



MEMORANDUM OF UNDERSTANDING

between

Retired and Senior Volunteer Program of the Virginia Peninsula, Inc.
12388 Warwick Blvd., Suite 201 Newport News, VA 23606
Ph: (757) 595-9037 Fax: (757) 595-9047 E-mail: rsvpvp@tni.net

and

Organization: _____

Address: _____

(Street)

(City)

(Zip)

It is agreed that the attached basic provisions will guide the working relationship (see page 2) between RSVP of the Virginia Peninsula, Inc. and the organization (also known as a station) requesting the service of RSVP volunteers.

This memorandum may be amended, in writing, at any time with the concurrence of both parties.

This memorandum will be in effect from:

_____ to June 30, 2009

Signed: _____ Date: _____
(Executive Director, RSVP Inc.)

Signed: _____ Date: _____
(Organization/Station Representative)

(Organization/station phone number) (Organization/station fax number)

(Organization/Station Representative e-mail) (Organization/station web site)

The organization/station acknowledges that it is one of the following:

- () 501(c)(3) nonprofit organization () Department of local, state, or federal government () Proprietary health care facility

BASIC PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING [MOU]

The Retired & Senior Volunteer Program of the Virginia Peninsula, Inc. :

1. Recruits, interviews and enrolls RSVP volunteers.
2. Provides orientation to volunteer organization/station staff as requested prior to initial placement of volunteers and at other times if the need arises.
3. Refers volunteers to the organization/station for assignments and reviews the acceptability of the assignments.
4. Furnishes accident, personal liability and excess automobile liability insurance coverage as required by the federal regulations that govern RSVP.
5. Works with volunteers and appropriate station personnel to resolve any problems that arise with assignments.
6. Provides/arranges for transportation of volunteers to and from their assignments, as funding permits.
7. Arranges with the organization/station for meals, if appropriate, for volunteers on assignment.
8. Periodically visits the organization/station to assess and/or discuss the needs of the volunteers and the organization/station.
9. May request a copy of the organization/station's IRS 501 [c] [3] determination letter as verification of its non-profit status.

The Organization/Station:

1. Makes volunteer assignments without regard to race, creed, sex, national origin or physical disability.
2. Implements orientation, in-service instruction or special training for volunteers as needed.
3. Furnishes volunteers with the materials required for assignments.
4. Provides for adequate safety for the volunteers.
5. Collects and validates appropriate volunteer reports for submission to RSVP.
6. Investigates and reports accidents/injuries involving RSVP volunteers to the RSVP Director.
7. Discusses assignments with individual volunteers referred by RSVP and provides them with written job descriptions.
8. Provides supervision of volunteers on assignment.
9. Supplies in-kind vouchers to RSVP when lunches, transportation or other volunteer benefits and support have been provided to the volunteers.
10. Provides reasonable access to handicapped persons under the provisions of the Americans with Disabilities Act of 1990.
11. When in-home assignments of volunteers are made, the parties involved sign a letter of agreement. This document authorizes volunteer activities, periods of service and conditions of service.