



MEMORANDUM OF INTENT
Between
Northeast Senior Assistance (NESA)
and
Church or Organization

This agreement between *NESA* and _____ seeks to solidify the collaborative partnership between the two organizations, while preserving the rights and privileges of each organization. This agreement seeks to outline the intentions of each organization, in the hopes of ensuring a sound working relationship between *NESA* and _____. This agreement is to remain in effect unless and until terminated by either party upon thirty (30) days written notice to the other.

NESA intends:

1. To promote the partnership between _____ and *NESA*, which may include listing _____ in brochures, flyers, pamphlets, news articles, or media announcements. *NESA* will make available to _____ all such materials.
2. To accept volunteer candidates from _____. All volunteers will undergo a screening process to determine if program is appropriate for them. Volunteers and _____ intend that proselytizing activities will not be permitted.
3. To train, supervise, and support all volunteers. Travel costs are not reimbursed. However, all training expenses related to volunteering will be assumed by *NESA*.
4. To provide general liability insurance, additional automobile insurance, and bonding insurance to all volunteers while they perform volunteer duties under the *NESA* name. Volunteers must identify themselves as *NESA* volunteers, carrying with them a *NESA* volunteer nametag. In the case that a volunteer recruited from _____ is providing services to a care receiver from _____, both must be enrolled in *NESA* and said services must be under the auspices of *NESA* in order for the volunteer's actions and services to be insured. *NESA* will not indemnify _____ for activities performed by volunteers under the auspices of _____.
5. To accept referrals for services of parishioners of _____. Should a care recipient be accepted into *NESA*, *NESA* will match a volunteer with a care recipient as soon as able. The care recipient will not be charged for services.
6. To inform the leadership of _____ of any policy changes that may affect this collaborative partnership. All policy changes will be submitted in writing.

Church or Organization intends:

1. To promote the partnership between _____ and *NESA*. This may include listing _____ in brochures, flyers, pamphlets, news articles, or media announcements. Should _____ design any materials highlighting its partnership with *NESA*, _____ will provide said materials to *NESA*.
2. To provide a congregational liaison to *NESA*. The liaison will be utilized to help identify possible care receivers and volunteers for referral.
3. To recruit volunteers for the *NESA* program. _____ will seek to provide a minimum of 2 active volunteers throughout the year.
4. To provide, if able, meeting space for the recruitment and training of volunteers. Space will be provided as an in-kind donation to *NESA*.
5. To provide referrals of care recipients needing services.
6. To provide endorsement letters for inclusion in fundraising materials submitted by *NESA* for continuing funding of the program.

Date _____

Project Director
NESA (signature)

NESA (print)

Date _____

Head of Congregation
(Name of Congregation) (signature)

(Name of Congregation) (print)