



**We appreciate
our teams, and
we want you to
celebrate and
make
memories!**

Employee appreciation events are your opportunity to gather with your teams and/or surrounding teams to get out of the workplace, have fun together, and appreciate yourselves and your coworkers.

PLANNING YOUR EVENT

Events need to occur between **June 1-August 8, 2025** so don't miss out! To qualify for reimbursement for your event, please provide the following information to your **Culture of Caring Task Force contact** at least two weeks prior to your event:

- Date of your event
- Type of event/location
- Approximate number of employees joining you
- Manager/DOR name and email address

WHAT SHOULD WE DO?

It's really up to you to decide what is best for your team or region for a get-together.

For inspiration, watch a recap of Symposium 2022 events here: https://youtu.be/FQ_XJn3KtSg.
Ideas for get-togethers include:

- Axe throwing
- Brew cycle or pedal pub
- Boat cruise
- Aerial park
- Jet boating
- Cirque de Soleil
- Escape room
- Wine tasting bus tour
- Bowling
- Major league baseball game
- Group ziplining
- Group hike and dinner
- Aerial park
- Comedy night
- Mini golf and dinner
- Group pedicures and lunch
- Dinner and painting class



HOW TO PAY FOR YOUR EVENT

These events are designed to bring co-workers together and as an appreciation for our employees. \$50 is allotted for each employee, but if you want to plan an event that includes families or have a special situation such as childcare needs or distance from colleagues or other teams, please reach out to your Culture of Caring Task Force contact for assistance. Remember, we need to collect the following information:

- Name
- Number of employees
- Work email address
- Approximate date of event/gathering

Reimbursement Via Expense Report for \$50 Per Employee (*preferred method*)

Expense reports are easily processed in Paycom! Log into Paycom and navigate to the "Expenses" tab, then select "Add and Manage Expenses," then select "Add Expense." Be sure to have a **copy of all receipts** used for your event. Turnaround time is about one week for reimbursement on your regular paycheck.

Visa Card Prior to the Event

We need 2 weeks lead time to purchase the Visa gift card and have them emailed to you in time for your event. They will be e-gift cards that you can easily add to Apple Pay, Google Pay, or Samsung Pay. **Receipts of all purchases** from your event will need to be sent to your outreach coordinator after the event takes place. Include the following when requesting gift cards:

