



RSVP of Cache and Rich County

A Project of Public & School Partnership

Utah State University
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Memorandum of Understanding

This Memorandum of Understanding contains basic provisions which will guide the working relationship between Public & School Partnership Retired and Senior Volunteer Program (RSVP) and the station below. The MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated every three years.

Volunteer Station _____ Executive Director / Principal _____

Address _____ City _____ State _____ Zip _____

Telephone _____ E-Mail _____ Web Site _____

Volunteer Coordinator or Contact Person at Station _____ Telephone _____

This Memo of Understanding is effective from _____, _____ to _____, _____
month year month year

RSVP Responsibilities to Stations

- Will recruit, interview and refer RSVP volunteers to station, which will make final placement decision.
- Through newsletters, emails and other communications, RSVP will keep in contact with volunteers and alert them to new volunteer opportunities and other information important to their success as a RSVP volunteer.
- Will orient administrators and volunteer supervisors to RSVP policies, procedures and benefits whenever necessary.
- Will develop publicity for RSVP such as radio, TV, internet, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
- Will provide technical assistance in volunteer management & periodically monitor station activities.

RSVP Responsibilities to Volunteers

- Will reimburse RSVP volunteers, upon request, for transportation cost between their home and volunteer site in accordance with RSVP policies and availability of funds. Funds are limited.
- Furnish accident, personal liability and excess automobile coverage as required by the program. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers or volunteer station.
- Will instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance and program procedures.
- Will conduct an annual check with station to ensure safety of volunteers.

Station Responsibilities to RSVP

- Interview and make final decision on assignment of volunteers. Station assumes responsibility for screening volunteers for appropriateness.
- Provide volunteers with a written job description, which includes performance expectations.
- Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis. Station sends a monthly report to the RSVP director noting the names, dates, and hours of each RSVP volunteer for the prior month. Volunteers requesting mileage reimbursement will be required to send a sheet showing hours worked by date and signed by the supervisor. This form is available from RSVP.
- Provide PSP RSVP with details of any in-kind contributions to RSVP volunteers (e.g., meals, tickets to events, gifts) on provided form. In-kind donations help RSVP meet the yearly match. Details and a signature are required.
- Investigate and report to RSVP any accidents and injuries involving RSVP volunteers. Reports shall be submitted in writing.
- Station will report volunteer hours on a monthly basis, before the 10th of the following month.
- Station will provide proof of non-profit status (eg., EIN tax number, articles of incorporation).

Station Responsibilities to Volunteers

- When a background check is required for volunteers at a site, the station is responsible for ensuring that one is provided. Agency is also responsible for maintaining driver’s license and insurance records for those volunteers who drive as part of their volunteer service.
- Implement orientation, in-service instruction, or special training of volunteers.
- Furnish volunteers with appropriate and sufficient materials and equipment required for their volunteer assignment.
- Provide supervision of volunteers on their volunteer assignments.
- Provide for adequate safety of volunteers. Station will be responsible for providing safety information and training as necessary.
- Station is responsible for a signed code of conduct for in-home volunteer assignments. The letter will be signed by all parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
- Station will comply with Title VI of the Civil Rights Act of 1964, prohibiting discrimination. The Station will not discriminate against RSVP members or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.

Terminations / Resignations

The RSVP member, Station Representative or RSVP Project Director may terminate volunteer assignments at station at any time. Discussion of the termination / resignation may be requested by any party to clarify the reason, or to resolve conflict that may have resulted in the termination/ resignation. RSVP staff may contact any RSVP volunteer to survey volunteer satisfaction with the agency or volunteer supervisor. Please contact the RSVP project prior to dismissing an RSVP volunteer at your station. Only PSP RSVP staff can remove an individual from the RSVP program.

Performance Measure Statement

Selected stations will provide RSVP with information for the development of a Performance Measurement Statement and the data necessary to measure the impact that volunteers make on the agency and the services they provide.

Selection criteria is based upon community needs being addressed by the agency and the ability to measure the impact that RSVP members make in addressing the needs of the community.

Other Provisions

- The station will not request or assign RSVP members to conduct or engage in religious, sectarian or political activities.
- Conditions of this Memorandum of Understanding may be terminated in writing at any time at the request of either party.
- 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.
- This Memorandum of Understanding will be in effect upon dated signature of the Station’s Representative and the RSVP Project Director.

By signing this Memorandum of Understanding, the station representative affirms that the agency is a public or non-profit private organization, or a proprietary health care agency.

Station Executive Director	_____	_____	_____
Or Principle	Printed Name	Signature	Date
RSVP Director	_____	_____	_____
	Printed Name	Signature	Date

PROHIBITED ACTIVITIES
Activities that RSVP staff and volunteers may not engage in while charging time to the RSVP program or volunteering on behalf of RSVP include: political activity and advocacy, religious activity, benefiting for-profit entities, voter registration, and abortion services.

—FOR RSVP OFFICE USE ONLY—

1st Visit Date _____ **2nd Visit Date** _____ **3rd Visit Date** _____