• 1st payment: £50 (payable on completion of shadow day training)

• 2nd payment: £150 (payable on passing probation)

**Step by step guide:**

1. A referral is made either by a member of staff passing details of a potential recruiter to WFC, or by the potential recruiter contacting WFC directly and naming a staff member as their source.
2. The name of the potential recruiter is recorded on our database, along with the name of the staff member who referred them. This is then used to track their progress through the application process, and ultimately if they become employed.
3. If they do become employed and pass their training and induction days, the staff member will receive £50. The form below will be filled out by WFC after these training days are complete and returned to the member of staff to pass onto their finance team for payment.
4. If and when the referred recruiter passes their probation, the form will be filled in by WFC for the £150 amount and sent to the staff member again to pass to their finance team for payment.

In order for Wildlife Fundraising Ltd to be able to track the progress of your recruiter referral, please complete the form below. This information will then be processed through Wildlife Trust payroll for you to receive your payments of £150.

£50 will be paid once the new recruiter has completed their induction and training (3 days) and a further £150 will be paid once they have completed their probation period (after 3 months).

|  |  |
| --- | --- |
| **Name of staff member** |  |
| **Name of person referred** |  |
| **Date of referral** |  |
| **Relationship to the person referred** |  |

|  |  |
| --- | --- |
| **£50 payment** |  |
| **£150 payment** |  |

Approval Signature: (WFCL) ………………………………………………….………………….………………….…….….….

Date: ………………………………………..………………….………………….………………….………………….………………….….….

Wildlife Trust Name: …………………………………………………………….………………….………………….…………….….

Wildlife Trust Payroll Processed by: ………………………………………..………………….………………….….….

Date: …………………………………………..………………….………………….………………….………………….…………………….….