



SCP 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 and refer Senior Companions to the Volunteer Station. The volunteers will meet CNCS enrollment criteria. 2. The Senior Companion will 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 Senior Companion's appeals procedure to resolve problems arising between the Senior Companion, 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 Senior Companions. 10. Meet with Volunteer Stations and Senior Companions on a regular basis. 	<ol style="list-style-type: none"> 1. Interview and make final decision on assignment of SCP volunteers. 2. Perform any additional background, criminal or reference checks on potential volunteers referred by SCP, as required or deemed necessary and prudent by the Volunteer Station. 3. Provide basic day-to-day management of SCP volunteers. 4. Implement orientation and training of volunteers. 5. Provide annual evaluation and accurate assessment of the Senior Companion 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 Senior Companion. 8. Provide for the adequate safety of the SCP volunteers. 9. In consultation with Missoula Aging Services, make investigations and reports regarding accidents and injuries involving SCPs. 10. Provide and/or pay for any immunizations or health tests required by the Volunteer Station.

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

- **Monthly time sheets:** every Volunteer Station will sign SCP monthly timesheet
- **Progress Reports:** assign the clients, define the SCP role and activities and document the impact supported by volunteers
- **Documenting Veterans Served:** If at all possible volunteer station will document veterans served
- **Annual Evaluations** of the Senior Companion
- **Annual Quality Assurance Survey**

Other Provisions:

1. **Non-Discrimination:** The Volunteer Station will not discriminate against SCP 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. **Separation from Volunteer Service:** The Volunteer Station may request the removal of an SCP volunteer at any time. The SCP volunteer may withdraw from service at any time.
3. **Religious and Political Activities:** The Volunteer Station will not request, assign, or permit SCP volunteers to conduct or engage in religious, sectarian, or political activities.
4. **Displacement of Employees:** The Volunteer Station will not assign SCP volunteers to any assignment which would displace employed workers or impair existing contracts for service.
5. **SCP Recognition:** Specify, either by written information or verbally, that SCP 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.
6. **Accessibility and Reasonable Accommodations:** The Volunteer Station will maintain the programs and activities to which SCP 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 SCP staff should be aware of in making volunteer placements with you? NO YES (If yes, please describe):

7. **Reimburse Missoula Aging Services for transportation costs incurred by the Senior Companion while serving the Volunteer Station.** This includes the Senior Companion'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.

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

- Appropriate thank you's and birthday acknowledgments
- Allow SCP 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: _____

Signature: _____

Title: Program Manager

Print name: _____

Date: _____

Title: _____

Date: _____