



RSVP 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) **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 RSVP Volunteers and refer volunteers to the Volunteer Station. 2. Provide orientation to Volunteer Station staff prior to placement of volunteers, and at other times as the need arises. 3. Perform sex offender background checks through the National Sex Offender Public Website. Persons required to be registered as a sex offender cannot serve with any Senior Corps program. 4. Refer volunteers in response to a specific request from the Volunteer Station for volunteers. 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. Periodically assess your organization's need for volunteer support; the community's needs for volunteer related services; your organization's satisfaction with our services; and the community's expectations of RSVP Volunteer Program. 8. In cooperation with the Advisory Council, arrange for RSVP volunteers appeals procedure to resolve problems arising between the RSVP volunteer, the Volunteer Station and/or the Missoula Aging Services. 	<ol style="list-style-type: none"> 1. Interview and make final decision on assignment of RSVP volunteers. 2. Perform any additional background, criminal or reference checks on potential volunteers referred by RSVP, as required or deemed necessary and prudent by the Volunteer Station. 3. Provide basic day-to-day management of RSVP volunteers. 4. Implement orientation and training of volunteers. 5. Attend an RSVP Information/Orientation Session prior to receiving volunteer referrals. 6. Provide job descriptions to RSVP Volunteer Program, using appropriate forms. 7. Provide for the adequate safety of the RSVP volunteers. 8. Investigate and report any accidents or injuries involving RSVP volunteers immediately to RSVP office. 9. Notify RSVP Volunteer Program if a volunteer has been terminated or has discontinued service with your organization. 10. Be required to maintain the confidentiality of volunteers. Do not provide any other agency or source the name or other personal information of volunteers without the volunteers' approval. 11. Provide and/or pay for any immunizations or health tests required by the Volunteer Station. 12. Designate one coordinator at each Volunteer Station to serve as a liaison with the Missoula Aging Services.

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

- **Monthly time sheets:** every Volunteer Station will complete and return to RSVP
- **Progress Reports:** Volunteer Stations identified as Impact Assignments will complete a form documenting the impact supported by volunteers
- **Documenting Veterans Served:** If at all possible volunteer station will document veterans served
- **Annual Quality Assurance Survey**

Other Provisions:

1. **Non-Discrimination:** The Volunteer Station will not discriminate against RSVP 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 RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
3. **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.
4. **Compensation for service:** The Volunteer Station shall not request or receive any compensation from RSVP volunteers or from beneficiaries for services of RSVP volunteers.
5. **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 any time.
6. **RSVP Recognition:** Specify, either by written information or verbally, that RSVP 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 RSVP 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 RSVP staff should be aware of in making volunteer placements with you? NO YES (If yes, please describe):

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

- Appropriate thank you's and birthday acknowledgments
- Allow RSVP 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 \$ _____

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: _____