



Race Sponsorship Program Guidelines

The purpose of the Race Sponsorship Program is to encourage employee participation in race events that support wellbeing and health.

The program is intended to support race events including; 5k runs, obstacle challenge runs, marathons, half-marathons, and other races that support wellbeing and health. Other health and wellness related events may be considered for sponsorship. Please contact Human Resources if you're interested in a non-race sponsorship.

All employees are eligible to participate in the program. Employees are eligible for an annual reimbursement up to \$50.00. Supporting documentation of payment and race information must be submitted with all sponsorship requests. If you terminate your employment with the City any time prior to the race event date you will not be eligible for reimbursement.

When requesting your reimbursement you must submit the form below. All information must be filled out completely. Please submit your request to HR for approval. Upon approval, the form will be submitted to Finance for reimbursement. The request form and documentation must be submitted to Human Resources no later than 30 days after the race event date.

If you have any questions, please contact Human Resources.

Request for Race Sponsorship

Employee Number:	
Employee Name:	
Employee Department:	
Race/Event Description:	
Race/Event Date:	
Amount Requested: <i>(annual maximum of \$50.00)</i>	
Employee Signature:	Date Submitted:

Human Resources Approval: _____ Date: _____

Account Code for AP: 010-12-244-731-008

Finance Processed Reimbursement: _____ Date: _____