



MEMORANDUM OF UNDERSTANDING (MOU)

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.

Agency Name:	Agency Address:
City, State, Zip:	Contact Name:
Contact Title:	Contact Email:
Contact Phone:	Contact Fax:

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

A. RSVP of Shawnee and Douglas Counties will:

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. 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 and as allowed by the budget.

B. The Volunteer Station will:

1. Implement orientation, in-service instruction or special training of volunteers.
2. Interview and make final decision on assignment of volunteers.
3. Furnish volunteers with materials required for assignment.
4. Provide a job description to the volunteer describing the responsibilities and duties of the assignment.
5. Provide supervision of volunteers on assignments.
6. Provide for adequate safety of RSVP volunteers.
7. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.
8. Validate appropriate volunteer timesheets and reports for submission to RSVP office. Volunteers or volunteer stations representatives must submit forms to RSVP no later than the fifth of the month following the end of the quarter. (Quarter dates are March 31st, June 30th, September 30th, December 31st).



9. If meals are provided to volunteers, please complete the following:

() Contributed meals are FEDERALLY FUNDED under:

_____ Title III of the Older Americans Act **OR** _____ 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 completed during that day.

() Not applicable.

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. This process documents important in-kind support for RSVP.*

C. Other provisions:

1. *Separation from Volunteer Service:* The volunteer station may request the removal of a RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the Volunteer Station or from RSVP 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. *Grievance Policy:* Station will follow the grievance policy of the RSVP program as outlined in the Handbook.
3. *In-Home Assignments:* When in-home assignments for 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 activities, periods, and conditions of service.
4. *Inappropriate Activities:* The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
5. *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.
6. *Accessibility and Reasonable Accommodation:* The Volunteer Station will ensure that the facilities, programs and activities to which RSVP volunteers are assigned are accessible to persons with disabilities and/or provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
7. *Prohibition of Discrimination:* The Volunteer Station will not discriminate against RSVP volunteers or 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.



ACCESSIBILITY CHECKLIST FOR VOLUNTEER STATIONS

RSVP of Shawnee and Douglas Counties strives to include all members in volunteer work despite disabilities. Please answer the following questions to help us accommodate volunteer requests appropriately. This document is for informational purposes and will not affect your eligibility status with RSVP.

Organization Name:

1. Do policies, practices, or standards directly or indirectly exclude or limit the participation of individuals with disabilities in your organization's programs or activities? YES NO
2. If yes to #1, program/requirements do limit or exclude the following individuals from volunteering:
 - Hearing impaired
 - Sight impaired
 - Mental disability
 - Physical disability
3. Does your organization have policies that ensure a "reasonable accommodation" is made to individuals, including volunteers with disabilities? YES NO
4. Does your organization notify all persons such as staff and volunteers of your policy not to discriminate against individuals with disabilities? YES NO
5. Does your agency have the ability to communicate with hearing impaired individuals? YES NO
6. Does your agency have publications and signage available for visually impaired individuals? YES NO
7. Is your agency's building equipped to accommodate disabled individuals? Please check all that apply.
 - At least one accessible route that connects the entire facility including the parking lot
 - A disabled parking space designated
 - A drop-off zone near the building entrance
 - A handicapped accessible entrance
 - A handicapped accessible bathroom
 - If multi-level, an elevator is available
 - Handrails on stairways
 - Meeting spaces/conference areas accessible for individuals with disabilities

Signature of person completing evaluation

Title

Date

RSVP Director

Date



SAFETY CHECKLIST FOR VOLUNTEER STATIONS

RSVP of Shawnee and Douglas Counties ensures that all volunteer stations assess the safety of their volunteers annually. Please answer the following questions to the best of your ability and return this form to the RSVP office.

Organization/Station Name:

- All volunteers are oriented and trained on the agency's safety policy. YES NO
- Volunteers are given the necessary materials and knowledge to perform tasks safely. YES NO
- Proper signs, emergency exits and safety protocols are visibly displayed for volunteers. YES NO
- All volunteers report and/or document any accidents to a staff member. YES NO
- All volunteers receive a background check prior to volunteering. YES NO
- Staff provides volunteers with new safety information as needed. YES NO
- Volunteers wear the appropriate clothing and safety equipment necessitated by activity. YES NO
- First aid kits are available and locations identified. YES NO
- Fire extinguishers are located on site and inspected regularly. YES NO
- Work sites are free of hazards. YES NO

Signature of person completing evaluation

Title

Date

RSVP Director

Date