

Approval & Distribution Guidelines for INCENTIVES

Deliveries must not be made to the FBISD Distribution Center without pre-approval from the Collaborative Communities Department.

Pre-Approval of Incentives

1. **Complete** the FBISD Partnership Interest Form.
2. **Attach and e-mail** the following information to CollaborativeCommunities@fortbendisd.com
 - copy of the incentive
 - description and type of incentive
 - quantity you wish to provide
 - for the school year
 - and/or each nine week grading period

Guidelines of Incentives

1. **All incentives offered to students must be “no-strings” attached. We cannot accept offers such as:**
 - Buy one, get one free
 - Percent discounts, e.g. 25% off total purchase, or 50% off total order
 - Dine-In only
 - Purchase required
 - Adult purchase required
 - Reduced rates, e.g. entrance to theme parks, sporting events
2. **Include the following information on student incentive coupons:**
 - Type of achievement acknowledged by the incentive, i.e. Perfect Attendance, etc.
 - Indication that the service/product is **FREE**
 - An expiration date
 - Your business address
3. **Teacher incentives cannot be sent through teacher mailboxes, or by using the district’s e-mail system.**
 - Only with the approval of the campus principal, can offers for teachers be publicized by placing information in the teachers’ lounge area.
4. **Decide which schools will receive the incentives.** Click to [View FBISD Schools](#)
5. **Identify the type of student or teacher incentive you wish to provide – A/B Honor Roll, Perfect Attendance, etc.**
6. **Determine the number of student or teacher incentives you can supply per school, per nine weeks.**
Click to [View District Calendars](#)

Distribution of Incentives

Once approved by the Collaborative Communities office, the incentives must be packaged and distributed as follows:

1. **Bundle and Label each campus** as follows:
 - **School Name**
 - **ATTN: Campus Partnership Liaison**
2. **Include the following information for each campus:**
 - **Total number of incentives being sent**
 - **Value of each incentive**
3. **Deliver pre-labeled, pre-packaged incentives** by the 3rd week of each nine week period or for the entire year to:
Fort Bend ISD Distribution Center
555 Julie Rivers Drive
Sugar Land, TX 77478