

MEMORANDUM OF UNDERSTANDING

BETWEEN

The Clinton County Retired & Senior Volunteer Program (RSVP)
46 Flynn Avenue, Plattsburgh, NY 12901 | 566-0944

AND

Volunteer Station: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone:(____)_____ Fax:(____)_____ E-Mail: _____

In agreeing to this Memorandum of Understanding (MOU), the above named agency/ organization verifies that it is a public agency, private non-profit organization, or proprietary healthcare facility and is therefore in compliance with federal policy regarding RSVP Volunteer Stations.

This MOU contains basic provisions which will guide the working relationship between RSVP and the above named agency/organization, herein referred to as the Volunteer Station. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

A. The Clinton County Retired & Senior Volunteer Program (RSVP) will:

1. Recruit, interview and enroll volunteers and acquaint them with RSVP policies and procedures.
2. Provide RSVP orientation to Volunteer Station staff prior to placement of volunteers and at other times as needed.
3. Review volunteer assignments and refer volunteers to the Volunteer Station for placement.
4. Provide accident, personal liability, and excess automobile liability insurance coverage as required by RSVP policy. RSVP insurance is secondary coverage and is not primary insurance.
5. Make available to RSVP volunteers reimbursement for the cost of transportation between home and their Volunteer Stations and the cost of meals in accordance with RSVP policy.
6. Periodically monitor volunteer activities at Volunteer Station to assess and/or discuss needs of volunteers and Volunteer Station.
7. Provide a Volunteer Appeals Procedure to resolve problems arising between the volunteer, the Volunteer Station, and/or RSVP.

B. The Volunteer Station will:

1. Designate a coordinator to serve as a liaison with RSVP.
2. Interview RSVP volunteers and make final decisions on assignments. Written job descriptions will be provided to volunteers and to RSVP.
3. Carry out any special screenings, i.e. reference or background checks, if required.
4. Implement orientation, in-service instruction, or special training of volunteers.
5. Provide supervision of RSVP volunteers on assignments.
6. Furnish RSVP volunteers with any materials or transportation required to accomplish assigned activities.
7. Make adequate health and safety provisions for the protection of volunteers.
8. Make a reasonable effort to be accessible to and accommodate disabled volunteers.
9. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis.
10. Investigate and immediately report to the RSVP office any accidents and injuries involving RSVP volunteers.
11. Provide information as requested to assess the impact of RSVP volunteers on community needs related to its mission.
12. In all publicity (TV, radio, print, verbal presentations) regarding volunteer activities, specify that RSVP volunteers are participants in its volunteer program.

C. Both parties will:

1. Ensure they do not discriminate on the basis of race, color, national origin, sex, age, political affiliation, religion, or disability.
2. Ensure that RSVP volunteers are not requested or assigned to conduct or engage in religious, sectarian, or political activities.
3. Ensure that RSVP volunteers are not placed in any assignment that would displace employed workers or impair existing contracts for services.

D. 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 & Senior Volunteer Program at any time. Individual separations will be discussed by RSVP staff, Volunteer Station staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station.

E. Amendment and Termination:

This MOU may be amended or terminated in writing at any time with the concurrence of both parties. Any amendment(s) will be attached to and made part of this document.

This MOU shall be in effect to December 31, 2006, unless otherwise herein specified. It 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 either of the parties.

The Volunteer Station representative who will serve as liaison with RSVP and who will be responsible for volunteer orientation and supervision and for providing monthly reports to RSVP is:

Name: _____ Title: _____

Address (if other than Station address): _____

Phone: _____

For the Volunteer Station:

For Clinton County RSVP:

Signature

Signature

Title

RSVP Director*

Date

Date

* The RSVP Director is responsible for monitoring this MOU for RSVP's sponsoring organization, Catholic Charities of the Diocese of Ogdensburg. This MOU will be in effect upon the dated signature of the RSVP Director.

Rev 11/03

Amendments: