

Memorandum of Understanding

Between  
Harvey County RSVP

Sponsored by: Harvey County P O Box 687 800 N Main  
Newton, Kansas  
and

**Volunteer Station:** \_\_\_\_\_,

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Period Covered: \_\_\_\_\_ to \_\_\_\_\_

**This memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. It may also include a Programming for Impact Addendum. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.**

**BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING**

**A. Harvey County RSVP Responsibilities**

1. Recruit, interview, and enroll RSVP volunteers and refer volunteers to the volunteer station.
2. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance, and program procedures.
3. Provide RSVP orientation to volunteer station staff prior to placement of volunteers, and at other times, as the need arises.
4. Develop publicity for RSVP such as radio, TV, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
5. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.

6. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
  7. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies and availability of funds.
  8. Provide RSVP volunteers with the following assignment-related cost-reimbursements:
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## **B. Volunteer Station Responsibilities**

1. Implement orientation, in-service instructions, or special training of volunteers.
  2. Interview and make final decision on assignment of volunteers.
  3. Furnish volunteers with materials required for assignment, as follows \_\_\_\_\_
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4. Furnish volunteers with transportation required during their assignments, as follows \_\_\_\_\_
  5. Provide supervision for volunteers on assignments.
  6. Provide for adequate safety of volunteers.
  7. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis..
  8. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.
  9. If meals are provided to volunteers, please complete this portion:
    - ( ) Contributed meals are **FEDERALLY FUNDED** under:  
\_\_\_\_\_ Title III of the Older Americans Act  
\_\_\_\_\_ Other (federal) funding source
    - ( ) \_\_\_\_\_ Contributed meals are **not provided by FEDERAL FUNDS**.  
Meals will be provided to RSVP volunteers at a free or reduced price when \_ hours of service has been or will be volunteered during that day.

### **NOTE:**

The value of free or reduced-price meals which is not provided by federal funds will be verified by the Volunteer Station Supervisor and reported monthly to the RSVP project. This documents Important in-kind support for RSVP.

## **C. Other Provisions:**

1. 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 RSVP at any time. Discussion of individual separations will occur among RSVP staff, Volunteer Station staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station.
2. Letters of Agreement: When in-home assignments of volunteers are made, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
3. Religious Activities: The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
4. Displacement of Employees: The Volunteer Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
5. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
6. Prohibition of 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, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
7. Specify, either by written information or verbally, that RSVP volunteers are participants in the Volunteer Station's program in all publicity featuring such volunteers, whether it be radio, TV, print, or verbal presentation. Display an RSVP placard where it may be viewed by the public.
8. For impact-based assignments, supply data measuring volunteer impact on community needs to Harvey County RSVP.
9. Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes.

10. This Memorandum of Understanding 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 any of the parties hereto.

11. This Memorandum of Understanding will be in effect upon dated signature of the Volunteer Station's Representative and the RSVP Project Director. This agreement will last for three years.

12. The total number of RSVP volunteer assignments projected to be available with the Volunteer Station on an annual basis is \_\_\_\_\_. It is projected that these assignments will be at the following locations, in approximately the following numbers:

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

Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_

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**By signing this MOU, the Volunteer Station Representative certifies that the volunteer station is a public or non-profit private organization, or a proprietary health care agency.**

SPONSOR NAME

VOLUNTEER STATION NAME

By: \_\_\_\_\_  
(Signature)  
Title: Project Director  
\_\_\_\_\_ RSVP

By: \_\_\_\_\_  
(Signature)  
Title:

Address:  
City, State, Zip

Address:  
City, State, Zip

Date: \_\_\_\_\_

Date: \_\_\_\_\_