

Memorandum of Understanding

This Memorandum of Understanding (MOU) is a letter of agreement between \_\_\_\_\_ and the Weber State University (WSU) Community Involvement Center (CIC). The roles of each party of the MOU are written below:

WSU Community Involvement Center will:

- Advocate the value and importance of the volunteer sector on Weber State University’s campuses.
- Attempt to fill your volunteer needs by promoting, publicizing your volunteer requests and recruiting and referring student volunteers to your agency by:
  - a. Providing access to the CIC’s community calendar;
  - b. Providing a listed description in our online Service Opportunity Directory;
  - c. Providing access to our bulletin board postings.
- Provide information about speed networking, volunteer fairs, and other pertinent CIC and campus events.
- Provide to you, our partner, with training modules on ethics, cultural competency, and professionalism for use as you desire in training your volunteers and provide certificates of completion to student volunteers if required by your organization.
- Provide enrolled student volunteers with:
  - a. Ongoing support and regular communication, and
  - b. Beginning January 2010, all students volunteering through the CIC will be asked to agree to information on their rights and responsibilities as a volunteer and other important volunteer information via a consent form.
- Maintain open communication.

\_\_\_\_\_ will:

- Maintain communications with the Community Involvement Center by:
  - a. Keeping this document current; and
  - b. Notifying the CIC of address, email, phone and contact person changes.
- Provide the Community Involvement Center with Proof of Insurance.
- Ensure that the volunteer assignment(s) will not displace employed worker or impair existing contracts for services.
- Ensure that student volunteers are kept in line of sight of a supervisor at all times unless they have been satisfactorily background checked to **your agency’s** standards, hence the CIC is not responsible for any unacceptable or inappropriate behavior or performance of the student volunteer.
- Provide student volunteers with a safe learning environment and an orientation which informs student volunteers of potential risks.
- Investigate and report to the CIC any concerns involving student volunteers.

Contact Persons for WSU CIC are:

|                                |  |              |
|--------------------------------|--|--------------|
| Brenda Kowalewski: Co-Director | <a href="mailto:BKOWALEWSKI@weber.edu">BKOWALEWSKI@weber.edu</a> | 801.626.7737 |
| Kari Petersen: Co-Director     | <a href="mailto:KPETERSEN3@weber.edu">KPETERSEN3@weber.edu</a>   | 801.626.6890 |
| Carla Jones: Office Specialist | <a href="mailto:CARLAJONES@weber.edu">CARLAJONES@weber.edu</a>   | 801.626.7737 |

2113 University Circle, Ogden, Utah, 84408-2113

Contact Persons for (Agency) are:

Term:

This MOU is in effect for the period beginning \_\_\_\_\_ and ending on \_\_\_\_\_. It may be terminated by either party upon thirty (30) days written notice.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2009.

By

\_\_\_\_\_  
WSU Community Involvement Center

\_\_\_\_\_  
Title

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
Title