

MEMORANDUM OF UNDERSTANDING (“MOU”)

BETWEEN

**RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)
OF EASTERN IOWA & WESTERN ILLINOIS**

*Sponsored by Western Illinois Area Agency on Aging
729 34th Avenue, Rock Island, IL 61201-5950*

Phone: 309.793.4425; Fax 309.793.6807; E-mail: rsvp@wiaaa.org

and

Volunteer Station: _____

Contact Representative: _____

Address: _____

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

Telephone: (_____) _____ **Fax:** (_____) _____

E-mail: _____ **Expiration Date:** *This MOU expires on 01/01/13*

This Memorandum of Understanding (M.O.U.) contains basic provisions which will guide the working relationships between both parties. This document may be amended, in writing, at any time with the agreement of both parties and will be renegotiated at least every three years.

BASIC PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING

A. Retired and Senior Volunteer Program (RSVP) will:

1. Recruit, interview and enroll RSVP volunteers and refer them to the Volunteer Station. RSVP seeks to place volunteers with organizations (subsequently referred to as Volunteer Stations) that have positions which reflect the volunteers’ interests and skills. **Note:** RSVP **does not** perform a formal background check on the individuals seeking to volunteer.
2. Instruct RSVP volunteers in the proper use of RSVP monthly reports, reimbursement requests and program procedures.
3. Provide orientation to Volunteer Station staff prior to the 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 the Volunteer Station to assess and/or discuss needs of volunteers and the Volunteer Station.
6. Reimburse RSVP volunteers for transportation cost between their home and the Volunteer Station in accordance with RSVP policies. (*Volunteers are reimbursed at a rate of \$0.15/mile up to \$15.00 per month; reimbursement checks are mailed quarterly.*)

B. The Volunteer Station will:

1. Provide a written job description for each volunteer position. (An RSVP Volunteer Coordinator would be happy to assist the Volunteer Station in the development of these job descriptions if necessary.)
2. Screen the volunteers to assure that they meet the Volunteer Station's needs and conduct any background check deemed necessary.
3. Interview and make final decisions regarding the assignment of volunteers.
4. Implement orientation, in-service instruction, or special training of volunteers.
5. Furnish volunteers with materials required for their assignment.
6. Provide supervision of volunteers on assignments.
7. Provide for adequate safety of volunteers.
8. Confirm with a signature and date the appropriate volunteer reports and hours for submissions to the RSVP office on a monthly basis.
9. Investigate and report all accidents or injuries involving RSVP volunteers to the RSVP Project Co-Directors within 48 hours. All reports will be submitted in writing.
10. Ensure that volunteers and/or clients served will not be discriminated against on the basis of disabilities regarding employment or volunteer services practices, building or site access for programs, or the Volunteer Station's programs or activities.

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 appropriate RSVP staff, appropriate Volunteer Station staff and the volunteer to clarify the reasons, resolve conflicts or take remedial action.
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 activities, periods and conditions of service.

3. **Religious, Sectarian or Political Activities:** The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, proselytizing 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. **Prohibition of Discrimination:** The Volunteer Station will not discriminate against qualified RSVP volunteers on the basis of race, color, national origin or ethnicity, gender, age, sexual orientation, political affiliation, religion or disability.
6. **Accessibility and Reasonable Accommodation:** The Volunteer Station will ensure that programs and activities to which RSVP volunteers are assigned are accessible to persons with disabilities. If there are certain Volunteer Station activities which are not so accessible, the Volunteer Station will inform the RSVP Co-Directors so that appropriate placement of volunteers may be made. The RSVP Co-Directors will work with the Volunteer Station to explore possible accommodations for qualified volunteers with disabilities.
7. **Termination of MOU:** Conditions of this *Memorandum of Understanding* may be terminated in writing at any time at the request of either party. This *MOU* may be reviewed periodically to permit necessary changes and will be renegotiated at least once every three years.
8. **Date of effectiveness of MOU:** This *Memorandum of Understanding* will be in effect upon the dated signature of one of the RSVP Co-Directors.

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: (____) _____ E-mail: _____

By signing this MOU, I/we certify that this volunteer station is a public agency, private non-profit organization or a proprietary healthcare agency or organization that accepts the responsibility of the assignment and supervision of the RSVP volunteers. I/we further affirm that volunteer placements will not displace paid employees.

Signed:

Name & Title, Volunteer Station _____
Date

Authorized Station Signature (*if different from above*) _____
Date

RSVP Co-Director _____
Date