

Memorandum of Understanding

between

RSVP of the Capital Region, Inc.

50 Utley Dr., Suite 400, Camp Hill, PA 17011
717-541-9521 | 1-800-870-2616 | Fax 717-754-0307
Email: rsvp@rsvpcapreg.org



AND

Name of Organization: _____

Volunteers' Supervisor: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact: _____ Phone: _____ Email: _____

3 Year Period Beginning _____ through _____

RSVP of the Capital Region, Inc., hereafter referred to as RSVP, has recruited and placed volunteers in a variety of nonprofit agencies, schools and hospitals since 1972. RSVP is not simply a volunteer referral service. Each relationship with a nonprofit agency, school or government office is formalized by completion of RSVP's Memorandum of Understanding, or MOU. Once a MOU is in place, the agency is known to RSVP as a "Station."

This memorandum is designed to clarify the roles and responsibilities of RSVP and organizations served.

- 1. Basic Policies:** RSVP volunteers may represent your Station in public places of your authority. RSVP volunteers placed with your station cannot serve regularly in any private homes without a letter of agreement signed by the parties involved (incidental in-home service such as Meals on Wheels, chore/handyman services, or APPRISE counseling is excluded from this requirement). The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service. A blank copy of the letter of agreement shall be accessible at the RSVP Office.
- 2. Volunteer Assignments:** The Station will provide orientation to the volunteer for individual assignments, as specific as the volunteer may need. The Station will have the opportunity for an interview with each volunteer before final placement occurs. The RSVP office will place volunteers with the Station and will review assignments to determine if they are acceptable. The station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
- 3. Volunteer Opportunities:** All stations served by RSVP volunteers are required to prepare a job description and requirements for positions to be filled. Efforts will be made to identify volunteers for placement through our review of current volunteers, advertising through the internet and the RSVP website (www.rsvpcapreg.org), brochures, or through the media. RSVP wants to provide meaningful assignments for volunteers. We look to expand programs which make an impact on community needs utilizing the knowledge and skills of the volunteer.
- 4. Supervision:** The Station will provide on-the-job supervision and instruction to volunteers.
- 5. Transportation:** The Station will:
 - Provide transportation for volunteers between their homes and the Station and/or assignment.
 - Not participate in providing transportation for volunteers.

6. **Meals:** When a meal period occurs during the volunteers' hours of service, a meal will be provided or paid by the Station: **YES** **NO**

7. **Program Reporting:** Each station must assist with reports for each volunteer activity in order to report program success. This includes reporting volunteer hours and program outputs and outcomes.

8. **Volunteer Reports:** Stations will validate volunteer report forms, by signature, and transmit them to RSVP each month.

9. **Separation From Volunteer Service:** The Station may request the removal of a volunteer at any time. The RSVP office may recall a volunteer at any time. A volunteer may resign from service to a Station or from the RSVP program at any time.

10. **Consultation and Evaluation:** The Station and RSVP staff will meet regularly to assess the progress and needs of the program.

11. **Insurance Coverage:** Supplemental Liability and Accident Insurance is provided by RSVP for each volunteer reporting hours to RSVP.

12. **Safety & Accident Reports:** It is imperative that the Station provide a safe workplace for volunteer service. Stations will investigate and prepare reports regarding any accidents involving RSVP volunteers.

13. **Accessibility:** RSVP strives to include all members of the community in volunteer work. The Station is able to accommodate volunteers with limitations in (check all that apply):
 - Sight Hearing Physical ability Mental/cognitive ability
 The Station can accommodate non-English speaking volunteers: Yes or No; Language: _____
 The Station has the ability to communicate via the following resources (check all that apply):
 - Hearing assistive devices Sign language Sight-impaired publications Sight-impaired signage

14. **Prohibited Activities:** The Station will not request or assign any RSVP volunteers to conduct or engage in political, religious, or sectarian activity or advocacy, or to participate in any construction or remodel used for religious purposes.

15. **Compensation:** Neither the Station nor RSVP will charge a fee for service to the beneficiaries of RSVP volunteers. RSVP volunteers will not receive a fee for service from beneficiaries. The Station may provide financial support to RSVP, but it is not a precondition for the Station to obtain or continue volunteer service.

16. **Prohibition of Discrimination:** The Station will not discriminate against any RSVP volunteer or in the operation of its program on the basis of race, color, national origin, (including individuals with limited English proficiency), sex, age, political affiliation, sexual orientation, gender identity, marital status, religion, or on the basis of disability, (if the participant or member is a qualified individual with a disability).

17. **Organization Tax Status:** The Station affirms it is a registered 501(c)(3) organization, a school, government agency or a church. Station may also be a proprietary health care facility that agrees **not** to utilize volunteers in their offices or in any fundraising efforts.

Signatures of:
 Station Representative _____ Title _____ Date _____

Signature of RSVP Executive Director _____ Date _____

RSVP is funded primarily by the Corporation for National and Community Service.