

**Memorandum of Understanding
Between
Retired & Senior Volunteer Program, RSVP of Lake County
25 Public Square, Willoughby, OH 44094
440-269-3015 Fax 440-975-3741 Email: Cristen.Kane@WESchools.org
and**

Volunteer Station: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Email:** _____

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 Provision of Memorandum of Understanding (MOU)

A. *The Retired and Senior Volunteer Program of Lake County (RSVP):*

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 to placement of volunteers, and at other times, as the need arises.
4. Furnish accident, personal liability and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
5. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
6. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies.
7. In cooperation with the RSVP Advisory Council, arrange for an appeals procedure to address problems arising between the volunteer, volunteer station and/or RSVP of Lake County.

B. *The Volunteer Station (listed above)*

1. Implement orientation, in-service instruction, or special training of volunteers.
2. Interview and make final decisions on assignment of volunteers.
3. Furnish volunteers with materials required for assignment.
4. Provide supervision of volunteers or assignments.
5. Inform RSVP staff of all volunteers working with children and work with RSVP to make sure volunteer has a Bureau of Criminal Investigation and Identification (BCII) fingerprint check completed before starting volunteer position.
6. Provide for adequate safety of all volunteers.
7. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis (hours, mileage, etc.).
8. Investigate and report any accidents and injuries involving RSVP volunteers Immediately to the RSVP office. All reports must be submitted in writing.
9. If meals are provided to volunteers, please complete this section:
() Contributed meals are federally funded under:
_____ Title III of the Older Americans Act
_____ Other (federal) funding source
_____ Contributed meals are not provided by federal funds.

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 station coordinator. This documents 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 RSVP program at any time. Discussions 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, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer service 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 service.

5. Accessibility & 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. Conditions of this MOU 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.

8. This MOU 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.

9. This MOU will be in effect upon dated signature of the RSVP of Lake County program director.

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

Name _____ Title _____

Phone _____ Email _____

Signature _____ Date _____

Signature of RSVP of Lake County Program Director:

_____ Date _____