

TEAM AHF SPORT & RECREATIONAL ACTIVITIES PROGRAM

Guidelines & Processes

About

The Team AHF Sport and Recreational Activities Program promotes employee engagement, wellbeing, and community building by sponsoring staff participation in charitable athletic events, recreational sports leagues, or active community-based experiences.

Rooted in AHF’s core value of **Value Employees**, the program recognizes staff as AHF’s greatest resource by fostering connection, teamwork, inclusion, and a healthy workplace culture. Through shared experiences that encourage collaboration and community involvement, the program also strengthens AHF’s visibility and impact within the communities we serve.

Sponsorship & Benefit Limits

Budget Allocation	Details
Maximum Sponsorship Amount	\$150
Frequency	Once per quarter
Approver	Employee Engagement

- Sponsorship is distributed via A&B Points
- Quarterly periods:
 - Q1: January 1 – March 31
 - Q2: April 1 – June 30
 - Q3: July 1 – September 30
 - Q4: October 1 – December 31

Eligibility

- All active full-time AHF employees are eligible to apply for participation in the program.
- Must participate in an approved athletic event or recreational activity
- Must represent Team AHF by wearing approved Team AHF branded gear during participation.

Eligible Activities Categories*

A. One-time Charitable Athletic Events

Examples:

Charity walks and awareness walks, Road races (5K, 10K, half-marathon, marathon), Cycling and endurance rides, Triathlons and multi-discipline events, Fundraising fitness events.

B. Recreational Sports & Group Activities

Examples:

Dodgeball, Pickleball, Volleyball, basketball, softball, or soccer leagues/tournaments, Running clubs or cycling clubs, Fitness competitions, Wellness tournaments or organized recreational sports activities

* Additional activities may be approved on a case-by-case basis if they align with the program's wellness and engagement goals.

Covered Expenses

Approved sponsorship may be used for:

- Registration fees
- League participation fees
- Tournament entry fees
- Equipment or gear

Non-Covered Expenses

The following are not eligible:

- Travel expenses
- Lodging or accommodations
- Food and beverages

Application Requirements*

Employees must submit a Team AHF Sport & Rec. Participation Request Form including:

- Activity or event name & description
- Date and location
- Registration or participation fee documentation
- Official website or registration link

When multiple employees participate in the same event or recreational activity, each employee must individually submit a participation request form and provide an individual post-activity recap form to be eligible for sponsorship benefits.

*Incomplete submissions may be delayed, denied, or returned for additional information.

Approval Guidelines

- All submissions are reviewed for alignment with program goals
- Sponsorship benefits cannot be processed without prior approval.

Benefit Distribution Policy

- To encourage participation and reduce employee out-of-pocket costs, approved participants will receive their A&B sponsorship benefit **before the event or activity begins**.
- Employees remain responsible for submitting all post-activity requirements via the **Team AHF Sport & Rec Recap form**.

Team AHF Branding Requirements

Participants are required to visibly represent Team AHF during participation by wearing approved Team AHF branding, including:

- Team AHF patches
- Team AHF shirts or jerseys
- Approved Team AHF athletic swag

Branding must be clearly visible in post-event photos.

Post-Activity Documentation Requirements

Team AHF Sport & Rec Recap Form

- After participating in the event or activity, employees must submit the Team AHF Sport & Rec Recap within the required submission timeframe.
- Employees are required to submit the Team AHF Sport Sponsorship Recap **no later than two weeks** after the event or activity has taken place.

The Team AHF Sport & Rec Recap form requires the following:

- Photo(s) showing employee participation
- Registration or related expenses receipt
- Visible Team AHF branding in submitted photos
- Short written reflection or experience summary

Failure to complete required post-activity requirements will result in disqualification from the Team AHF Sport & Recreational Activities program for one (1) calendar year

Program Oversight

The Team AHF Sport & Recreational Activities Program is administered by AHF and the AHF employee engagement team.

Program guidelines, eligibility requirements, sponsorship limits, and participation rules may be modified at any time based on organizational priorities, participation levels, and budget considerations.

Questions & Support

For questions or planning support, please contact the Employee Engagement team via email at TeamAHF@ahf.org