

## **Effingham County School District Employee Discount Program Guidelines**

A list of local businesses offering discounts to school district employees is maintained on the district website at [www.effinghamschools.com](http://www.effinghamschools.com) under the **Human Resources, Vendor Benefits** tab. Businesses on the list will abide by the following guidelines:

### Procedures

1. Discount proposal requests must be submitted to the Human Resources Department using the online procedure. Requests cannot be handled over the phone or by email.
2. The contact name and phone number and/or email address must be included for employee inquiries. The business must be willing to work directly with the employee regarding any inquiries related to the discount.

### Offers

3. The time period that the discount is being offered must be specified and must be for a minimum of six months. Expiration dates must be clearly identified.
4. The offer must be available to all school district employees, retired employees and school board members. A current school district identification badge should be accepted as sufficient proof for discounting purposes.
5. The business must disclose the discount in the form of a specific dollar amount or percentage off the regular price. The offer should not require a minimum purchase. If a special rate is offered, it may not become a higher price after an introductory period. The offer should not be available to the general public.

### Additional Guidelines

6. Locations where the discount is applicable must be clearly identified.
7. No fliers promoting a business or coupons offering a discount will be distributed on Effingham County School District property.
8. Offers for products or services that are illegal, politically sensitive or which are deemed inappropriate to advertise to our employees will not be accepted.

For inquiries or additional information related to submitting an online discount proposal request, contact the Human Resources Department by phone at 912.754.1119.

***Disclaimer:*** *The Effingham County School District does not guarantee the financial stability, proper licensure and professional certifications, and/or fair business practices of a business and does not warrant or assume any responsibility related to the performance of the service/products provided. The ECSD Employee Discount Program provider list does not in any way constitute the school district's endorsement of any organization or product.*