

Memorandum of Understanding

Between the

Retired Senior Volunteer Program of Burlington County

Sponsored by
RSVP

Rowan College at Burlington County
601 Pemberton Browns Mills Road
Pemberton, NJ 08068
609 894-9311, ext. 1583
and

Volunteer Station: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX : _____ Email: _____

Period Covered: _____ to: _____

This memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. In order to enter into this MOU, with the exception of proprietary health care facilities, all volunteer stations must be a public or private non-profit agency or organization. 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. RSVP of Burlington County 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. Annually assess volunteer placement to ensure the safety of volunteers as follows: Each year of the duration of this memorandum of understanding an annual safety assessment will be conducted by the sponsor.

B. Volunteer Station Responsibilities

1. Submit volunteer job descriptions for each volunteer activity performed.

2. Implement orientation, in-service instruction, or special training of volunteers.
3. Interview and make final decision on assignment of volunteers.
4. Furnish volunteers with transportation required during their assignments, as follows:
5. Furnish volunteers with transportation as required during their assignments as follows:

6. Complete the appended Programming for Impact Addendum to assess volunteer impact on community needs.
7. Provide supervision of volunteers on assignments.
8. Provide for adequate safety of volunteers and submit an annual assurance upon request by the project sponsor.
9. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis.
10. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.

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. **Letter 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. The Volunteer Station will complete an Accessibility and Reasonable Accommodation Survey annually. The survey will be provided to the Volunteer station by the RSVP office.
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; sexual orientation; 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 RSVP of Burlington County.**
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.**
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:**

- 13. Neither the grantee nor any volunteer station requests or receives compensation from the beneficiaries of Senior Corps volunteers.
- 14. Any volunteer station financial support of the Senior Corps project is not a precondition for that station to obtain volunteer service.
- 15. A Senior Corps volunteer does not receive a fee for service from service recipients, their legal guardian, or members of their family or friends.
- 16. Grant funds are not used to finance labor or anti-labor organizations or related activity.

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: _____ Email: _____

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

By: _____
 (Signature)

 (Print)

Title: Project Director
 RSVP of Burlington County
 601 Pemberton-Browns Mill Road
 Pemberton, NJ 08068

Date: _____

VOLUNTEER STATION NAME

By: _____
 (Signature)
 Title: _____
 (Print)

Title: _____
 Complete Address: _____
 City, State,
 Zip _____

Date: _____

