

**MEMORANDUM OF UNDERSTANDING BETWEEN
RETIRED & SENIOR VOLUNTEER PROGRAM (RSVP)
AND**

Volunteer Station: _____

Manager/ Director _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: (____) _____

E-Mail: _____

WE ARE A: _____ private non-profit;
_____ public non-profit;
_____ a licensed proprietary health care
organization and as such certify that all volunteer
assignments provide direct assistance to patients

NOTE: This Memorandum of Understanding (MOU) contains
basic 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.

**BASIC PROVISIONS OF MEMORANDUM OF
UNDERSTANDING**

**A. *Retired and Senior Volunteer Program (RSVP):
Jefferson County, Ohio***

1. Recruit, interview, and enroll RSVP volunteers and refer volunteers to the volunteer station.
2. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance and program procedures.
3. Provide RSVP orientation to volunteer station staff prior to placement of volunteers, and at other times, as the need arises.
4. Specify, either by written information or verbally, that RSVP volunteers are participants of Jefferson County RSVP publicity; radio, TV, print or verbal presentation.
5. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
6. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
7. Periodically assess the needs of the volunteer and/or station.
8. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies.

B. *Volunteer station:*

1. Implement orientation, in-service instruction, or special training of volunteers.
2. Interview and make final decision on assignment of volunteers.
3. Provide refreshments to show appreciation of volunteer service to volunteers on location at volunteer station when possible.
4. Furnish volunteers with materials required for assignment, such as: Training materials, supplies, logistical information, and other resources as needed on location.
5. Furnish volunteers with transportation required during their assignments according to availability. (The RSVP van [sponsored in part by United Way of Jefferson County] may be available to transports volunteers M-TH 8AM-4PM by arrangement. Call 282-6034 to make transportation arrangements with the van driver.)
6. Forward to RSVP reports of hours, assignments and number of people served on a quarterly basis beginning January 1.
7. Assist RSVP in measuring impact of senior volunteer service at the station by Completing the appended Impact Programming Addendum to assess volunteer impact on community needs. (PFI-Programming for Impact)
8. Provide supervision of volunteers on assignments.
9. Provide for adequate safety of RSVP volunteers.
10. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis.
11. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office via phone within 24 hours. All reports will be submitted in writing. Will submit a copy of the written incident report to RSVP within 72 hours.
12. Provide RSVP with a copy of volunteer job assignments at outset of new placements and upon revision of volunteer responsibilities or other changes to assignment.
13. Provide quarterly documentation to RSVP of any in-kind support provided to volunteers. (i.e. Value of meals/refreshments, value of mileage reimbursement/bus fare/parking fees or permits, value of uniforms, etc)

Plases specify and list any in-kind support to be provided to volunteer(s) _____

Separation from Volunteer Service:

The Volunteer Station may request the removal of a senior volunteer at any time. The RSVP volunteer may withdraw from service at the station and/or RSVP at any time.

Background Checks:

If the Volunteer Station requires background checks on volunteer prospects, **the Volunteer Station must conduct and underwrite the process.**

If station provides meals on location please answer the following:

Contributed meals are **FEDERALLY FUNDED** under:

_____ Title III of the Older Americans Act

_____ Other (federal) funding source

_____ Contributed meals are an in-kind contribution not provided by FEDERAL FUNDS. Meals will be provided to RSVP volunteers at a free or reduced price when

_____ hours of service have been or will be volunteered during that day.

NOTE: *The value of a free or reduced meal, which is not provided by federal funds, will be recorded by RSVP volunteers on their monthly Volunteer Time Sheet and verified by the Volunteer Station Supervisor. An in-kind form is completed too. This documents important in-kind support for RSVP.*

C. Other provisions:

1. 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.
2. Letters of Agreement: when in-home assignments of volunteers are made, the parties involved will sign a letter of agreement. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
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 RSVP 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 or in the operation of its program 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. 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 is radio, TV, print or verbal presentation. Display an RSVP placard where the public may view it.
8. Supply statistical data on volunteer impact on community needs to _____ RSVP.
9. Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes.
10. This 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 hereto.
11. This Memorandum of Understanding will be in effect upon dated signature of the Volunteer Station Representative.
12. The total number of RSVP volunteer assignments projected to be available with the Volunteer Station on an annual basis is _____.
Number of Volunteers needed? _____
Please list exact locations and number at each location if several locations.

<p>The Volunteer Station representative who will serve as liaison with RSVP and who will be responsible for volunteer orientation and supervision is:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Phone: _____</p>
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Signatures:

Volunteer Station /Agency (Please Print)

Station Representative Name and Title (Please Print)

Station Representative Signature Date

(This person will sign volunteer timesheets and serve as volunteer assignment contact to RSVP.)

Director
RSVP of Jefferson County

Date