

RSVP AMERICA READS

Memorandum of Understanding Effective August 2000 to June 2001

This Memorandum of Understanding is designed to clarify the roles and responsibilities of the Retired and Senior Volunteer Program of Chittenden County (RSVP) and _____ (Volunteer Station / School).

RSVP Responsibilities:

- To recruit and refer RSVP America Reads volunteers for volunteer stations.
- To interview prospective RSVP America Reads volunteers.
- To orient new volunteers to the RSVP Program and its policies, benefits, and procedures.
- To require volunteers to sign an America Reads confidentiality agreement.
- To inform a volunteer station if an RSVP America Reads volunteer is concerned or upset about the treatment that they received from the volunteer station.
- To provide ongoing support to both America Reads volunteers and volunteer stations.
- To maintain regular contact, including periodic visits, to monitor the satisfaction, needs, and performance of both the volunteer and the volunteer station.

Volunteer Station Responsibilities:

- To inform RSVP if there will be a change in the volunteer station contact.
- To provide a safe work environment for the volunteers.
- To provide orientation, training, ongoing supervision, recognition, and necessary materials to volunteers.
- To keep RSVP informed of any changes in a volunteer's assignment, job performance, extended absence or termination.
- To report accidents involving RSVP volunteers to the RSVP Program office.
- For liability reasons:
 - Discipline problems are not to be made the responsibility of the RSVP America Reads volunteer, although volunteers should be taught how to handle any problems that may occur.
 - RSVP America Reads volunteers are not to be left in charge of or alone with the children at any time.
 - RSVP America Reads volunteers should not assist children to or in the bathroom.

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- RSVP America Reads volunteers should not be asked to perform custodial duties. For example: cleaning, cooking, making copies, sharpening pencils, etc. The specific aim of the America Reads program is for the RSVP volunteer to work directly with the children.
- RSVP America Reads volunteers should focus their time only on reading and literacy efforts.
- **To complete and return all program evaluation materials in a timely fashion.**

General Information:

- The volunteer station staff or the RSVP staff may request the removal of an RSVP America Reads volunteer at any time. An RSVP America Reads volunteer may resign from service at any time. Discussion of individual separations will occur between RSVP staff, volunteer station staff, and the RSVP volunteer to clarify reasons and resolve conflict.
- The RSVP Program will not replace paid employees or impair existing contracts for service work.

Name of RSVP Program Coordinator

Name of Station Supervisor (Printed)

RSVP Program Coordinator Signature

Station Supervisor Signature

Date: _____

Date: _____

Name of Station / School

Address

Telephone