Again 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 Be in the Know incentive credits with Campus Recreation for the 2017 – 2018 campaign year.

Memberships
- **Current members**: Credits can be applied to a future membership. (BITK credits will roll over into the next program year and you can use them to purchase a 2018 – 2019 membership.)
- **Non-members**: Credits can be applied to a membership in several ways. Credit amount can be deducted from annual rate and remainder can be:
  - Paid in full
  - Divided into monthly credit card payments
  - Payroll deduction
- Please contact Lauren Spaeth, Assistant Director of Membership ([lspaeth@upenn.edu](mailto:lspaeth@upenn.edu) or 215-898-6102) for enrollment in the above options.

Programs/Services
- **Current members**: Credits can be applied toward any future program or service, including:
  - Group Fitness
  - Personal Training
  - Premium Fitness Classes, including Premium Yoga Program Options
  - Massage Therapy
  - Swimming Lessons
  - Outdoor Adventure Trips
  - Golf Simulator
  - Tennis Center
- **Non-members**: Credits can be applied toward any program/service available to non-members, including:
  - Personal Training
  - Massage Therapy
  - Swimming Lessons
  - Outdoor Adventure Trips
  - Instructional Programming

**Terms of Be In The Know Campus Recreation Credit:**
- Cannot retroactively apply credit to previously purchased program/services
Frequently Asked Questions:

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.
- If you do not select an answer, it will default to your paycheck.

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. For example, if you have $300 in credits, you can spend part of it on the membership fee and the balance for any 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 $100 at a later time, and the final $100 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.

If I’ve already begun paying for (or fully paid) my Campus Recreation membership fees for the current year, can I apply BITK credits toward monthly payments or get reimbursed?
- No, BITK credits can only be used for future membership costs (or other qualifying options.) However, do know that any unused BITK credits from this year will roll into the next program year and you can use them towards 2018 – 2019 membership costs.

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 only be made during incentive payment months, which, for 2017 – 2018, will be: November 2017 and then monthly from January – September 2018. 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 at any time throughout the campaign year.

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. These also include 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 should I contact if I have additional questions about Campus Recreation options?
- For help with Campus Recreation membership questions, please contact Lauren Spaeth, Assistant Director of Membership, at lspaeth@upenn.edu or 215-898-6102.
- For other Campus Recreation questions, please contact Janna Rothschild, Assistant Director of Wellness and Personal Training, at jannaro@upenn.edu.
- For more information regarding Campus Recreation, please visit http://www.upenn.edu/recreation.
- For complete Be in the Know campaign details, please visit www.hr.upenn.edu/beintheknow.