

MEMORANDUM OF UNDERSTANDING

BETWEEN

STEUBEN COUNTY RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

AND

Volunteer Station: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ Email: _____

Period Covering _____

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between RSVP and the Volunteer Station. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

BASIC PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING

- A. THE STEUBEN COUNTY RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) WILL:**
1. Recruit, interview, and enroll volunteers in RSVP and place volunteers at non-profit community agencies/organizations who have a signed MOU agreement with RSVP.
 2. Provide orientation of RSVP which includes information about the Corporation for National and Community Service, information about local volunteer opportunities, and program benefits to all new volunteers.
 3. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance, and program procedures.
 4. Provide accident, liability and excess auto liability insurance for RSVP volunteers to and from the station during hours of volunteer services.
 5. Follow up with volunteers and agencies to ensure needs have been met for both parties.
 6. Provide information and assistance to those designated to work with volunteers and other supervisory personnel at the Volunteer Station as appropriate (ex. agency packet)
 7. Publicize Station needs through media such as radio, television, and local newspapers.
 8. Work with Stations to determine pressing community need to be impacted by volunteer assignment. RSVP staff will collect information from Stations that demonstrate changes/improvements as a result of volunteer efforts. (this is not done with all Volunteer Stations – only those identified as impact sites)
- B. VOLUNTEER STATION WILL:**
1. Develop volunteer job opportunities and submit them to RSVP.
 2. Create, to the best of their ability, a safe environment for volunteers to work.
 3. Notify RSVP of proposed changes in the nature of volunteer assignments.
 4. Interview and make final decision on assignment of volunteers.
 5. Implement orientation, in-service instruction, or special training necessary for volunteer assignment.
 6. Furnish volunteers with material required for assignment.

7. Provide supervision of RSVP volunteers who are assigned to the station. Station also agrees to provide for adequate safety of volunteers.
8. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis.
9. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.
10. Determine pressing community need to be impacted by volunteer assignment. Collect and report information that demonstrates changes/improvements in need as a result of volunteer efforts. (this is not done with all volunteer stations – only those identified as impact sites)

C. OTHER PROVISIONS:

1. Station Requirement: Station must be a public agency, private non-profit organization, or proprietary health-care agency that accepts the responsibility for an assignment and supervision of RSVP volunteers.
2. Separation from Volunteer Service: The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the volunteer station or from the Retired and Senior Volunteer Program at any time. Discussion of individual separations will occur among RSVP staff, volunteer station staff and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another volunteer station.
3. Religious Activities: The volunteer station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
4. Displacement of Employees: The volunteer station will not assign volunteers to any assignment which would displace employed workers or impair existing contracts for services.
5. Accessibility and Reasonable Accommodation: The volunteer station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
6. Prohibition of Discrimination: The Volunteer Station will not discriminate against RSVP volunteers on the basis of race, color, national origin, sex, age, political affiliation, religion, or on the basis of disability, if the volunteer is a qualified individual with a disability.
7. Publicity: Stations will specify, either by written information or verbally, that RSVP volunteers are participants in the Volunteer Station’s program in all publicity featuring such volunteers, whether it be radio, TV, print or verbal presentation.

By signing this MOU, the volunteer stations representative certifies that the volunteer stations is a public or non-private organization, or a proprietary health care agency.

The Volunteer Station representative who will serve as a liaison with RSVP and who will be responsible for volunteer orientation and supervision is:

Name: _____ Title: _____
 (Print)

Phone: _____

 Volunteer Station Representative

 Date

 RSVP Project Director

 Date