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MEMORANDUM OF UNDERSTANDING

BETWEEN **RSVP of Southwest Montana** AND

Volunteer Station: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail _____

Please check which applies to your organization:

- Public Agency Private non-profit (501(c)3) Proprietary Health Care

Basic Provisions of Memorandum of Understanding:

A. RSVP

1. Recruit, interview, enroll RSVP volunteers and refer volunteer to the volunteer station.
2. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance and program procedures.
3. Provide orientation to volunteer station staff prior to placement of volunteers and at other times, as the need arises.
4. Specify, either by written information or verbally, that RSVP volunteers are participants of RSVP publicity; radio, TV, print or verbal presentations.
5. Furnish accident, personal liability and excess automobile insurance coverage as required by program policies. Insurance is secondary and is not primary insurance.
6. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.

B. Volunteer Station

1. Implement orientation, in-service instruction, or special training of volunteers.
2. Interview and make final decision on assignment of volunteers
3. Furnish volunteers with materials required for assignment.
4. Volunteer appreciation is essential. If possible, please recognize RSVP services whenever possible. The CNCS Logo or RSVP Logo can be provided upon request.

5. Provide supervision of volunteers on assignments.
6. Provide adequate safety of volunteers.
7. Collect and validate appropriate volunteers reports for submission to RSVP office on a monthly basis. Hours must be signed the Station Supervisor listed on the MOU or sent from a qualifying email address. All approved records will be kept on file in the RSVP office. Hours can be made available to workstation supervisors in hard or electronic copy upon request.
8. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.
9. Perform necessary background checks on all volunteers. RSVP does not perform any background checks.

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 a volunteer station or from RSVP at any time.

Discussion of individual separation will occur among RSVP staff, Volunteer Station staff, and the RSVP volunteer to clarify the reasons for separation, to resolve conflict, or to take remedial action, including placement with another Volunteer Station.

2. Letters of Agreement: When in-home assignments are made, the parties involved will sign a letter of agreement. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
3. Religious and Political Activities: The volunteer stations will not request, assign, or permit RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
4. Displacement of Employees: The volunteer station will not assign volunteers to any assignments, which would displace employed workers or impair existing contracts for service.
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 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, sex, age, political affiliation, religion, or on the basis of disability if the volunteer is a qualified individual with a disability. By signing the MOU the workstation supervisor certifies that they have conducted the accessibility self-evaluation as required by 45 CFR 1232.7©.

7. Fees: There are no fees assessed in utilizing the services of RSVP volunteers. However, workstations are asked to donate funds, if available, to help cover costs for an annual volunteer recognition dinner. The sponsor of RSVP must withdraw services if the station's inability to provide monetary or in-kind support to the RSVP project under the Memorandum of Understanding diminishes or jeopardizes the project's financial capabilities to fulfill its obligations.
8. RSVP staff, RSVP volunteers, nor Volunteer Station may request or receive compensation from the beneficiaries of RSVP volunteers.
9. Specify, either by written information or verbally, that RSVP volunteers are participants in the Volunteer Stations programs in all publicity featuring such volunteers, whether it is radio, TV, print or verbal presentation. Display an RSVP placard where it may viewed by the public.
10. Supply statistical data on volunteer impact on community needs to RSVP on a quarterly basis.
11. 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.
12. 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.
13. This Memorandum of Understanding will be in effect upon dated signature of the RSVP staff.

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

Name: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

Signed:

Volunteer Station Representative

Date

RSVP Staff

Date

PLEASE KEEP A COPY FOR YOUR RECORDS. THANK YOU.

Updated 5-31-2013