

SUBMIT A REFERRAL FOR ANY OF OUR 41 SCHOOLS AND BE ELIGIBLE FOR \$250

**Thank you for your
interest in our
referral program!**

With 41 schools, we're always looking for amazing educators, leaders, and operations teammates who are dedicated to helping us close the opportunity gap. We know that our scholars deserve the best, and we're thrilled that you would share your networks, and encourage them to join our Achievement First Team & Family.

Please read carefully to ensure your referral submission meets all requirements to be bonus eligible.

Note: Your referral **does not qualify** for a bonus if your referral has started an application **before** you submit the **official referral form**.
There will be no exceptions.

External Referral Program Rules and Reward 21-22 Academic Year

Referral Period resets on June 25th, 2022

OVERVIEW

A referral is any individual who you think would be a great fit for a role at Achievement First. If your referral is hired, you will be eligible for \$250.

F.A.Q

How do I submit the referral?

All referrals must be submitted through our [official portal](#) for you to be eligible for \$250

Who can I refer?

- Teachers
- Associate Teachers
- Deans
- Principals
- Paraprofessionals
- Behavior Specialist
- School Operations
- Office Coordinators
- Assistants

Referral bonuses will **not** be awarded for candidates hired for our Network Offices.

People who have worked for AF in any capacity prior to being referred do not qualify as referrals. Should you refer a former AF staff member that is hired, you will not be eligible for the bonus.

(See next page for more details)

External Referral Program Rules and Reward 21-22 Academic Year

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When do I receive my referral bonus?

- Bonuses for referrals hired for a position in the **2022-23** school year will be paid out September 2022 if your referral is still an employee with Achievement First on **September 1, 2022.**
- Alternatively, if your referral is hired for a position in the **2021-22** school year, bonuses will be paid out four times a year (once a quarter), if your referral is still an employee with Achievement First **30 days after their start date.**

How will I receive my referral bonus?

- A check will be mailed to the address you provide to us.

PROGRAM FYIs

- You must be the *first* person to refer the candidate to Team Recruit in a given school year in order to be eligible for a bonus.
 - o *Should two people refer the same person in the current school year, **the bonus will be awarded to the first person to submit the referral form.***
 - o *Should two people refer the same person but in different school years, **the bonus will be awarded to the person that referred in the current school year.***
- A referral is someone who has not applied or interviewed with Achievement First in the current school year (June 26th, 2021 - current).

Please note that Team Recruit will only pay out a referral bonus when the rules have been followed.

Please be advised that the referral program will undergo an overhaul during Summer 2021. We will provide updates in the coming months.