

Memorandum of Understanding

Central Iowa RSVP

Office Locations

503 Elm Avenue Story City, IA 50248 (515) 733-4917	205 S Walnut Avenue Ames, IA 50010 (515) 292-889	2608 S 2 nd Street Marshalltown, IA 50158 (641) 752-0279	308 Central Avenue Fort Dodge, IA 50501 (515) 573-3477	749 2 nd Street Webster City, IA 50595 (515) 832-2525
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RSVP Staff and Email Addresses

Laura Severson	Director	director@rsvpvolunteer.org
Melissa McFarland-Rainey	Office Coordinator	office@rsvpvolunteer.org
Paul Litscher	Volunteer Coordinator (Story Co., Emergencies)	vme@rsvpvolunteer.org
Kim Anderson	Volunteer Coordinator (Story Co.)	story@rsvpvolunteer.org
Shari Reilly	Volunteer Coordinator (Marshall Co.)	marshall@rsvpvolunteer.org
Becky Koppen	Volunteer Coordinator (Hamilton & Webster Co.)	hamweb@rsvpvolunteer.org

This is a statement of policies and regulations governing the placement and management of RSVP volunteers with your agency or organization. As a registered Volunteer Station, this Memorandum of Understanding will clarify your responsibilities and those of RSVP. This agreement may be amended at any time with concurrence of both parties and must be renegotiated every 3 years.

Agency Name: _____

Type of Agency (check one) **Public** **Private Nonprofit** **Proprietary Health Care**

Address: _____

Phone: _____ **Website:** _____

Contact(s) for volunteer assignments:

(Person(s) responsible for the supervision of volunteers, which may vary if more than one volunteer activity is conducted)

Name	Title	Phone	Email

Responsibilities of Central Iowa RSVP (Retired and Senior Volunteer Program)

1. Orient your staff to RSVP policy and procedures prior to volunteer placement and as needed.
2. Accept your specific volunteer requests and promote the volunteer needs of your station.
3. Interview, recruit, and refer appropriate volunteers for specific assignments.
4. Instruct RSVP volunteers and/or agency staff in proper use of monthly timesheets, reimbursement guidance, and program procedures.
5. Review volunteer assignments periodically to assure satisfaction of both the volunteer and your agency.
6. Furnish supplemental accident, personal liability, and excess automobile liability insurance for RSVP volunteers in accordance with RSVP policy.
 - a. For accidents and personal liability, volunteers are covered while volunteering or while participating in any volunteer-related activity (i.e. training or recognition).
 - b. Excess automobile liability coverage is in effect when driving is part of a volunteer assignment (i.e. home delivered meals).
7. Provide transportation reimbursement for RSVP volunteers in accordance with RSVP policy.
8. Provide your staff with RSVP timesheets and other documents as needed.
9. Provide an initial screening and assessment of the volunteers' skills and well-being.

Responsibilities of

1. Request and engage volunteers in accordance with the following federal guidelines:
 - a. Volunteers cannot engage in activities that would supplant the hiring of or result in the displacement of employed workers.
 - b. Volunteers cannot conduct or engage in religious, sectarian, or political activities (i.e. providing religious instruction, engaging in proselytization as part of their duties, assisting with voter registration, or transporting voters to polling and election sites).
 - c. Volunteers cannot be excluded from participation on the grounds of race, color, national origin, sex, age, religion, disability, political affiliation, marital or parental status, military service, or any other legally protected characteristic.
 - d. Volunteer Stations must comply with all applicable civil rights and ADA laws and regulations including reasonable accommodation for RSVP volunteers with disabilities.
2. Request volunteers in a timely manner, providing all pertinent information regarding specific assignments, allowing adequate time for volunteer recruitment.
3. Make the final decision on the acceptance of a volunteer.
4. Conduct criminal background or reference checks and follow through with such screenings, if required by your organization, as RSVP does not conduct these.
5. Provide a detailed position description, orientation, training, and supervision for RSVP volunteers, as needed.
6. Provide adequate safety of volunteers on assignment (when appropriate). Any RSVP volunteer injury or accident must be reported immediately to the RSVP office at 515-733-4917.
7. Provide break time and refreshments for the volunteers, when appropriate.
8. Work with RSVP Volunteer Coordinators to determine how RSVP volunteer monthly timesheets or hours will be collected and reported to RSVP in a timely manner.
9. Acknowledge RSVP and recognize your RSVP volunteers through publicity (i.e. newspaper articles), annual reports, recognition events, and written acknowledgements.
10. When requested, provide data needed for RSVP to measure the outcomes and impact of RSVP volunteer activities.
11. Notify RSVP staff should you decide that a volunteer is not working out. RSVP will then discuss the redirection of the volunteer.

I attest that I represent a public agency, private non-profit organization, or proprietary health care agency or organization that accepts the responsibility for assignment and supervision of RSVP volunteers, and is licensed or otherwise certified, if required, by the appropriate state or local government. I agree to comply with the provisions of this Memorandum of Understanding.

For the Volunteer Station:

X _____

Authorizing Name (Please Print) and Title

Date: _____

X _____

Authorizing Signature

For Central Iowa RSVP:

X Laura Severson, Director _____

Authorizing Name (Please Print) and Title

Date: _____

X *Laura Severson* _____

Authorizing Signature