**NEW this year!** You can choose to add the total amount of your *Be in the Know* (BITK) incentive(s) toward credit with Campus Recreation to use for qualifying recreational options.

Here are **IMPORTANT** details regarding the available options for using your BITK incentive(s) credit with Campus Recreation. Available options depend on your current membership status, as determined by Campus Recreation. FAQs follow this chart.

### CAMPUS RECREATION OPTIONS FOR BITK INCENTIVES

**Campaign year: September 2016 – August 2017**

<table>
<thead>
<tr>
<th>Campus Rec Membership Status</th>
<th>Membership Options</th>
<th>Recreational Programs/Services Options</th>
<th>Credit Expiration Date *</th>
</tr>
</thead>
</table>
| **Current Campus Recreation Members** | BITK incentive credit can ONLY be applied to Campus Recreation programs/services, and NOT to memberships. *Please note: BITK incentive credits have no cash value and cannot be applied to current membership fees, nor will Campus Rec reimburse for past membership payments.* | BITK incentive credit CAN be used to purchase Campus Recreation programs/services, including:  
- Group Fitness  
- Personal Training  
- Premium Fitness Classes, including Premium Yoga Program options  
- Massage Therapy  
- Swimming Lessons  
- Outdoor Adventure Trips  
- Golf Simulator  
- Tennis Center | Expiration date is based upon the date credits are added to Campus Rec accounts:  
If credits are added BEFORE July 1, 2017: **EXPire June 30, 2017**  
If credits are added July 1, 2017 OR LATER: **EXPire June 30, 2018** |
| **Non-Members of Campus Recreation** | BITK incentive credit CAN be used to purchase Campus Recreation memberships. Payment options include:  
- Total incentive credit can be deducted from the full membership fee and the remaining balance can be paid in full.  
- Total incentive credit can be deducted from the full membership fee and the remaining balance can be paid through discounted monthly installments (Visa and MasterCard ONLY.) Your first monthly installment is due at enrollment. | BITK incentive credit CAN be used to purchase Campus Recreation programs/services, including:  
- Premium Fitness Classes, including Premium Yoga Program options  
- Massage Therapy  
- Swimming Lessons  
- Outdoor Adventure Trips  
- Golf Simulator  
- Tennis Center | |

**PLEASE REVIEW!**

*Timeline for using all BITK 2016 – 2017 incentives credited to a Campus Recreation account:*

- **All BITK incentive credits added to a Campus Rec account prior to June 30, 2017 MUST be redeemed by June 30, 2017.**
- Although incentive credits earned prior to June 30, 2017 must be redeemed prior to this date, purchased programs and services will remain valid beyond June 30, 2017.  
  - **Example:** Using BITK incentives, a summer group fitness pass is purchased in June 2017, prior to the June 30 deadline – and the pass can be used and is valid until Campus Rec’s program year ends on August 31, 2017.
- Incentive credits added to accounts July 1, 2017 or later will be valid through June 30, 2018.

*Please note: Human Resources’ BITK program year and Campus Recreation’s membership year both operate on a September 1 – August 31 schedule.*
FAQs

How do I let Human Resources know that I wish to apply my full incentive amount to a Campus Recreation account and not add it to my paycheck?

- The final question in StayWell’s online health assessment will ask how you prefer to receive your incentive(s). Select the option to add the funds to a Campus Recreation account.

Can I add a portion of my incentive money to a Campus Recreation account and add the balance to my paycheck?

- No, all incentives must either go into a Campus Rec account OR go into your paycheck.

If I add my BITK incentive credits to a Campus Recreation account, do I need to use it only for membership or only for programs/services?

- No, think of your Campus Rec account as a gift card, where you can spend it on any available options (within the parameters of the “Campus Recreation Options for BITK Incentives” chart above.) For example, if you have $200 in credits, you can spend it on part of your membership fee and the balance for whichever programs/services you’d like, until you’ve exhausted the credits.

What happens if I earn BITK incentives at different times throughout the campaign year? For example, I earn the first $100 early in the campaign, the next $50 at a later time, and the final $50 toward the end of the campaign?

- Credits will be added to your account each time you earn any BITK incentives – and you can then spend them as you wish. Just remember that incentives credited to your account before June 30, 2017 will expire on this date. Credits earned after July 1, 2017 will be valid through June 30, 2018.

How will I know that my Campus Recreation account has been credited?

- You will receive an email from Campus Rec informing you that your account has been credited. If your incentives arrive at different times throughout the campaign period, you will receive an email each time credits are added.

Will credits be issued to Campus Recreation accounts every month during the BITK campaign time period?

- No, they will be made every other month, beginning with November 2016, per the BITK campaign timelines. Thus, credits will be issued the end of November 2016, January 2017, March 2017, May 2017, July 2017, and September 2017. We anticipate that Campus Rec accounts will be available for use by the end of the payment months (similar to when incentive payments are added to paychecks.) We will inform BITK participants if this timeline needs to be altered.

What are Premium Fitness Classes?

- These were formerly called “Instructional Courses” and include certain classes for yoga, Pilates, dance, martial arts, and golf, which are available for non-members, as well as members. There also includes the Premium Yoga Program, which includes options for both non-members and members. Full information is available at: http://www.upenn.edu/recreation/fitness-wellness/instructional-classes.

Who can I contact if I have additional questions about Campus Recreation options?

- Should you need further assistance on using BITK incentives for Campus Rec options, please email Janna Rothschild, Assistant Director of Wellness and Personal Training, Campus Recreation, at jannaro@upenn.edu. For more information on Campus Recreation, please visit http://www.upenn.edu/recreation.
- For complete Be in the Know campaign details, please visit www.hr.upenn.edu/beintheknow.