



Referral Incentive Program

All Staff

HOW IT WORKS:

ICS Teaching or Support staff members... Will receive a \$20 “Finder’s Fee” for each completed interest form at any qualifying recruitment event (two or more staff members). Interest form must include prospective family’s contact name, working phone number, and working email address to qualify. “Finder’s Fee” to be increased to a total of \$100 upon the student’s enrollment and awarded as extra hours within 30 days of student’s enrollment.

If a new family enrolls without an interest form and identifies an ICS staff member, the benefit will be \$100.

***NOTE: ICS Office and Learning Center Staff...** Can participate in the Referral Incentive Program should they attend and participate in recruitment events. Enrollment secured from their primary job duties responding to walk-ins or calls from the community do not qualify for the program.

INCLUDED UNDER TEACHING & SUPPORT STAFF:

- General Education Teachers
- SPED teachers
- Student Advisors

INCLUDED UNDER OFFICE STAFF:

- Office Manager
- Enrollment Specialist
- Technical staff

GUIDELINES:

- The referred family must be new to ICS, not a current/returning family.
- The referred family must enroll at least one child in ICS in grades K to 12 and must stay enrolled for at least 20 school days to qualify for the full \$100.
- The “Finder’s Fee” for completed interest forms at a recruiting event will be split evenly between attending staff members.
- Completed interest forms must be submitted electronically to the Enrollment Specialist and Director of School Growth within two business days of the event.
- Eligible recruitment events must have two or more staff members present to qualify for the incentive.
- The incentive program applies to staff weekly/bi-weekly organized and hosted events as well as larger recruitment events, where all staff are expected to participate (i.e. OC Festival of Books, LA Times Festival of Books, Explore your Universe @ UCLA, etc.).
- The incentive program also applies to recruitment done outside of work such as with neighbors, friends, church members, etc.