



55+ RSVP Program



Volunteer Station Memorandum of Understanding

This Memorandum of Understanding (MOU) contains basic provisions which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with the concurrence of both parties and must be renegotiated at least every three years.

Name of Organization (Volunteer Station): _____

Type of Agency: Public Private Nonprofit Proprietary Health Care

Address: _____

Website: _____

Phone: _____ **Fax:** _____

501(c)(3) Yes No **Avg # of Clients Served Annually:** _____

Are there any limitations at the Station that 55+ RSVP staff should be aware of in making volunteer placements? Yes No **If yes, describe:** _____

Contact(s) for volunteer assignments (please note that the person(s) responsible for the supervision of volunteers may vary if more than one volunteer activity is offered):

Contact 1:

Name: _____ **Title:** _____

Email: _____ **Phone:** _____

Contact 2:

Name: _____ **Title:** _____

Email: _____ **Phone:** _____

Contact 3:

Name: _____ **Title:** _____

Email: _____ **Phone:** _____

Purpose/Mission of 55+ RSVP Program:

To help address community needs by recruiting volunteers 55 and older to lend their time and expertise in community service to non-profit agencies and proprietary health care facilities and, in so doing, provide them with meaningful and on-going volunteer opportunities. Senior volunteers are accepted by the Volunteer Station in accordance with this purpose.

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING:

55+ RSVP Program (Sponsored by United Way of Johnson & Washington Counties) will:

- Accept specific volunteer requests and promote the volunteer needs of volunteer station.
- Recruit, interview, & enroll 55+ RSVP volunteers and refer appropriate volunteers to the volunteer workstation.
- Provide orientation to volunteer workstation staff prior to placement of volunteers, and at other times, as the need arises.
- Instruct 55+ RSVP volunteers and/or agency staff in proper use of monthly timesheets, and program procedures.
- Furnish accident, personal liability, and excess automobile insurance coverage for enrolled volunteers required by the RSVP policies. The insurance provided by the sponsor is secondary coverage and is not primary insurance.
- Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
- Staff an Advisory Council to 55+ RSVP. Along with the advisory council, arrange for appeals procedure to address problems arising between the volunteer, the Station and/or 55+ RSVP.

Volunteer Station will:

- Designate a coordinator to serve as a liaison with 55+ RSVP.
- Request and engage volunteers in accordance with the following federal guidelines:
 - Volunteers cannot displace employed workers.
 - Volunteers cannot conduct or engage in religious, sectarian, or political activities.
 - Assure that it will not discriminate against 55+ RSVP volunteers or in the operation of its program based on race; color; national origin, including individuals with limited English proficiency; sex; age; political affiliation; religion; or based on disability, if the participant or member is a qualified individual with a disability.
 - Comply with all applicable civil rights laws and regulations including reasonable accommodation for 55+ RSVP volunteers with disabilities.
 - A 55+ RSVP volunteer shall not receive a fee for service from service recipients, their legal guardian, members of their family, or friends. No person, organization, or agency shall request or receive any compensation for services of RSVP volunteers.
- Request volunteers in a timely manner, providing all pertinent information regarding specific assignments, provide a detailed volunteer position description for positions, allowing adequate time for volunteer recruitment.
- Make the final decision of the acceptance of a volunteer.
- Provide, orientation, training and supervision for 55+ RSVP volunteers, as needed.

- Provide for adequate safety of volunteers on assignment and submit an annual assurance upon request. Any 55+ RSVP volunteer injury or accident must be reported immediately to the 55+RSVP office at 319-338-7823.
- Provide break time and refreshments for volunteers, when appropriate.
- Participate in reviewing and/or reporting volunteer hours, as needed.
- Acknowledge 55+ RSVP and recognized your 55+ RSVP volunteers through publicity, annual reports, recognition events and written acknowledgements.
- When requested, provide data as needed by 55+ RSVP to measure outcomes and impact of 55+ RSVP activities.
- Provide proof of license or certification of being a public, private nonprofit organization or a proprietary health agency.
- Maintain confidentiality of 55+ RSVP volunteers by not giving volunteers' contact information to any third party without expressed written consent by said volunteers.

General Information and Policy

The Volunteer Station may request the removal of a 55+RSVP volunteer at any time. The 55+ RSVP volunteer may withdraw from service at the Volunteer Station or from the 55+ RSVP Program at any time. Individual separations will be discussed by 55+ RSVP staff, Volunteer Station staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station.

Criminal background checks and reference checks are NOT done for all volunteers by 55+ RSVP. It is the responsibility of the Volunteer Station to determine if the need for such screening exists and to follow through with a criminal background check and/or reference check, if necessary.

Acknowledgement

Termination of MOU: This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three (3) years by the Parties.

By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become a RSVP Station.

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 RSVP staff.

Authorizing Signatures:

Volunteer Workstation

Date

55+ RSVP

Date

