

# MEMORANDUM OF UNDERSTANDING

Between



## RETIRED AND SENIOR VOLUNTEER PROGRAM of SPOKANE COUNTY

1126 N MONROE  
SPOKANE, WA 99201  
(509) 344-7787  
Fax (509) 343-4096  
[rsvp@ymca.org](mailto:rsvp@ymca.org)

and

Station:

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Address:

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City:

State:

Zip:

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Telephone:

E-mail:

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This Memorandum of Understanding (MOU) contains basic provisions which will guide the working relationship between both parties. It is entered into between **RSVP of Spokane County ("RSVP")**, sponsored by **YMCA of the Inland Northwest**, and the above agency and/or entity (the "**Station**").

This MOU is effective from \_\_\_\_\_ through \_\_\_\_\_. This MOU may be amended in writing at any time with the concurrence of both parties and must be renegotiated at least every three (3) years.

### Basic Provisions

#### **RSVP of SPOKANE COUNTY'S RESPONSIBILITIES**

- Recruit, interview and register RSVP volunteers and refer them to the Station. *The decision to accept or reject an RSVP volunteer is made by Station management.*
- Instruct RSVP volunteers in proper use of volunteer timesheets, reimbursement guidance, and the RSVP procedures.
- Provide the RSVP orientation to the Station staff prior to placement of volunteers and at other times as needed. On request, provide technical assistance or training in volunteer program management, such as records management, volunteer recruitment, recognition, etc.
- Furnish accident, personal liability, and excess automobile insurance coverage for all RSVP Volunteers as required by program policies. *Insurance is secondary coverage and is not primary insurance.*
- Reimburse RSVP volunteers for transportation costs between their homes and volunteer station in accordance with RSVP policies and availability of funds.
- Provide formal recognition to all active RSVP Volunteers. *Invitations to the RSVP Annual Recognition will be extended to all RSVP volunteers with 12 or more hours of service during the prior year.*
- Conduct periodic reviews of the Station and activities to assess/discuss the needs of volunteers and the Station, and to update Station and volunteer records
- On request, provide RSVP records on active volunteers, hours and benefits paid at the Station.

## THE STATION'S RESPONSIBILITIES

- Interview and make final decisions on assignments of RSVP volunteers.
- Provide written assignment descriptions to volunteers and to RSVP. Volunteer assignments should be meaningful and utilize and develop individual volunteers' skills and interests.
- For volunteers placed in positions working with youth or vulnerable adults, perform required criminal background checks in accordance with state law.
- Implement orientation, in-service instruction, and/or special training of volunteers.
- Provide supervision of volunteers on assignments. (*Supervisor name and contact information on next page.*)
- Assure adequate health and safety provisions for the protection of volunteers. *Submit an annual safety assurance upon request to RSVP of Spokane County.*
- Investigate and report accidents or injuries involving RSVP volunteers to RSVP of Spokane County. *All reports shall be submitted in writing.*
- The Station will not discriminate against RSVP volunteers or in the operation of RSVP on the basis of race; color; national origin; gender; sexual orientation; religion; age; disability; political affiliation; marital or parental status; or military service. Stations will provide reasonable accommodations and accessible settings for qualified volunteers. Stations will comply with all state and federal non-discrimination laws.
- **Reports:** The Station Representative or Volunteer Supervisor will:
  - Timesheets: Report volunteer hours monthly on or before 10th of the following month. **Volunteer Supervisor will email volunteer hours to RSVP Project Director. Volunteers requesting transportation reimbursement must submit paper timesheets signed by the volunteer and Volunteer Supervisor.** (*Insurance coverage is only effective with verified records of hours served.*)
  - Progress Reports: Stations are requested to complete a short bi-annual survey provided by RSVP documenting the impacts of services provided by volunteers.
  - In-Kind Documentation: Provide documentation of in-kind contribution(s) provided by the Station (meals, uniforms, mileage reimbursement, training expenses) and verification to help RSVP meet its local match of 30%.

## Other Provisions

- **Separation from Volunteer Service:** The Station may request the removal of an RSVP volunteer at any time. An RSVP volunteer may withdraw from service at the Station or from the RSVP at any time. The RSVP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
- **Religious/Political Activities:** The Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
- **Displacement of Employees:** The Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
- **Compensation:** Neither the station nor RSVP will request or receive compensation from the beneficiaries of RSVP volunteers. RSVP volunteers will not receive a fee for service from beneficiaries.
- **Accessibility and Reasonable Accommodation:** The Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide

reasonable accommodation to allow persons with disabilities to participate in programs and activities.

- **Prohibition of Discrimination:** The Station will not discriminate against RSVP volunteers or in the operation of RSVP on the basis of race; color; national origin; gender; sexual orientation; religion; age; disability; political affiliation; marital or parental status; or military service.
- **Termination of MOU:** This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three (3) years by the Parties.
- **Signatures.** By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become a RSVP Station.
- **Use of Logo(s).** By signing this MOU, the Station, through its authorized representative, gives RSVP permission to use an approved Station logo in any and all RSVP program and promotional materials, such as flyers, brochures, posters, handbooks, etc.

**If meals are provided by the Station to RSVP volunteers, please complete this portion:**

( ) Contributed meals are **FEDERALLY FUNDED** under:

\_\_\_\_\_ Title III of the Older Americans Act \_\_\_\_\_ Other (federal) funding source

( ) Contributed meals are **not provided by FEDERAL FUNDS.**

Meals will be provided to RSVP volunteers at a free or reduced price of \$\_\_\_\_\_ when \_\_\_\_\_ hours of service have been or will be volunteered during that day.

The value of the meal provided is \$\_\_\_\_\_ each. (RSVP will utilize this information to meet its local in-kind match.)

**Volunteer Supervisor [Station Staff]**

<b>Name:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Email:</b>

**To qualify as an RSVP Volunteer Station, an agency must self-certify that it is one of the following: (check one)**

Public Non-Profit \_\_\_\_\_ Private Non-Profit \_\_\_\_\_ Proprietary Health Care Agency \_\_\_\_\_  
Governmental Agency \_\_\_\_\_

**Authorized Signatures**

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**Authorized Station Representative**

**Date**

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**RSVP Director**

**Date**