

**MEMORANDUM OF UNDERSTANDING
BETWEEN NORTHWEST RETIRED AND SENIOR VOLUNTEER PROGRAM**

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And

Volunteer Station: _____

Address: _____

City: _____ State _____ Zip Code _____

Telephone Number _____ Fax _____

Email _____

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. This MOU may be amended in writing, at any time with concurrence of both parties and must be renegotiated at least every three (3) years.

BASIC PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING

A. The Retired and Senior Volunteer Program will:

1. Refer volunteers suited to the needs and requests of the Station (contingent on the availability of such volunteers.)
2. Assist volunteers in making the initial contact with the station.
3. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance and program procedures.
4. Provide orientation to the volunteer station staff prior to placement of volunteers and at other times, as the need arises.
5. Assist the volunteer station in re-assigning or dismissing a volunteer as needed.
6. Furnish accident, personal liability, and excess automobile liability insurance coverage as required by RSVP Program policy. Insurance is secondary coverage and is not primary insurance.
7. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies.
8. Periodically monitor volunteer activities at volunteer station to access and or discuss priority needs and impacts of volunteers and volunteer station.

B. The Volunteer Station will:

1. Make the final decision of assignments of volunteers. **Note!** Criminal background checks are not done by RSVP. It would be the responsibility of the station to determine the need for such screening and to follow through with such screening as they deemed necessary.
2. Provide orientation/training to volunteers in order to successfully fulfill assignment through said station.
3. Furnish volunteers with materials required for assignment.
4. Provide adequate supervision for volunteers.
5. Validate and sign monthly volunteer reports for submission to RSVP.
6. Provide for adequate safety of volunteers. If accident were to occur, investigate and report accidents and injuries involving RSVP volunteers to RSVP.
7. The volunteer station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.

C. Other Provisions

1. *Separation from Volunteer Service:* The volunteer station may request removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the volunteer station or from the Retired & Senior Volunteer Program at anytime. Discussion of an individual’s separation should occur among RSVP staff, volunteer station staff, and the volunteer to clarify the reasons, resolve the conflicts or take remedial action including placement with another volunteer station.
2. *Displacement of Employees:* The volunteer station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
3. *Prohibition of Discrimination:* The contracting parties involved will not discriminate against the volunteers or the operation of the programs 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.
4. *Publicity:* RSVP and/or the volunteer station should make every attempt to specify, either by written information or verbally, that RSVP volunteers are participants in their program when featuring RSVP volunteers, whether it be radio, TV, print, or verbal presentation.
5. *Discontinuation of Partnership.* Either party may request discontinuation of partnership within 30 days of written notification. Discussion and documentation of separation will occur between RSVP staff and volunteer station staff to: clarify the reasons, resolve conflicts, or take remedial action prior to terminating the relationship. The RSVP volunteers will be contacted by RSVP staff to explain and discuss further action, including placement at alternative sites. RSVP will not prevent existing volunteers form continuing to serve at the site, however, RSVP benefits will no longer be extended for service at this station.

The volunteer station representative who will serve as liaison with RSVP and who will be responsible for volunteer supervision is:

Name: _____

Title: _____

Comments or additions to this Memorandum of Understanding:

I certify that my organization is a _____ Secular or Faith Based Private Non-Profit Organization
 _____ Public Agency _____ Proprietary Health Care Organization

Signature of Volunteer Station Representative:_____

Print Name and Title:_____

Date:_____

Signature of RSVP Representative:_____

Date:_____

RSVP’s sponsoring agency is Northwest Wisconsin Community Services Agency Inc.
RSVP serves the counties of Ashland, Bayfield, and Iron.