



Letter of Agreement (LOA) School & Dog-Harmony, Inc.

PURPOSE OF AGREEMENT

This agreement is made on _____ (dd/mm/yyyy) and is intended to outline and formalize the agreements between _____ (School) and Dog-Harmony Inc., pertaining to “Human and Dog Harmony (Program Name). The agreement begins on _____ and ends on _____.

This agreement is designed to a) outline services, staffing and schedules, and c) clarify roles, responsibilities and communication mechanisms between the school site and the partner agency.

The school will provide the partner agency with adequate and appropriate space to provide services (list rooms and/or office space, if applicable) _____; the school will notify provider at least __ weeks in advance of schedule change requests.

The partner will be responsible for hiring, and supervising when appropriate, all program team members. The partner will provide program training for ____ students (number of student participants) on _____ (date or dates).

Resource Commitments: (the site commits to provide/the partner commits to provide funding/staff/materials, etc.)

Example: The site commits to fund half of program operational costs, program supplies up to \$xx and a teacher academic liaison one day/week

The partner commits to fund half of program operational costs, meals for parent nights and any supplies over and above the amount committed by the site.

Staffing and Contact Information

The program is staffed by (Please include name, title, days/times on-site, etc.):

Name	Title	Days/Times on-site

Contact Information for Both Parties

School Site Administrator or Designated Liaison: _____

School Site Phone/Fax #: _____ Mobile Phone #: _____

Partner Agency On-Site Lead Team Contact: _____

Main Phone #/Mobile Phone #: _____

Partner Agency Program Administrator: _____

Contact Number/Mobile Phone Number, if applicable: _____

Signatures of Both Parties

Authorized School Official Name Title Date

Program Agency Director Title Date