***SAMPLE***

***Linkage Agreement***

This is an agreement among the following parties:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Purpose:*** This linkage agreement is to delineate the process by which the above parties will collaborate in referring and providing appropriate services for students referred by above mentioned school or school district to promote healthy development and safety of students. (Attach a document delineating the nature and scope of such a component.)

***Agreements:***

It is agreed that the following steps will be taken:

(1) Establishment of an onsite and an external ***Point Person.***

The designated onsite person is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Attach the job description for that individual.)

The external person is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Attach the job description for that individual.)

(2) **Establishment of responsibilities** and expectations of each organization.

*Name of School District, School, and/or School-Based Health Center* will: (outline responsibilities)

*Name of Community-Based Organization* will: (outline responsibilities of CBO)

(3) ***Establishment of a Referral Protocol*** outlining process and appropriate steps to be taken when referring a student to designated organization.

(4) ***Establishment of a Follow-Up Process*** outlining process and appropriate steps to be taken for communication after completion of referral and appointment.

(4) ***Financial/Resource agreements*:** (Specify dollar amounts and other resources to be provided by each party; delineate any arrangements for braiding or blending resources; clarify steps to be taken to establish long-term funding as part of the ongoing budget of the collaborating parties)

(5) ***Time Frame:*** The terms of this linkage agreement shall commence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and shall extend through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is renewable thereafter as agreed upon by the parties.

(6) ***Signatures*** of responsible parties within each organization.