

Memorandum of Understanding

between

Senior Corps RSVP of Lehigh, Northampton & Carbon Counties

321 Wyandotte Street Bethlehem PA 18015

Phone: 610-625-2290 FAX: 1-877-356-2001 E-mail: RSVPLNC@hotmail.com

website: www.RSVPLNC.org



AND

Agency Name	
Physical Address	
Mailing Address (if different)	
Phone	
Fax	
Website	

Agency representative who will serve as the agency's liaison to RSVP and who will be responsible for volunteer orientation and supervision is:

Name		Title	
Phone		Email	

To qualify as an RSVP Station an agency must self-certify that they are one of the following:

Public Non-Profit, Private Non-Profit, Proprietary Health Care Agency, Governmental Agency

Please check the appropriate box that identifies your agency's designation.

The Basic Provisions listed on the reverse side will guide the working relationship between both parties

From		through	
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The MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

Signature of Agency Representative

Today's Date

Please PRINT Agency Representative Name

Title

RSVP Program Director

Date

For Office Use ONLY	Service Categories: _____
Station Code: _____	_____
Type of Station _____	_____

Senior Corps RSVP is a federally-funded program established to provide opportunities for adults aged 55 and older to utilize their wealth of skills and talents in meaningful volunteer positions. RSVP is funded through the Corporation for National and Community Service and sponsored locally by Share Care Faith in Action.

BASIC PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING

Senior Corps RSVP of Lehigh, Northampton and Carbon Counties:

- 1) Recruits, interviews and enrolls senior volunteers.
- 2) Provides orientation to volunteer station staff prior to initial placement of volunteers, and at other times, as the need arises.
- 3) Reviews the acceptability and impact of the assignments and refers volunteers to station.
- 4) Furnishes accident, personal liability and excess automobile liability insurance coverage as required by program policies.
- 5) In cooperation with the Senior Corps RSVP Advisory Committee, arranges for an appeals procedure to address problems arising between volunteer, the station, and/ or Senior Corps RSVP.
- 6) Arranges with the station for meals, whenever possible, for the volunteers on assignment.
- 7) Periodically monitors volunteer activities at the station to assess and/ or discuss the needs of the volunteer and the station.

Both Senior Corps RSVP and the Station:

- 1) Will assure that volunteers are not requested to take an assignment that would displace employed workers or impair existing contracts for services.
- 2) Will not request or assign volunteers to conduct or engage in religious, sectarian or political activity or instruction.
- 3) Will sign a separate letter of agreement which authorizes volunteer service in the home and identifies specific volunteer activities and periods and/ or conditions of service when in-home assignments are made.

The Volunteer Station:

- 1) Makes the final decision on assignments of volunteers in compliance with the provisions of Title IV of the Civil Rights Act of 1964.
- 2) Implements orientation, in-service instruction, or special training for the volunteer and furnishes volunteers with the material required for assignments.
- 3) Provides for adequate safety for the volunteers and investigates and reports accidents involving Senior Corps RSVP volunteers within 24 hours.
- 4) Collects and validates appropriate volunteer reports on RSVP members for timely submission to Senior Corps RSVP.
- 5) Discusses assignments with individual volunteers referred by RSVP and provide them with written job descriptions.
- 6) Provides supervision of volunteers on assignment.
- 7) Supplies verification to Senior Corps RSVP when lunches, transportation, parking and other gratuities have been provided to the Volunteers. (non-federal support)
- 8) Provides reasonable access to handicapped persons under the provisions of the Americans with Disabilities Act of 1990.