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MEMORANDUM OF UNDERSTANDING
 BETWEEN
RSVP of Jackson, Clay & Platte Counties
 AND

Name of Station: _____

Address of Station: _____

Phone Number: _____ **Email:** _____

THIS MEMORANDUM CONTAINS UNDERSTANDINGS RELATING TO THE FOLLOWING PRE-IDENTIFIED SUBJECTS, PLUS OTHER CATEGORIES OF CONCERN ADDED BY THE RETIRED SENIOR VOLUNTEER PROGRAM (HEREINAFTER REFERRED TO AS RSVP) OR THE VOLUNTEER STATION AND AGREED TO BY BOTH PARTIES:

- 1.) BASIC POLICIES. Senior volunteers are requested by the Volunteer Station in accordance with the policies and regulations of RSVP.
- 2.) RECRUITMENT AND SELECTION. (a.) RSVP will recruit and refer senior volunteers to the Volunteer Station. (b.) The Volunteer Station will have the opportunity for an interview with each senior volunteer before placement occurs.
- 3.) VOLUNTEER ASSIGNMENTS. (a.) Volunteer Station will attach to this memorandum: job descriptions, a list of planned volunteer assignments, and will furnish senior volunteers with a copy of the job description pertinent to their assignment.
- 4.) ORIENTATION OF VOLUNTEERS. The station will, in consultation with RSVP staff, be responsible for such orientation to the Volunteer Station and to individual assignments as the volunteer may need. It is understood that a system for volunteer performance evaluation is in place, and senior volunteers will be advised of this system during their initial orientation.
- 5.) ORIENTATION OF ADMINISTRATIVE AND SUPERVISORY PERSONNEL. RSVP will provide orientation to administrative personnel and on-the-job supervisors of senior volunteers at the Volunteer Station.
- 6.) SUPERVISION. The Volunteer Station will provide on-the-job supervision and instruction of senior volunteers. The representative of the Volunteer Station who will be responsible for arranging for adequate supervision is:

Name: _____

Title: _____ **Phone:** _____

7.) TRANSPORTATION. If transportation reimbursement for individual volunteers should be needed or requested, it will be provided by:

- 7.1 The Volunteer Station:
 _____ reimbursement @ _____ cents per mile -maximum of _____ miles per week.
 _____ reimbursement of parking expenses as applicable. (In-kind value per day \$_____).

7.2 Other as follows: _____

8.) MEALS. When a meal period occurs during the senior volunteer's hours of service, a meal will be provided or paid for by:

- 8.1 The Volunteer Station:
 _____ The in-kind value per meal will be \$_____
 _____ The Volunteer Station, partially, as follows: _____

9.) OTHER OUT-OF-POCKET EXPENSES. If applicable, the following volunteer out-of-pocket expenses will be reimbursed by: The Volunteer Station, as follows: _____

10.) INSURANCE COVERAGE. RSVP will furnish adequate accident, personal liability and excess automobile liability insurance coverage for the senior volunteers, as required by RSVP policy, at no cost to the volunteer or the Volunteer Station.

11.) SEPARATION FROM VOLUNTEER SERVICE. The Volunteer Station may request the removal of a senior volunteer at any time. RSVP may recall a senior volunteer at any time. A senior volunteer may resign from service to a Volunteer Station or from RSVP at any time. Discussion of individual separations will occur between RSVP staff, staff at the Volunteer Station, and the senior volunteer to clarify the reasons, resolve conflict, or to take remedial action.

12.) CONSULTATION AND EVALUATION. Volunteer Station and RSVP staff will confer on a regular basis to assess the progress and needs of the program. RSVP personnel may visit the Volunteer Station at any time. In addition, Volunteer Station will assist in developing Programming for Impact Statements (PFI's), and adherence to the Outcome Measurements Reports submitted annually.

13.) VOLUNTEER REPORTS. The Volunteer Station will collect and validate Volunteer Report forms and transmit them to RSVP no later than the 10th of each month. These reports of dates and number of service hours are required by the Corporation for National Service and the insurance carrier.

14.) ACCIDENT REPORTS. The Volunteer Station will make investigations and prepare reports as requested by RSVP regarding mishaps involving senior volunteers.

15.) RELIGIOUS/POLITICAL ACTIVITIES. The Volunteer Station will not request, assign, nor permit senior volunteers to conduct or engage in religious, sectarian or political activity or instruction, or to participate in any construction or partial construction to be used for religious purposes.

16.) DISPLACEMENT OF EMPLOYEES. The Volunteer Station will not assign volunteers to any assignment, which would displace employed workers or impair existing contracts for services.

17.) PROHIBITION OF DISCRIMINATION. The Volunteer Station will actively comply with provisions of Title VI of the Civil Rights Act of 1964.

18.) Volunteer Station is in compliance with 45 CFR1232.7 (C) handicap accessibility evaluation.
 Yes No

19.) Volunteer Station has documentation verifying 501c 3 status Yes No

20.) AMENDMENTS. This Memorandum of Understanding may be amended at any time in writing by concurrence of the parties hereto.

IN ADDITION, THE PARTIES HERETO AGREE TO THE FOLLOWING METHODS OF OPERATION OR ARRANGMENTS FOR COOPERATION.

Signature for Volunteer Station _____

Title _____

Date Signed _____

Signature for RSVP _____

Date Signed _____