



Retired and Senior Volunteer Program

RSVP sponsored by Triton College

2000 N. Fifth Ave, R-221, River Grove, IL 60171 * (708) 456-0300, ext. 3599



Memorandum of Understanding

Memorandum of Understanding (MOU) between AmeriCorps Seniors Retired and Senior Volunteer Program (henceforth referred to as "RSVP") of west suburban Cook and southern DuPage counties, (sponsored by Triton College in River Grove, Illinois) **AND** the Station named below (henceforth referred to as "Station").

Station Name: _____ Today's Date: _____

Address: _____
and street City Zip

Staff in charge of Volunteers: _____ Phone: _____

E-mail: _____

MOU Dates Covered: _____ to _____

Type of Agency:

Public Non-Profit Private Non-Profit Proprietary Health Care Governmental Faith-Based

This MOU contains basic provisions, which will guide the working relationship between both parties. It may be amended, in writing, at any time with the concurrence of both parties. It will be reviewed annually for updates and renewed at least every three years. This partnership is based on information provided on the *Volunteer Station Request Application* provided by the Station, stating each volunteer assignment and its responsibilities. See attached form.

A. RSVP Responsibilities

1. Recruit, interview, and enroll volunteers in RSVP.
2. Refer volunteers to the above Station as appropriate.
3. Provide orientation to volunteers on RSVP policies and procedures including reimbursement for travel, submission of timesheets, and process of grievance.
4. Provide orientation to the Station staff prior to placement of volunteers and at other times as needed/requested.
5. Initiate publicity regarding RSVP highlighting volunteer needs, volunteers' service, accomplishments and impact on the community.
6. Furnish accident, personal liability, and excess automobile insurance coverage for enrolled volunteers as required by the national AmeriCorps Seniors RSVP policies. Note, that the insurance provided by RSVP is secondary coverage and is not primary insurance.
7. Periodically monitor and/or discuss volunteer activities at the Station to assess the needs of volunteers and the Station.
8. Staff an RSVP Advisory Council which will help assist the RSVP Director with any grievances made by the volunteer or Station.
9. Provide recognition to volunteers and stations for their contributions/service.
10. Provide travel reimbursement to volunteers (to and from their assigned station), as the budget allows per national AmeriCorps Seniors RSVP policies.

B. Station Responsibilities

1. Designate a site supervisor to serve as a liaison with RSVP staff.
2. Provide assignments that promote and/or impact human and social needs.
3. Update RSVP staff (in writing) of any changes to current or new volunteer assignments.
4. Furnish volunteers with the necessary materials and resources for the performance of their assignment.
 - i. Such materials may include uniform, photo I.D., training binder, etc.
 - ii. And any accommodations needed for volunteers with disabilities to perform the essential functions of their service.
5. Provide supervision/evaluation AND safety of all RSVP volunteers at their Station.
6. Provide RSVP with requested reports such as timesheets, progress reports, in-kind, etc.
7. Keep track of volunteer hours and validate them by signing an RSVP timesheet on a monthly basis.
8. Provide orientation and any necessary training for the assignment given to the volunteer(s).
9. Provide any onboarding necessary for assignment at Station, such as background checks, drug testing or other screenings.
10. Report (in writing) any volunteer incidents or accidents to RSVP staff within 24 hours.

C. Other Provisions

1. Compensation: Neither the station nor AmeriCorps Seniors RSVP will request or receive compensation from the beneficiaries of volunteers.
2. Separation of Volunteer(s): The Station may request the removal of an RSVP volunteer at any time. A written explanation is requested from the Station to be given to the RSVP director within 24hrs of the dismissal.
3. Religious/Political Activities: The Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
4. Displacement of Employees: The Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services
5. The station will not discriminate against RSVP volunteers, service beneficiaries, or in the operation of its program on the basis of race, color, national origin including individuals with limited English proficiency, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service.

By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become an AmeriCorps Seniors RSVP Station as agreed to in A. – C. outlined above.

Agency

PRINT Representative Name

Signature of Representative

Date

Mario Porras

RSVP Director Name

RSVP Director Signature

Date