

**HARVEY COUNTY RSVP**  
*PO BOX 687 NEWTON KS 67114-0687*  
located in the Courthouse at 800 N Main

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**MEMORANDUM OF UNDERSTANDING (MoU) between Harvey County RSVP and**

**Agency Name:** \_\_\_\_\_

\_\_\_\_\_

Street	City	ZIP	Phone	fax
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**AGENCY IS** (please check as applicable):

Nonprofit \_\_\_\_ Government \_\_\_\_ Medical \_\_\_\_ Faith-Based \_\_\_\_

Agency is required to have non-profit status (501 c 3 or governmental) or be a healthcare provider.

Discrimination on the basis of race; color, creed, sex or handicap will not be permitted. The agency and RSVP will actively comply with provisions of Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, which prohibits discrimination against disabled persons in all programs, services and activities.

**Please estimate the number of people served by the organization annually:** \_\_\_\_\_

**Please give a brief description of volunteer duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**It is agreed that the following basic provisions will guide the working relationship between the listed Station and the Harvey County RSVP.**

**RSVP Responsibilities**

- RSVP will make every effort to recruit and place volunteers with the above stated volunteer station.
- Volunteers will be interviewed by the RSVP Director before being enrolled in RSVP and referred to the above stated volunteer station for placement.
- RSVP will orient administrators and volunteer supervisors of RSVP policies, procedures and benefits whenever necessary.
- RSVP will instruct RSVP members in proper use of monthly reports, reimbursement guidance and program procedures.
- Neither RSVP nor any volunteer station may request or receive compensation from the beneficiaries of Senior Corps volunteers.

**Agency Responsibilities**

- The above stated volunteer station supervisor will provide orientation, instruction, and on-the-job supervision to the RSVP volunteer as needed to complete the task assigned. At all times the above stated supervisor will keep the RSVP volunteer informed of any changes in procedure and personnel.
- Agency will provide volunteers with a written job description. A copy of the assignment description will be given to RSVP.
- When requesting RSVP volunteers to assist with short-term projects such as preparing bulk mailing items or helping with community events the volunteer station will make the request at least five full working days in advance. RSVP can not guarantee that all requests will be filled, however more advanced notice allows staff and volunteers to work the request into their schedules.
- The Station Supervisor will upon request, assist the RSVP office staff with the development of a written needs statement regarding the measurable impact RSVP volunteers assigned to the Volunteer Station have on the community through their service to the listed organization.

- Agency will furnish volunteers with appropriate and sufficient materials and equipment required for their volunteer assignment.
- Agency will provide for adequate safety of volunteers. Agency will be responsible for providing safety information and training as necessary.
- Agency will report any accidents and injuries involving RSVP members immediately to the RSVP office. Investigate any accidents involving RSVP volunteers. All investigations will be submitted in writing.
- The volunteer station will be accessible to persons with mobility, hearing, vision, mental and cognitive impairments or addictions and diseases.

**Insurance**

The Volunteer Station will provide for volunteer safety. Secondary Accident, Excess Auto, Auto, and Personal Liability Insurance for the RSVP Volunteer, while he/she is serving as a volunteer, will be provided by the RSVP. The Station Supervisor will notify the RSVP staff if an RSVP Volunteer has an accident while en route to or from an assignment or while on assignment.

**Transportation for RSVP members**

Please check all that apply:

- a. Agency ( ) will ( ) will not provide transportation for RSVP members who volunteer at their agency.
- b. Agency ( ) will ( ) will not pay transportation costs for RSVP members who volunteer at their agency.

When a meal period occurs during the RSVP Volunteer's service, the volunteer station:

- a. Agency ( ) will ( ) will not provide a meal for RSVP members who volunteer at their agency.
- b. Agency ( ) will ( ) will not pay meal reimbursement costs for RSVP members who volunteer at their agency.

**Terminations/Resignations**

- The volunteer station may request removal of an RSVP volunteer.
- The RSVP may remove a volunteer from the volunteer station.
- The station staff, RSVP staff and the RSVP volunteer will discuss any removal or separation of the RSVP volunteer.

**RSVP Volunteers cannot:**

- Take the place of a paid employee.
- Submit hours to the RSVP program from political, sectarian or religious activities.

**Volunteer Reports**

- Each volunteer is responsible for reporting his or her service hours to RSVP.
- Where more than one volunteer is present, the Volunteer Station Supervisor is responsible for the completion and return of the RSVP volunteer monthly timesheet forms to the RSVP office by the fifth day of each month.
- Agency will work with RSVP staff to establish a specific collection system of volunteer service hours when appropriate.

The individual assigned to serve as liaison for the volunteer station to RSVP and who will be responsible for volunteer orientation, supervision, and submission of timesheets is:

Name	Title	Phone	E-mail
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Durations of this agreement shall remain in effect for a term of three years from May 25, 2012, to May 25, 2013, or unless agreed to otherwise between the parties.

**By signing this Memorandum of Understanding, the agency representative affirms that the agency is a public or non-profit private organization, or a proprietary health care agency.**

Agency Representative \_\_\_\_\_  
 Signature of Agency Director Title Date

RSVP Representative \_\_\_\_\_ Project Director \_\_\_\_\_  
 Signature of RSVP Representative Title Date

# ACCESSIBILITY CHECKLIST FOR VOLUNTEER STATIONS

Harvey County RSVP strives to include all members in volunteer service despite disabilities. Please answer the following questions to help us accommodate volunteer requests appropriately. These questions do not limit volunteer stations, they are simply meant as a means of properly placing volunteers. We understand that there are jobs and circumstances which would pose, by their very nature, some limitations, and only seek to identify these.

**Organization Name:**

1. Do you have any volunteer activities that would not be practical for someone with limitations? (ie vision, hearing, or memory loss; wheelchair or walker; inability to stand for long periods of time) \_\_\_\_\_ YES \_\_\_\_\_ NO

2. If so, please list these so that we can assist you better: \_\_\_\_\_

3. Does your organization have policies that ensure a "reasonable accommodation" is made to individuals, including volunteers with disabilities? \_\_\_\_\_ YES \_\_\_\_\_ NO

4. Does your organization notify all persons such as staff and volunteers of your policy not to discriminate against individuals with disabilities? \_\_\_\_\_ YES \_\_\_\_\_ NO

5. Does your agency have the ability to communicate with hearing impaired individuals? (either through sign language or writing) \_\_\_\_\_ YES \_\_\_\_\_ NO

6. Does your agency have publications and signage available for visually impaired individuals? \_\_\_\_\_ YES \_\_\_\_\_ NO

7. Is your agency's building equipped to accommodate disabled individuals? Please check all that apply.

- \_\_\_\_\_ At least one accessible route that connects the entire facility including the parking lot
- \_\_\_\_\_ A disabled parking space designated
- \_\_\_\_\_ A drop off zone near the building entrance
- \_\_\_\_\_ A handicapped accessible entrance
- \_\_\_\_\_ A handicapped accessible bathroom
- \_\_\_\_\_ If multi-level, an elevator is available
- \_\_\_\_\_ Handrails on stairways
- \_\_\_\_\_ Meeting spaces/conference areas accessible for individuals with disabilities

\_\_\_\_\_  
**Signature of person completing evaluation**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**RSVP Coordinator**

\_\_\_\_\_  
**Date**

## SAFETY CHECKLIST FOR VOLUNTEER STATIONS

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Harvey County ensures that all volunteer stations assess the safety of their volunteers annually. The answers to these questions may vary. RSVP is aware of this. We seek to identify areas where additional support might be helpful to our volunteers. Please answer the following questions to the best of your ability and return this form to the RSVP office.

**Organization/Station Name:**

All volunteers are informed of the agency's safety policy (use of any safety equipment, fire and tornado escapes). \_\_\_ YES    \_\_\_ NO

Volunteers are given the necessary materials and knowledge to perform tasks safely. \_\_\_ YES    \_\_\_ NO

If volunteers work in your office/building, proper signs, emergency exits and safety protocols are visibly displayed for volunteers. \_\_\_ YES    \_\_\_ NO

All volunteers report and/or document any accidents to a staff member. \_\_\_ YES    \_\_\_ NO

All volunteers receive a background check prior to volunteering. \_\_\_ YES    \_\_\_ NO

Staff provides volunteers with new safety information as needed. \_\_\_ YES    \_\_\_ NO

Volunteers wear the appropriate clothing and safety equipment necessitated by activity, if applicable. \_\_\_ YES    \_\_\_ NO

First aid kits are available and locations identified. \_\_\_ YES    \_\_\_ NO

If volunteers work in your office/building, fire extinguishers are located on site and inspected regularly. \_\_\_ YES    \_\_\_ NO

If volunteers work in your office/building, work sites are free of hazards. \_\_\_ YES    \_\_\_ NO

If volunteers work for you off site (at designated work areas subject to change), does your staff follow practices which promote volunteer safety? \_\_\_ YES    \_\_\_ NO

\_\_\_\_\_  
**Signature of person completing evaluation**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**RSVP Coordinator**

\_\_\_\_\_  
**Date**