

MEMORANDUM OF UNDERSTANDING

RSVP

1309 SW 8th Ave Ste 119
Amarillo TX 79101-2032
Phone: (806) 373-8389 Fax: (806) 373-8380
E-mail: rick.garrett@pcsvcs.org

VOLUNTEER STATION _____

Address _____

Phone _____ Fax _____

E-mail (optional) _____

Name and title of person who will be responsible for instruction and supervision of

Volunteers: _____

THE RSVP PROGRAM WILL:

- Provide orientation about RSVP for the Volunteer Station's representative.
- Recruit and interview Volunteers before referring them to the Volunteer Station.
- Participate in interviews of Volunteers with the Station's representative before the placement, if desired by either party.
- Review assignments to determine acceptability for Volunteers.

THE VOLUNTEER STATION WILL:

- Have final approval or disapproval over placement of Volunteers.
- Provide orientation concerning the station and the individual Volunteer assignments.
- Provide each Volunteer with a brief written description of his or her assignment.
- Perform any background, criminal, or reference checks required for the station.
- In support of RSVP's reporting requirements for their funding agency (the Corporation for National Service), the Volunteer Station will assist the RSVP staff in Programming for Impact (PFI) planning and reporting initiatives, providing data, or supporting information whenever possible. If the station is under a PFI statement, the statement will be discussed with the Station Coordinator and attached to the Station's copy of this MOU.

STATION REPORTS:

- We will maintain the signed Volunteer signature time sheets for three years.
- We will return the monthly station report with signature.

GENERAL INFORMATION:

- **INSURANCE COVERAGE:** RSVP provides free personal accident and liability insurance coverage as required by Senior Service Corps policies to the Volunteer.
- **SEPARATION FROM VOLUNTEER SERVICE:** The Volunteer Station, Volunteer, or RSVP staff may request separation of a Volunteer from a particular assignment. Discussion of individual separation may occur between RSVP staff, Volunteer Station staff, and the Volunteer to clarify the reasons or resolve conflict.
- **CONSULTATION AND EVALUATION:** VOLUNTEER Stations and RSVP staff may confer in order to assess the progress, success, and needs of the program.
- **ACCIDENT REPORTS:** The Volunteer Station will assist in making inquiries and completing such reports as needed regarding accidents involving Volunteers.
- **RELIGIOUS AND POLITICAL ACTIVITIES:** The Volunteer Station will not assign or ask Volunteers to conduct or engage in religious, sectarian, or political activity or instruction.
- **DISPLACEMENT OF EMPLOYEES:** The Volunteer Station will not assign Volunteers in any position which would displace employed workers.
- **PROHIBITION OF DISCRIMINATION:** The Volunteer Station will comply with provisions of TITLE VI of the CIVIL RIGHTS ACT of 1964.
- **ACCESSIBILITY AND REASONABLE ACCOMMODATION:** The Volunteer Station will keep the programs and activities to which RSVP Volunteers are assigned accessible to persons with disabilities and provide reasonable accommodations to allow persons with disabilities to participate in programs and activities.
- **AMENDMENTS:** This Memorandum of Understanding may be amended in writing by concurrence of the parties hereto.

Yes No Is your building handicapped accessible?
 Yes No Do you have handicapped accessible parking?
_____ When was your building constructed?

Are you a: Non-Profit Public Agency Faith Based Proprietary Health-care
“Please circle one”

Signature of Volunteer Station Coordinator Date

Signature of RSVP Volunteer Coordinator Date