

2010 – 2012 MEMORANDUM OF UNDERSTANDING
BETWEEN RSVP OF CHEMUNG COUNTY (RSVP)

Encl. 7.00
March 4, 2010

AND

Volunteer Station: Schools within the Horseheads Central School Dist.

Address: c/o Supts. Office, One Raider Lane, Horseheads, NY

Telephone: (607) 939-5201 Fax: (607) 995-2405 Email: cknowles@horseheadsschoolsdist.net

Volunteer Station is a (please check one):

- Public Agency
 Private Non-profit Organization
 Proprietary Health-care Agency or Organization

This Memorandum of Understanding (MOU) contains basic provisions which will guide the working relationship between RSVP and the Volunteer Station (station). This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years. This MOU is valid through December 31, 2012.

BASIC PROVISIONS

A. RSVP of Chemung County will:

1. Recruit, interview, and enroll volunteers and place them at eligible agencies/organizations that have a signed MOU agreement with RSVP.
2. Provide volunteer orientation, to include information about the Corporation for National and Community Service, sources of funding, local volunteer opportunities, and program benefits applicable to all RSVP volunteers.
3. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance, and program procedures.
4. Provide supplemental accident, liability and excess auto liability insurance as required by program policies. Insurance is secondary coverage and is not primary insurance.
5. Follow up with volunteers and stations to ensure needs have been met for both parties.
6. Provide information and assistance to those designated to work with volunteers and other supervisory personnel at the stations, as needed.
7. Publicize station needs through print and broadcast media and on applicable Internet websites.
8. Work with stations to identify pressing community needs that can be addressed by RSVP volunteers, and provide necessary follow-up.

B. Stations will:

1. Submit volunteer job opportunities to RSVP.
2. Notify RSVP of proposed changes in the nature of volunteer assignments.
3. Make final decisions on assignment of volunteers.
4. Provide any special training necessary for volunteers.
5. Furnish volunteers with material required for assignment.
6. Provide supervision and ensure the safety of RSVP volunteers who are assigned to the station.
7. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis.

(over)

8. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.
9. Work with RSVP to identify pressing community needs that can be addressed by RSVP volunteers.

C. Other Provisions:

1. Separation from Volunteer Service: The station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the station or from RSVP at any time. Discussion of individual separations will occur among RSVP staff, station staff and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another station.
2. Religious Activities: The station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
3. Displacement of Employees: The station will not assign volunteers to any assignment that would displace employed workers or impair existing contracts for services.
4. Accessibility and Reasonable Accommodation: The station will ensure that the programs and activities, to which RSVP volunteers are assigned, are accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in them.
5. Prohibition of Discrimination: The 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, sexual orientation, or on the basis of disability, if the volunteer is a qualified individual with a disability.
6. Publicity: Station will specify, either by written information or verbally, that RSVP volunteers are participants in the station's program in all publicity featuring such volunteers, whether it be radio, TV, print or verbal presentation.

By signing this MOU, the volunteer station representative certifies that the volunteer station is a public or non-private organization, or a proprietary health care agency.

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

Name: _____ Title: _____
(Print)

Phone: _____

Signatures:

Volunteer Station Representative

Date

Carol Houssock

RSVP Project Director

2/10/10

Date