

## **SUPERINTENDENT'S SCREENING COMMITTEE (SSC)**

**TYPE OF REQUEST:** Reward/Incentive Program Material – as an extension of an existing partnership with school

**DESCRIPTION:** Free products or services for students as a reward/incentive for good grades, behavior, etc.

### **REVIEWED BY SSC? YES**

### **HOW DO I SUBMIT A REQUEST?**

Step 1: Read all steps, instructions, and information provided below

Step 2: Download from the **forms section**

- Screening Application
- Guidelines/Requisition Form for Incentives
- Guidelines/Requisition Form for Flyers

Step 3: Complete application

Step 4: Read the Guidelines for Incentives & Flyers

Step 5: Complete the Requisition section of the Guidelines for Incentives

Step 6: Submit the completed Screening Application, Incentives Requisition section, and a sample flyer/coupon

Submit via

1. Email      [Screening@browardschools.com](mailto:Screening@browardschools.com)
2. FAX        754-321-2711
3. Mail        Superintendent's Screening Committee  
600 Southeast Third Avenue, 2nd Floor  
Ft. Lauderdale, FL 33301

### **HOW MUCH TIME NEEDED FOR REVIEW:**

Applicants will receive a response in writing within 2 weeks.

### **POSSIBLE DETERMINATIONS BY THE SCREENING COMMITTEE**

**1. Approved** – Incentive has been deemed appropriate for schools. Applicant can approach schools with the incentive coupons/program to determine participation.

**2. Denied** – Applicant's incentive program has been denied and cannot be provided to the Broward County Public Schools.

**3. Referred** - Applicant's request and materials have been sent to a subject specific department for review.

- **Superintendent's Screening Committee** will send response to applicant

- Please allow a **minimum of 30 days** for a response in writing
4. **Forwarded** – Applicant’s request and materials have been sent to a subject specific department or agency. The Superintendent’s Screening Committee will notify the applicant in writing but will take no further action.
- **The applicant** will be responsible for contacting the department, agency or organization.
5. **Need more information** – Committee requests more information from the applicant in order to make a determination.
6. **Information kept on file** – Applicant’s information will be kept on file and disseminated to schools or parents upon their request.

#### **MY REQUEST WAS APPROVED – WHAT DO I DO NOW?**

It is the responsibility of the applicant to:

1. Contact schools directly about providing the incentive.
2. Provide a copy of the approval letter to schools
3. Abide by the incentive guidelines and approval stipulations.
4. Provide copies of the approved incentive flyers/coupons

**\*Schools will not make copies or collate for the applicant. It is solely the responsibility of the applicant to print copies and provide them to the schools.**

**MY REQUEST WAS DENIED – WHAT DO I DO NOW?** All requests are reviewed on an individual basis. The reason for denial will be explained in your response letter. Broward County Public Schools reserves the right to deny any request to participate in an incentive program. Therefore, there is no appeal process. All determinations made by the committee are final.

Typical reasons for denial of an incentive include (but are not limited to):

1. Incentive program/coupon does not meet guidelines.
2. Incentive is not equally accessible to all students (i.e. The number of eligible students exceeds the number of rewards, there is a condition of purchase associated with the incentive, etc.)

#### **RENEWALS – HOW DO I GET THE SAME INCENTIVE APPROVED NEXT YEAR?**

1. All incentive approvals have an expiration date. The approved incentive can be submitted to schools anytime before the expiration date.
2. Once the approval has expired you must submit a renewal application to the screening committee.
3. Allow 2 weeks for the renewal request.

#### **PLEASE BE ADVISED:**

Incentive rewards must be COMPLETELY FREE without any condition of purchase. “Buy one, get one free” and “percentage off” coupons will not be approved. All incentives must be appropriate and relevant to students.