



Other guidelines about the Referral Program:

- If hired, referred employee must work full-time at a Democracy Prep school or entity for at **least six months** for the referrer to be paid the bonus (**bonus will be taxed**).
- There is no limit to the number of referral bonuses that an individual may receive.
- All referrals submitted will be considered eligible for the referral bonus for up to **one year after the submission date**.
- If staff members of Democracy Prep have already made contact with someone who is referred, that referral will not be eligible for a bonus.
- If more than one person refers a candidate, any referral bonus will be awarded to the first-in-time referral as determined by the date/time of submitting the Democracy Prep Referral Form or Greenhouse submission.
- You must be at least 18 years of age to refer candidates.
- All referrers must notify the person they are referring that Democracy Prep may be in touch to discuss opportunities.
- Referral bonus will be paid by check. Non-Democracy Prep employees will be required to submit a W-9 Form.
- Referred candidates cannot be current or prior Democracy Prep employees.
- Candidates may not refer themselves.

- The Referral Program is intended to connect us with people we would not otherwise have found by making the first introduction. We reserve the right to review each referral and activity associated with it to determine eligibility for referral bonus.
- Referral bonus payment will be issued after the six months mark, on the last paycheck of the month. If delays occur, please allow one payroll cycle before contacting the Recruitment Team.
- We reserve the right to discontinue this program at any time.