

MEMORANDUM OF UNDERSTANDING

BETWEEN

COULEE REGION RSVP

2920 East Avenue South, Suite #104

La Crosse WI 54601

Telephone: 608.785.0500 / Fax: 608.785.2573

E-Mail: info@rsvplax.org

Website: www.rsvplax.org

AND

VOLUNTEER STATION: _____

Address: _____

Telephone/FAX: _____ / _____

E-Mail / Website: _____ / _____

Contact Person: _____

Federal Focus Area: Disaster Services Economic Opportunities
 Education Environmental Stewardship
 Healthy Futures Veterans & Military Families

Volunteer Station complies with the Americans with Disabilities Act? Yes No

Volunteer Station is a public or private non-profit agency organization (with the exception of proprietary health care facilities)? Yes No

Coulee Region RSVP retains all information in the strictest confidence. Personal information is not shared, transferred, or sold to any third party.

| Volunteer Station Information: | RSVP Staff Information: |
|---------------------------------------|--|
| Signature: | Coordinator: |
| Title: | Date: |
| Date: | Director: |
| | Date |
| | Station ID#: _____ (For Office Use Only) |

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

A. COULEE REGION RSVP WILL:

1. Recruit, interview, enroll RSVP volunteers, and refer them to the appropriate volunteer station.
2. Instruct RSVP volunteers in proper use of monthly reports, reimbursements regulations, and program procedures.
3. Provide orientation to volunteer station staff prior to placement of volunteers.
4. Review volunteer requests and work with station staff to develop measurable meaningful volunteer assignments.
5. Provide an appeals procedure to address problems, which may arise between the volunteer, the volunteer station and/or RSVP.
6. Provide personal liability, supplemental accident, and excess automobile liability insurance coverage to volunteers, while volunteering. Insurance is secondary coverage and is not primary insurance.
7. Review the supplemental insurance coverage with station staff.
8. Monitor and evaluate volunteer activities at the volunteer station.

B. THE VOLUNTEER STATION WILL:

1. Work cooperatively with RSVP staff to identify RSVP volunteer assignments having measurable impact on the critical needs addressed by the agency.
2. Assure that volunteers working with vulnerable adults and children will be screened prior to placement.
3. Make final decisions on acceptance of volunteers.
4. Provide supervision, orientation, in-service or special training for volunteers.
5. Furnish volunteers with any materials required for assignments.
6. Provide for adequate safety of volunteers.
7. Collect and validate appropriate volunteer monthly hour reports and submit to RSVP.
8. Investigate and report accidents or injuries involving RSVP volunteers immediately.
9. Provide meals and transportation when appropriate.
10. Discuss assignments with individual RSVP volunteers, and provide volunteer job descriptions for the volunteers and RSVP staff.
11. Establish a check in and identification procedure to monitor volunteer activity at the volunteer station.
12. Fill out and complete a yearly assessment of impact.
13. Do not disclose confidential information of volunteers to other agencies, organizations, or persons without written consent of either the volunteer(s) in question or the Coulee Region RSVP program.

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 necessary action, including placement with another volunteer station.
2. **Letters of Agreement:** when in-home assignments of volunteers are made, the parties involved will sign a letter of agreement. The signed document will authorize the volunteer to perform the specified services in the home and identify periods and conditions of service.
3. **Religious/Political Activities:** The volunteer station will not request or assign RSVP volunteers in services that engage in religious, sectarian, or political activities.
4. **Displacement of Employees:** The volunteer station will not place RSVP volunteers in any assignment that would displace employed workers or impair existing contracts for services.
5. **Accessibility and Reasonable Accommodation:** The volunteer station will ensure the programs and activities to which RSVP volunteers are assigned are accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and will provide reasonable accommodations to allow persons with disabilities to participate in programs and activities.
6. **Prohibition of Discrimination:** The volunteer station shall 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. RSVP does not require volunteer stations to provide remuneration as a precondition for the station to obtain RSVP volunteers.
9. RSVP volunteers may not be compensated for their volunteer service from the recipient, their guardian, friends, or family members. Failure to comply will result in the removal of the volunteer from that service.
10. 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 at a minimum every three years to permit needed changes.
11. This Memorandum of Understanding contains all the terms and conditions agreed upon the volunteer station and Coulee Region RSVP. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto.
12. This Memorandum of Understanding will be in effect upon dated signature of the volunteer station's representative and the RSVP Project Director.

PROGRAMMING FOR IMPACT

1. Define/explain the community need that RSVP volunteer(s) will address?

2. Explain the proposed service activity?

3. How will the service provided by the volunteer(s) be measured? (# of clients served, # of meals distributed, etc.)

4. What data collection methods or sources will be used to track measurable outcomes?

5. What are the qualifications you look for in a volunteer(s) (education, experience, and physical requirements)?

6. The volunteer station will provide: (please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Meals | <input type="checkbox"/> Expense Reimbursement |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Uniforms |
| <input type="checkbox"/> Special Recognition | <input type="checkbox"/> Paid Parking |

Grantee: Friends of Coulee Region RSVP, Inc.
Coulee Region RSVP serves La Crosse & Monroe Counties
RSVP is a Federally-funded program under the auspices of the
Corporation for National & Community Services