No. Funds cannot be rolled over or combined across quarters. Each quarterly allocation must be used during its designated quarter.

How should purchases be made?

Coordinate with your **Practice Manager / Hospital Leadership** before spending, then use the **WellHaven VISA** for approved purchases.

What do I enter in the Business Purpose field?

Enter **Culture Champion/Engagement** when submitting expenses for your team's engagement event.

Share Your Culture Wins!

Did your team try something new or host a memorable event? We'd love to see it!

Share photos, celebrations, and engagement ideas through the Culture Win submission form. Your hospital may be featured in a future Culture Champion newsletter or hospital spotlight.

Submit a Culture Win →