



FGP MEMORANDUM OF UNDERSTANDING BETWEEN:

SPONSORING AGENCY: Missoula Aging Services

Under the oversight of the Corporation for National and Community Service (CNCS), a federal Government agency

Contact person: Colleen A. Baldwin, Senior Corps Program Manager

AND

Volunteer Station (your agency name)

Mailing Address/City/ST

Zip + 4 required

Street Address/City/ST (if different than mailing address)

Zip + 4 required

Phone:

fax

E-mail: _____

Name of Supervisor of volunteers: _____

Please fill out completely. All information required

Basic Provisions of Memorandum of Understanding

A. The sponsor Missoula Aging Services will:	B. The Volunteer Station (Your agency or organization) will:
<ol style="list-style-type: none"> 1. Recruit, interview, enroll and refer Foster Grandparents to the Volunteer Station. The volunteers will meet CNCS enrollment criteria. 2. Recruit Foster Grandparent to serve 15 - 40 hours a week per scheduling agreement. 3. Conduct and document background checks in accordance with the requirements established by CNCS. 4. Provide orientation to Volunteer Station staff prior to placement of volunteers, and at other times as the need arises. 5. Furnish accident and liability coverage as required by Senior Corps policies. 6. Retain full responsibility for the Management and fiscal control of the project. 7. In cooperation with the Advisory Council, arrange for a Foster Grandparent's appeals procedure to resolve problems arising between the Foster Grandparent, the Volunteer Station and/or the Missoula Aging Services. 8. Provide orientation and mandatory monthly in-service training for volunteers. 9. Arrange opportunities for yearly physical examinations for Grandparents. 10. Meet with Volunteer Stations and Grandparents on a regular basis. 	<ol style="list-style-type: none"> 1. Interview and make final decision on assignment of FGP volunteers. 2. Perform any additional background, criminal or reference checks on potential volunteers referred by FGP, as required or deemed necessary and prudent by the Volunteer Station. 3. Provide basic day-to-day management of FGP volunteers. 4. Implement orientation and training of volunteers. 5. Provide annual evaluation and accurate assessment of the Foster Grandparent and other project-related activities. 6. Designate one coordinator at each Volunteer Station to serve as a liaison with the Missoula Aging Services. 7. Provide 15 - 40 hours a week of service (per scheduling agreement) for the Foster Grandparent. 8. Provide for the adequate safety of the FGP volunteers. 9. In consultation with Missoula Aging Services, make investigations and reports regarding accidents and injuries involving FGPs. 10. Provide and/or pay for any immunizations or health tests required by the Volunteer Station. 11. If a meal is served to students during the work period of the Foster Grandparent, the Volunteer Station will offer the meal to the Grandparent 12. Designate service space for use by Foster Grandparents in their activities with their assigned students, and for project-related group activities.

Reports: The Volunteer Station will collect and validate appropriate reports including but not limited to:

- **Monthly time sheets:** every Volunteer Station will sign FGP monthly timesheet
- **Progress Reports:** assign the children, define the FGP role and activities and document the impact supported by volunteers
- **Annual Evaluations** of the Foster Grandparent
- **Annual Quality Assurance Survey**

Other Provisions:

1. **Non-Discrimination:** The Volunteer Station will not discriminate against FGP volunteers or in the operation of its program on the basis of race; color; national origin; limited English language proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
2. **Religious and Political Activities:** The Volunteer Station will not request, assign, or permit FGP volunteers to conduct or engage in religious, sectarian, or political activities.
3. **Displacement of Employees:** The Volunteer Station will not assign FGP volunteers to any assignment which would displace employed workers or impair existing contracts for service.
4. **Compensation for service:** The Volunteer Station shall not request or receive any compensation from FGP volunteers or from beneficiaries for services of FGP volunteers.
5. **Separation from Volunteer Service:** The Volunteer Station may request the removal of an FGP volunteer at any time. The FGP volunteer may withdraw from service at any time.
6. **FGP Recognition:** Specify, either by written information or verbally, that FGP Volunteers are participants in the Volunteer Stations programs in all publicity featuring such volunteers, whether it is website, blog, newsletters, radio, TV, print or verbal presentation.
7. **Accessibility and Reasonable Accommodations:** The Volunteer Station will maintain the programs and activities to which FGP volunteers are assigned accessible to persons with reasonable accommodations to allow persons with disabilities to participate in programs and activities. In some cases, a workstation may not be appropriate for every situation (i.e. possible issues of mobility, hearing, vision, mental or cognitive impairments, addictions or diseases.)

Are there any limitations at your workstation that FGP staff should be aware of in making volunteer placements with you? No Yes (If yes, please describe):

8. **Reimburse Missoula Aging Services for transportation costs incurred by the Foster Grandparent while serving the Volunteer Station.** This includes the Foster Grandparent's transportation to and from home and the Volunteer Station.

- a) Volunteers driving their own car will be reimbursed based on a rate set by Missoula Aging Services. Volunteers using public transportation will be reimbursed for actual

costs. Volunteers submit mileage reports with their time sheets. Missoula Aging Services will bill the Volunteer Station for mileage cost.

9. If a meal is served to students during the work period of the Foster Grandparent, the Volunteer Station will offer the meal to the Grandparent, as an in-kind donation charged at \$3.00 per day.

10. Contribute to the success; satisfaction and retention of the FGP Volunteer Program volunteers by (Check all that apply):

- Appropriate thank you's and birthday acknowledgments
- Allow FGP to distribute recruitment materials to site's current volunteers
- Provide parking or parking pass
- Provide mileage to and from the volunteer's home and site. (Paying mileage can be an important recruitment incentive)
- Provide mileage while on duty for site
- Donation for recruitment of project specific volunteers (postage, printing)
- Donation for the annual Volunteer Recognition event and other program activities:
 - \$100 \$50 \$25 Other \$ _____

11. **Memorandum of Understanding:** Conditions of this memorandum may be amended or terminated in writing at any time with the concurrence of both parties. This memorandum will be reviewed no less than every three years.

By signing this MOU the Volunteer Station Representative certifies that the Volunteer Station is:

Check option that applies:

- a public or non-profit organization
- a licensed proprietary health care organization.

Missoula Aging Services

Volunteer Station

By: _____
Title: Program Manager
Date: _____

Signature: _____
Print name: _____
Title: _____
Date: _____