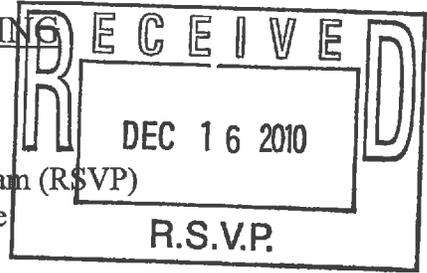


MEMORANDUM OF UNDERSTANDING



BETWEEN

Maricopa Retired and Senior Volunteer Program (RSVP)
Area Agency on Aging, Region One
1366 E. Thomas, Suite 108
Phoenix, AZ 85014
(602) 264-2255

AND

V.A. Medical Center - Carl T. Hayden
650 E. Indian School Road
Phoenix, AZ 85021
(602-222-6419)

This Memorandum of Understanding ("MOU") is entered into by and between Maricopa Retired and Senior Volunteer Program, (Maricopa RSVP), and V.A. Medical Center – Carl T. Hayden (hereinafter referred to as "Station"), to document the basic provisions and expectations of each party under the MOU. Each party will have one original signed MOU agreement.

Contacts: The Maricopa RSVP representatives who will serve as liaisons with the volunteer organization (referred to as station) are: Mary Grace Ferrante, who can be reached by phone at 602-241-6112 and by e-mail at marygrace.ferrante@aaaphx.org .

Volunteer Station representative(s) who will serve as coordinator(s) with Maricopa RSVP and who will be responsible for volunteer station orientation and supervision will be:

Mr. Sheila Beran-Parker, Director of Volunteer Services who can be reached at 602-222-6419. or by e-mail at Sheila.beran-parker2@va.gov or Fax at 602-222-6592.

Please initial the appropriate category.

This organization is: Non-Profit Public Entity Proprietary Health Care

Signed: Mary Grace Ferrante Date Dec. 3, 2010
RSVP Representative

Signed: Sheila Beran-Parker Date 12/9/10
Volunteer Station Responsible Party

This Memorandum of Understanding will continue in effect from: Jan. 10, 2011 to Jan. 10, 2014.

BASIC PROVISIONS

A. The Maricopa Retired and Senior Volunteer Program (RSVP) will:

1. Assist with recruitment of volunteers, enroll qualified volunteers with Maricopa RSVP and refer volunteers to the volunteer organization (station) whenever possible and appropriate.
2. Provide Maricopa RSVP orientation to new volunteers and to station coordinators re use of monthly reports, reimbursement guidance is applicable, supplementary insurance and general procedures.
3. Promote volunteerism in various ways including an annual recognition event and periodic reference in the quarterly newsletter Volunteer Connection.
4. Furnish secondary accident and personal liability and excess automobile liability insurance coverage to RSVP Volunteers as outlined in the Policies and Procedures.*
5. Assist with volunteer transportation costs to and from their volunteer station (s) when requested and as indicated in the Policies and Procedures. This transportation benefit is designed for those who would otherwise find volunteering a hardship without some compensation. (The guidelines are adjusted annually.*)
6. Provide In-Kind voucher forms on a quarterly basis for Volunteer Station coordinators to complete.
7. Provide Volunteer Station Coordinators with Policies and Procedures of Maricopa RSVP Programs.*
8. Annually assess volunteer placements to ensure the safety of volunteers as follows:
Throughout the three year duration of this memorandum of understanding an annual safety assessment will be conducted, including a required email assurance of safety from each volunteer station covered by this agreement.

B. Volunteer Station will:

1. Implement orientation, in-service instruction or special training for volunteers.
2. Provide volunteers with assignments that utilize their skills, talents, and training.
3. Provide current written volunteer Position Descriptions to Maricopa RSVP with this MOU.
4. Furnish volunteers with materials required for assignments.*
5. Provide supervision of volunteers and assignments.
6. If applicable, the Volunteer Station will provide statistical data regarding volunteer impact on community needs or Volunteer Station needs. This simple data collection survey is mailed once a year from the RSVP office.
7. Provide for adequate safety of volunteers and submit an annual assurance email upon request by the RSVP project sponsor.
8. Validate monthly volunteer record of service time sheets by signing and/or directly submitting the forms to RSVP via mail, e-mail or fax according to the RSVP Policies and Procedures*
9. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing for insurance purposes.
10. Provide and report cash/in-kind contribution(s) in support of the project (i.e., free meals, transportation and recognition for RSVP volunteers).

11. If meals are provided to volunteers, please complete this portion:

() _____ Contributed meals are **NOT provided by FEDERAL FUNDS**. Meals will be provided to RSVP volunteers at a free or reduced price when _____ hours of service has been or will be volunteered during that day.

C. Other Provisions to which the Parties Mutually Agree:

1. Prohibition of Discrimination: The Volunteer Station will not discriminate against Maricopa RSVP volunteers or in the operation of its program on the basis of race, color, national origin, sex, age, political affiliation, religion, or on the basis of disability, if the volunteer is a qualified individual with a disability. The parties also agree to comply with Arizona Executive Order 75-5 and 49 CFR Part 21 prohibiting discrimination in employment by government contractors, to the extent applicable to this Memorandum of Understanding.
2. Accessibility and Reasonable Accommodation: The Volunteer Station will ensure that the programs and activities to which Maricopa RSVP volunteers are assigned are accessible to persons with disabilities and provide reasonable accommodations to allow persons with disabilities to participate in programs and activities. The Volunteer Station will remain current and compliant with the Americans with Disabilities Act of 1990 regulations.
3. Displacement of Employees: The Volunteer Station will not assign Maricopa RSVP volunteers to any assignment which displaces employed workers or impairs existing contracts for services.
4. Religious and Political Activities:* The Volunteer Station will not request, assign or permit Maricopa RSVP volunteers to conduct or engage in religious, sectarian, or political activity or instruction, or participate in any construction or partial construction to be used for religious or political purposes.
5. Separation from Volunteer Service:
The Volunteer Station may request the removal of a Maricopa RSVP volunteer at any time. The Maricopa RSVP volunteer may withdraw from service at the Volunteer Station or from the Retired Senior Volunteer Program at any time.

D. Term, Amendments and Termination:

This MOU may be amended, in writing, with concurrence of both parties.

This MOU may be terminated by either party at any time, with or without cause, upon providing written notice.

* Refer to the current RSVP Policies and Procedures that accompanies this MOU.