



## **L.I.N.K.S. for Spouses UNIT SPECIFIC CONTRACT**

The purpose of the following is to clarify the responsibilities of the parties involved with a Unit Specific L.I.N.K.S. Session. This will enable all parties to have a clear and concise guide of responsibilities.

**UNIT** Responsibilities are:

### Location

Lock down location, to include chairs with desktops or tables and chairs for each participant, a table to place resource fliers, a table for refreshments, and restrooms. If you choose to use the San Luis Rey MCFTB Family Readiness Center you are responsible for set up/breakdown & removal of trash.

### Child Care

The unit is responsible for obtaining child care providers. This is to be a separate room designated as the childcare room, OR at the Commanding Officer's discretion, the active duty member may be given the day off to watch their own children.

### Participants

Unit is responsible for participant registration; a minimum of 25 participants are required to perform a unit specific. Seven (7) working days, prior to the session, a participant roster must be forwarded to the LINKS office. The roster must contain the rank, first and last names of the confirmed participants.

### Career Retention Specialist and Chaplain Sections

A Career Planner and a Chaplain from the sponsoring unit are required to instruct the "Stay Marine" and "Getting Along" sections. The "Stay Marine" section is 25 minutes in length and the "Getting Along" section is 30 Minutes.



### V.I.P

The V.I.P should be the Commanding Officer, the Executive Officer or the SgtMaj of the unit. The V.I.P will be asked to give short opening remarks (i.e. Thank participants for attendance and stress importance of this step towards family readiness) and then will return later to participate in a cake cutting ceremony and to pass out the graduation certificates.

### Equipment

Sound system (if large room), flipchart easel, serviceable projection screen, proxima, and a laptop.

### Food

A light continental breakfast, snacks, lunch and beverages should be provided for the entire day.

### Cake

Cake for the graduation ceremony.

## **L.I.N.K.S. Team** Responsibilities are:

### Mentor scheduling

Sufficient to accommodate participants and all sections

### Session materials

Handbook, Handouts, Memento

### Pre-session Preparation

Set up of the resource table, binders with session materials

### Script Guides

Script guides and example presentations for the CRS and Chaplain will be provided to the unit in advance.

### Graduation Certificates

Each certificate will bear the participant's name.



I have read and understand the listed areas of responsibilities.

Requesting Unit: \_\_\_\_\_

Unit Representative: \_\_\_\_\_

Representative's Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of the session: \_\_\_\_\_

Approximate # of Participants: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Contract must be received in our office before the session will be committed to our calendar. If we can further assist, please call our office at 760-725-2335. Please submit this page only to our L.I.N.K.S. office, Bldg 1795, or by fax to: 760-763-1338.

For L.I.N.K.S. Team Admin Use Only

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

CRS POC Info: \_\_\_\_\_

Chaplain POC Info: \_\_\_\_\_

Script Guides Emailed: \_\_\_\_\_ Unit V.I.P: \_\_\_\_\_

Approved: \_\_\_\_\_

Christina Actis – L.I.N.K.S. Trainer Camp Pendleton