



YMCA OF SAN DIEGO COUNTY

Day Camp Employee Referral Program Refer a Friend! Earn \$25

How it Works:

- Recommend a friend or family member to apply for an open YMCA position.
- Referred employee must list you as the referral source on their employment application.
- Submit this Employee Referral Form to your Branch Admin/Human Resources within 30 days of hire.
- Branch Admin/Human Resources must review and verify information and complete Employee Referral form electronically. Once entered into Teams document we can puload/save hard copy in Teams folder within two weeks of receipt. Information is provided to Payroll for processing.
- \$25 check will be awarded within one month after submitting the form.
- Employees can submit referral forms for Day Camp roles between May 10 – June 14

Program Rules:

- Staff not eligible to participate in the program: human resources staff and staff with hiring authority over the referred candidate's position.
- The employee making the referral and the referred employee must still be employed at the time the incentive is issued (30 days)
- Referred employee must be a new hire (re-hires and transfer employees not eligible).
- There is no limit to the number of referrals a particular employee may make or the number of incentive paid to an employee.
- Human Resources will collect all employee referral program forms, verify eligibility and issue awards.
- The awarded amount is considered taxable and will be reported as income.

Legal Name of Employee Making Referral _____

YMCA Branch: _____

Email Address: _____

Full Legal Name of Person Referred: _____

Official Use Only:

Date Stamp: _____

Branch Admin/HR Signature: _____

Date Entered on Teams: _____