



## REFERRAL ORGANIZATION AGREEMENT

### ORGANIZATIONAL REQUIREMENTS

Organizations seeking to make client referrals to Bottomless Closet must:

- (1) Provide the following services to economically disadvantaged women:
  1. Onsite employment training and/or job readiness programs; and
  2. Recruitment, screening, and scheduling of qualified candidates for employer interviews.

### AND

- (2) Meet all the following requirements:
  1. Maintain a screening system for client eligibility;
  2. Provide a list of staff members designated to make client referrals; and
  3. Return Application and Agreement signed by Executive Director or Program Director.

### CLIENT ELIGIBILITY FOR BOTTOMLESS CLOSET SERVICES

Any economically disadvantaged female (age 18+) actively pursuing full-time, permanent employment is eligible for services. Pre-screening for eligibility by the referral organization must occur before appointments are scheduled. Bottomless Closet reserves the right to see proof of eligibility before services are rendered.

### NO-SHOWS

Each month Bottomless Closet compiles statistics on client referrals. Referring organizations are assessed individually on the number of clients referred versus the number of client no-shows. If it is determined that a Referral Organization's no-show rate for the quarter is excessive, notification will be given and attempts to rectify the situation will be expected. Excessive no-shows may jeopardize the Referral Organization's ability to make client referrals.

### DESIGNATED STAFF

Referral Organizations must provide Bottomless Closet with the names, titles, phone numbers and e-mail addresses of those staff members designated to make client referrals. Designated staff members are required to attend an orientation meeting at Bottomless Closet. Attendance must occur before client referrals begin.

I have read and agree to comply with the conditions set forth in this Agreement.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please note:** The regulations set forth above need to be read and agreed to by either the applicable Program Director or an organization's Executive Director.