

**Memorandum of Understanding**

between

Retired and Senior Volunteer Program (RSVP)

842 Commerce Street

Gulfport, MS 39507

Ph. (228) 896-0412 Fax: (228) 896-0219

RSVP@co.harrison.ms.us

and

Name: \_\_\_\_\_  
Please print organization / business

Address \_\_\_\_\_

City: \_\_\_\_\_ State: MS ZIP: \_\_\_\_\_

Telephone: (228) \_\_\_\_\_ Contact person \_\_\_\_\_

The memorandum of understanding (MOU) contains basis provisions, which will guide the working relationship between both parties. It may also include a Programming for Impact Addendum. This MOU may be amended in writing at any time with concurrence of both parties and must be renegotiated at least every three years.

A. The Retired and Senior Volunteer Program (RSVP )will:

1. Help recruit, interview, select and enroll volunteers in the project.
2. Review acceptability of volunteer assignments and refer volunteers to volunteer stations for placement.
3. Furnish adequate accident, public liability and excess automobile insurance coverage as required by program policy for all vehicles.
4. Retain full responsibility for the management and fiscal control of the project.
5. Regularly monitor project activities at volunteer stations' to assess and/or discuss needs of volunteers and project.
6. Reimbursement of RSVP volunteers who drive their own vehicles is based on a cost per-mile rate set by the sponsor. Volunteers can be reimbursed for actual mileage to and from place of work.

B. The Volunteer Station will:

1. Assure adequate health and safety provisions for the protections of volunteers.
2. Request volunteers for assignments, report hours served to the RSVP office, and make final decision on placement of volunteers.
3. Be responsible for volunteer orientation, in-service instruction, or special training.
4. Will not assign volunteers to any assignment, which would displace employed workers or impair existing contract for services. The volunteer station will actively comply with provisions of title VI of the civil rights act of 1964.

5. Provide an estimate of the number of people expected to benefit from the services of the senior volunteers.
6. Provide public liability and automobile liability insurance if the station provides volunteer transportation.
7. Provide for the safety of RSVP volunteers.
8. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis.
9. Provide supervision of volunteers on assignments.
10. Report accidents and injuries involving RSVP volunteers to RSVP office.
11. The Memorandum of Understanding contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties here to.

C. Separation of Volunteer Service

The volunteer station may request the removal of a volunteer at any time. The RSVP volunteer may withdraw from service at the station or from the program at any time. Clarification of the reasons for separation should be acknowledged by RSVP, station staff and the volunteer. Resolutions of conflicts may include placing volunteer at other stations.

Signature of authorized person for volunteer station;

Authorized person # 1 \_\_\_\_\_ Title \_\_\_\_\_

Authorized person # 2 \_\_\_\_\_ Title \_\_\_\_\_

RSVP Director \_\_\_\_\_  
 Magdalena Holland

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