

Budget Guidance

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Employee Engagement Budget

Culture Champion funds are provided to support employee engagement and appreciation initiatives at the hospital level. This page outlines how to plan events, manage spending, and stay within program guidelines.

What this budget is for

- **Appreciation & recognition** (team wins, milestones, shout-outs, thank-you moments)
- **Team connection** (small morale boosters, themed days, simple on-site treats)
- **Enhancing existing traditions and adding new ones** (adding a "little extra" to what you already do)

Budget rules

- \$25 per employee per quarter (available in Q2 and Q4)
- Events must occur in Q2 or Q4
- Funds cannot be rolled over
- Funds cannot be combined across quarters or "stacked" for a bigger event
- Work with hospital leadership on purchases and planning
- Use the WellHaven VISA for approved purchases
- No company-purchased alcohol

How to plan (simple steps)

1. Pick your event date (confirm it falls in Q2 or Q4).
2. Estimate your headcount (active employees at your hospital).
3. Set your spend cap (headcount × \$25).
4. Align with your Practice Manager / hospital leadership before purchasing.
5. Purchase using the WellHaven VISA and keep receipts per your hospital process.

Examples of budget-friendly ideas

Recognition

- "Culture Win" treat cart (snacks/drinks)
- Shout-out board + small prizes
- Team milestone celebration (safety, training, reviews completed)

Connection

- Theme day (taco bar / breakfast / mocktail bar)
- "Thank you" lunch add-ons (dessert, drinks, sides)
- Mini team challenge with small rewards

Budget FAQs

▼ When can we use the Culture Champion budget?

The budget is available for events held in **Q2 and Q4 only**. Funds must be used within the quarter and cannot be carried over.

▼ How much can we spend per employee?

Up to **\$25 per employee per quarter** in Q2 and again in Q4.

▼ Can we combine funds across quarters?

No. Funds **cannot be rolled over or combined** between quarters.

▼ How should purchases be made?

All purchases should be coordinated with **Practice Manager / hospital leadership** before spending.
