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RSVP

Lead With Experience

Retired & Senior Volunteer Program
Serving Lewis & Clark, Broadwater and Jefferson Counties
PO Box 1717 200 South Cruse Ave.
Helena MT 59624-1717

Memorandum of Understanding between the Retired & Senior Volunteer Program (RSVP)

AND

Volunteer Station: _____

Address: _____

City: _____ State: _____ Zip: _____

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

Basic Provisions of Memorandum of Understanding:

RSVP Responsibilities

1. Recruit, interview enroll RSVP volunteers and refer volunteer to the volunteer station.
2. Instruct RSVP volunteers in proper use of timesheets and program procedures.
3. Provide orientation to volunteer station staff prior to placement of volunteers and at other times, as the need arises.
4. Specify, either by written information or verbally, that RSVP volunteers are participants in any publicity (radio, TV, print or verbal presentations) made by the Volunteer station or RSVP management.
5. Furnish accident, personal liability and excess automobile insurance coverage as required by program policies. Insurance is secondary and is not a primary insurance.
6. Periodically monitor volunteer activities at the volunteer stations to assess and/or discuss needs of volunteers and the volunteer stations they serve.
7. Provide transportation via Rocky Mountain Development Council's buses within the established routes.

Basic Provisions of Memorandum of Understanding (continued):

Volunteer Station Responsibilities

1. Implement orientation, in-service or special training of volunteers.
2. Interview and make final decision on assignment of volunteers.
3. Volunteer station is responsible for performing all necessary background checks on volunteers. RSVP does not perform background checks.
4. Furnish volunteers with materials required for assignment.
5. Complete and return promptly any forms that are needed to assess volunteer impact on community needs.
6. Provide supervision of volunteers on assignments.
7. Provide a safe work environment for volunteers
8. Investigate and report to the RSVP office any accidents or injuries to a volunteer immediately.
9. Collect and validate appropriate volunteer timesheets on a monthly basis. Please be sure to have the volunteer and supervisor sign and date the time sheets. Time sheets should be turned into the RSVP office not later than the 10th of the following month. Please feel free to fax the timesheets (406-447-1629).

Other Provisions

1. Separation from Volunteer Service: The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at a volunteer station or from RSVP at any time. Discussion of individual separation will occur among RSVP staff, Volunteer Station staff and the RSVP volunteer to clarify the reasons for separation, to resolve conflict, or to take remedial action, including placement with another Volunteer Station.
2. Religious and Political Activities: The volunteer stations will not request, assign or permit RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
3. Displacement of Employees: The volunteer station will not assign volunteers to any assignments which would displace employed workers or impair existing contracts for service.
4. Accessibility and Reasonable Accommodations: The volunteer station will maintain 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.
5. Prohibition of Discrimination: The volunteer station will not discriminate against 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.

6. Stations are asked to mention the RSVP volunteers whenever appropriate in their publicity or media coverage and display an RSVP placard where it may be viewed by the public.
 7. Supply statistical data on volunteer impact on community needs to RSVP.
 8. Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. The Memorandum will be reviewed every three years.
 9. This Memorandum of Understanding contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto.
10. Average number of clients served per year _____.

The Volunteer Station representative who will serve as liaison with RSVP and who will be responsible for volunteer orientation and supervision is:

Name: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

I verify that my organization qualifies as an RSVP Volunteer Station as a public or private non-profit agency or organization or a proprietary healthcare organization and will adhere to the agreed upon terms listed above.

(Please sign below)

Volunteer Station Representative: _____ Date: _____

RSVP Program Manager: _____ Date: _____