

MEMORANDUM OF UNDERSTANDING

Revised: 5/12/09



BETWEEN

Retired & Senior Volunteer Program (RSVP) of Centre County

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AND

NAME OF ORGANIZATION _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ E-MAIL _____ FAX _____

FOR THE PERIOD BEGINNING _____ **THROUGH** _____
(3 YEAR PERIOD)

This Memorandum contains understandings relating to the following pre-identified subject, plus other categories of importance added by the Retired and Senior Volunteer Program or the Volunteer Station and agreed to by both parties. This Memorandum may be amended, in writing, at any time with the concurrence of both parties and **must be renegotiated at least every three years.**

1. **BASIC POLICIES:** Senior volunteers are requested by the Volunteer Station in accordance with the policies and regulations of the Retired and Senior Volunteer Program.
2. **VOLUNTEER PLACEMENTS:** *All stations served by RSVP volunteers are required to prepare a job description and requirements for each position to be filled.* The Volunteer Station will, in consultation with the RSVP staff, provide orientation, in-service training and supervision to volunteers, including universal precautions, for and to individual assignments as the volunteers may need. The Volunteer Station will have the opportunity for an interview with each senior volunteer before final placement occurs. The RSVP office will place senior volunteers with the Volunteer Station and will review assignments to determine if they are acceptable.
3. **RECRUITMENT OF VOLUNTEERS:** Efforts will be made to identify volunteers for placement through our review of current volunteers, advertising in the RSVP newsletter or through the media. RSVP seeks to provide meaningful assignments for volunteers. Our goal is to provide opportunities for volunteers to utilize their knowledge and skills while making an impact on community needs.
4. **CONSULTATION & EVALUATION:** The Volunteer Station and RSVP staff will confer regularly to assess the progress and needs of the program. The Volunteer Station will be asked to help develop "impact plans" for volunteer activities performed. Programming for Impact is a requirement by our federal grantor for purposes of evaluation.
5. **REPORTING:** *The Volunteer Station will validate volunteer hours and transmit them to the RSVP office, signed by the supervisor, by the 10th of each month.*
6. **ON SITE NEEDS:** The Volunteer Station will furnish volunteers with materials required for assignments.
7. **SUPERVISION:** *The Volunteer Station will provide on-the-job supervision and instruction for RSVP volunteers.*

8. **TRANSPORTATION:** Regarding transportation for senior volunteers between home and the Volunteer Station and/or assignment the Volunteer Station will: (choose one)

Provide transportation for senior volunteers between their homes and the Volunteer Station and/or assignment.

Partially provide transportation for senior volunteers between their homes and the Volunteer Station or assignment as follows:_____.

Not participate in providing transportation for volunteers.

9. **MEALS:** 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**. 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 free or reduced priced meals which is not provided by federal funds will be verified by the Volunteer Station Supervisor and reported monthly to the RSVP office. This documents important in-kind support for RSVP.

10. **INSURANCE COVERAGE:** RSVP will furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.

11. **ACCIDENT REPORTS:** The Volunteer Station will investigate and report any accident and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.

12. **SEPARATION FROM VOLUNTEER SERVICE:** The Volunteer Station may request the removal of a senior volunteer at any time. The RSVP office may recall a senior volunteer at any time. A senior volunteer may resign from service to a Volunteer Station or from RSVP at any time.

13. **RECOGNITION:** The Volunteer Station will include RSVP volunteers in their recognition activities. RSVP will also provide an annual recognition event for RSVP volunteers.

14. **REFERRALS:** The Volunteer Station can refer potential RSVP volunteers (people aged 55+) to RSVP.

15. **PROHIBITED ACTIVITIES:** The Volunteer Station will not request, assign, nor permit senior volunteers to conduct or engage in sectarian or religious instruction, nor conduct worship services or engage in recruitment as part of their duties or to participate in any construction or partial construction to be used for religious purposes. If the sponsor of the site is an organization that conducts inherently religious activities, those activities are offered separately, in time and location, from the programs or services supported by RSVP volunteers. **Volunteers are prohibited from engaging in political activity** or instruction such as electoral activities, voter registration, and voter transportation to polls and efforts to influence legislation.

16. **OTHER PROHIBITED ACTIVITIES:** Volunteers are not permitted to engage in any activity which would otherwise be performed by an employed worker or which would supplant the hiring of or result in the displacement of employed workers or impair existing contracts for service.

17. **PROHIBITION OF DISCRIMINATION:** The Volunteer Station will actively comply with provisions of Title VI of the Civil Rights Act of 1964. The Volunteer Station will comply with the RSVP policy which states that volunteers have the right not to be subjected to discrimination because of their race; color; belief or religion; sex; national origin; age; mental or physical disability; political affiliation; or past participation in the discrimination complaint process.

- 18. **COMPENSATION PROHIBITED:** RSVP volunteers are not allowed to receive a fee for service from service recipients, their legal guardian, or members of their family or friends. Neither the grantee nor any volunteer station requests or receives compensation from the beneficiaries of Senior Corps (RSVP) volunteers. In addition, any volunteer stations financial support of the Senior Corps (RSVP) is not a precondition for that station to obtain volunteer service.
- 19. **NON-PROFIT STATUS:** By signing this document you are verifying that you are a public or private non-profit agency or organization.
- 20. **OTHER PROVISIONS:**

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

Name: _____ Title: _____

Phone: _____

By signing this MOU, the Volunteer Station Representative certifies that the volunteer station is a public or non-profit private organization, or a proprietary health care agency.

Signature of Volunteer Station: _____ Title: _____ Date: _____

Signature of RSVP Director: _____ Date: _____

Centre County RSVP is supported in part by the Corporation for National Service and is sponsored locally by the Centre County Board of Commissioners through the Office of Aging.