

MEMORANDUM OF UNDERSTANDING
With the
VOLUNTEER CENTER OF RACINE COUNTY, INC.
Sponsor of
RSVP (RETIRED AND SENIOR VOLUNTEER PROGRAM)

6216 WASHINGTON AVE, SUITE G, RACINE, WI 53406
262-886-9612
FAX: 262-886-9632

A. *The Volunteer Station will:*

1. Work cooperatively with RSVP staff to develop volunteer assignments that impact critical human and social needs addressed by the Volunteer Station and assess those assignments for continued appropriateness.
2. Assign a staff member to oversee/supervise volunteers within that station and assess their impact on the community.
3. Make final decisions on acceptance of volunteers.
4. Implement orientation, in-service instruction or special training of volunteers when needed or available.
5. Keep records and prepare reports as required including submission to RSVP office of the RSVP Monthly Volunteer Hours report once per month.
6. Maintain safe working environment for volunteers.
7. Have adequate public liability insurance.
8. Assure that there will be no discrimination against RSVP volunteers, or in the operation of its program, on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the participant or member is a qualified individual with a disability.
9. Comply with all civil rights laws and regulation including reasonable accommodations for those with disabilities.
10. In a proprietary health care agency, assure that RSVP members provide direct assistance to patients, do not replace staff, and do not add to the profitability of the organization.
11. Give appropriate recognition.
12. Estimate the total number of RSVP placement assignments: _____
13. Average number of individuals served annually by the station: _____
14. Certify that the Station is a non-profit organization or will provide proof of non-profit status. If certifying that the Station is a not-for-profit, check and initial here: _____

B. *The Retired and Senior Volunteer Program will:*

1. Recruit and enroll RSVP volunteers followed by placement at volunteer Station.
2. Review acceptability of volunteer stations and work with station staff to develop assignments with high impact.
3. Furnish accident, personal liability and excess automobile liability insurance coverage to volunteers as required by program policy.
4. Provide limited transportation expense reimbursement to volunteers who request assistance (as funding allows).
5. Arrange with volunteer station for meals, when appropriate, for volunteer assignments.
6. Assist Volunteer Station with volunteer recognition, if requested.
7. Monitor impact of volunteer assignment on critical community needs.

Agency Name _____

Address _____

Phone No. _____ Fax _____

Email Address _____

Website _____

The agency representative who serves as Volunteer Supervisor/Coordinator and is responsible for volunteer orientation and supervision is:

Agency Representative Signature **Date**

Print Name _____ Title _____

Phone No. _____ Fax _____

Email Address _____

RSVP Director Signature **Date**

Volunteer Center of Racine County, Executive Director Signature **Date**