



Sponsored by  
**YELLOWSTONE COUNTY COUNCIL ON AGING**  
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**MEMORANDUM OF UNDERSTANDING**  
**between**  
**Yellowstone County RSVP**  
**and**  
**Volunteer Workstation**

Volunteer Workstation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Workstation Primary Type    \_\_\_ Community-based    \_\_\_ Proprietary    \_\_\_ Educational    \_\_\_ Government  
    \_\_\_ Faith-based                     \_\_\_ Other: \_\_\_\_\_

**This Memorandum of Understanding (MOU) contains basic provisions which will guide the working relationship between both parties. It may also include "Programming for Impact" report forms required for certain volunteer service. 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**

- Recruit, interview, & enroll RSVP volunteers and refer volunteer to the volunteer workstation.
- Instruct RSVP volunteers in the proper use of monthly reports, reimbursement guidance and program procedures.
- Provide orientation to volunteer workstation staff prior to placement of volunteers, and at other times, as the need arises.
- Specify, either by written information or verbally, that Yellowstone County RSVP volunteers are participants of RSVP publicity; radio, TV, print or verbal presentations.
- Furnish accident, personal liability and excess automobile insurance coverage as required by program policies. Insurance is secondary and is not primary insurance.
- Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
- Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies.

**Volunteer Workstation**

- Implement orientation, in-service instruction, or special training of volunteers.
- Interview and make final decision on assignment of volunteers. Any and all background screenings, or additional screenings, are the responsibility of the workstation.
- Furnish volunteers with materials required for their assignment including volunteer position/job description.
- Furnish volunteers with transportation required during their assignments if required to go to an alternative location.
- For Programming for Impact assignments, complete the Impact Programming Report/s provided to assess volunteer impact on community needs.
- Provide supervision of volunteers on assignments.
- Provide for adequate safety of volunteers.
- Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis.
- Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.

## Other Provisions

- **Separation From Volunteer Service**

The volunteer workstation may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at a volunteer workstation or from RSVP at any time. Discussion of individual separations will occur among RSVP staff, volunteer workstation staff and the volunteer to clarify the reasons, to resolve conflicts, or to take remedial action, including placement with another volunteer workstation.

- **Letters of Agreement**

When in-home assignments are made, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.

- **Religious and Political Activities**

The volunteer workstations will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.

- **Displacement of Employees**

The volunteer workstation will not assign volunteers to any assignments which would displace employed workers or impair existing contracts for service.

- **Accessibility and Reasonable Accommodation**

The volunteer workstation will maintain, for assigned RSVP volunteers, programs and activities accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs & activities. In some cases, a Workstation may not be appropriate for every situation (IE., possible issues of mobility, hearing, vision, mental or cognitive impairments, addictions or diseases). Are there any limitations at your Workstation that RSVP staff should be aware of in making volunteer placements with you? \_\_\_ yes \_\_\_ no If yes, please describe:

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- **Prohibition of Discrimination**

The volunteer workstation 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.

- **RSVP Acknowledgement and Publicity**

Specify, either by written information or verbally, that RSVP volunteers are participants in your volunteer workstation's program in all publicity featuring such volunteers, whether it is radio, TV, print or verbal presentation. Display an RSVP placard where it may be viewed by the public.

- **Statistical Reports**

Supply statistical data on volunteer impact on community needs to Yellowstone County RSVP on a quarterly basis.

- **Memorandum of Understanding**

Conditions of this *Memorandum of Understanding* may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes. 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. This *Memorandum of Understanding* will be in effect upon dated signature of the RSVP staff.

**The Volunteer Workstation 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 \_\_\_\_\_

As a Workstation, how would you like to contribute to the RSVP? \_\_\_\_\_

### Authorizing Signatures:

**Director of Volunteer Workstation** \_\_\_\_\_ **Date** \_\_\_\_\_  
Executive Director/CEO/Administrator of Your Agency/Organization

**RSVP Director** \_\_\_\_\_ **Date** \_\_\_\_\_  
Ramona Bruckner, Yellowstone County RSVP Director