



# Weatherford Independent School District

## *Process for Distributing Discounts & Incentives to Staff*

Weatherford ISD is proud to support the Weatherford Chamber of Commerce campaign to “Shop Weatherford First!” As the largest employer in the City of Weatherford, we assist local businesses by communicating discounts and incentives to our staff. The information below is provided to guide you through the approval process for offering shopping incentives to our staff. If you have any questions, please let us know.

### **Our Goals**

- To support the Weatherford community by promoting businesses who offer discounts or incentives to the employees of Weatherford ISD.
- To support efforts by non-profit organizations in promoting information and/or fundraising events.
- To provide information from governmental or educational entities.

### **To Submit a Discount or Incentive for Weatherford ISD Staff**

- One print-ready copy of the information or advertisement should be submitted to the Director of Community Relations for review by email, fax, or in person.
- Information within the advertisement must comply with Weatherford ISD Board Policy, the Texas Education Code, and State and Federal laws. See below for information regarding WISD Board Policy.
- Information for fundraising benefits must include the name and address of the non-profit organization sponsoring the benefit.
- Information for businesses must clearly state the discount/incentive for employees and include any expiration dates.
- Advertisements for home-based businesses are not distributed to campuses or departments. A flyer, created by the individual, may be posted on the WISD i-Net, pending approval.
- Advertisements or flyers for home shows or home sales may not be distributed to staff.
- Information pertaining to post-secondary educational opportunities should be forwarded to the Weatherford ISD Director of Human Resources for consideration and distribution.

#### **Submit Discount or Incentive Information to:**

Charlotte LaGrone, WISD Executive Director of Communications  
1100 Longhorn Drive  
Weatherford, TX 76086

Phone: 817.598.2956

Fax: 817.598.2953

[clagrone@weatherfordisd.com](mailto:clagrone@weatherfordisd.com)

### **WISD Communication of Discount or Incentive**

- The approved flyer is scanned and linked in a summative document that is posted on the Weatherford ISD i-Net under the Communications/Community Relations link.
- Employees will be notified by email as new postings are added. The subject line of the email will clearly describe the new posting. For example: Belk Offers Special Shopping Discount to WISD Employees.
- Requests for distribution of paper copies to all staff will be considered on an individual basis by the Superintendent’s Executive Cabinet.
  - These requests must meet the criteria stated in this process prior to review by the Superintendent’s Executive Cabinet.

### **Weatherford ISD Board Policy Reference**

- GKB (LOCAL) - Advertising and Fund Raising in the Schools
  - GKD(LOCAL) - Community Relations, Nonschool Use of School Facilities
- To access Board Policy, click on <http://www.tasb.org/policy/pol/private/184903/>