



## RSVP Volunteer Station Memorandum of Understanding

### MEMORANDUM OF UNDERSTANDING

BETWEEN VANTAGE RSVP OF SUMMIT AND MEDINA COUNTIES  
LOCATED AT  
2279 ROMIG ROAD AKRON, OH 44320 • (330) 253-4597 EXT.166

AND

Volunteer Station: \_\_\_\_\_

Station Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail/Web Site \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_ Time Keeper Name: \_\_\_\_\_

This memorandum is designed to clarify the roles and responsibilities of VANTAGE RSVP of Summit & Medina Counties and the above named site/station. Amendment of this agreement may be made at any time, in writing, with concurrence of both parties and must be renegotiated every three years.

#### I. **RSVP Responsibilities:**

1. Assist with volunteer recruitment efforts; instruct RSVP volunteers and supervisors with reporting of volunteer hours and program procedures.
2. Furnish accident, personal liability, and excess automobile liability insurance coverage as required by program policy. Insurance is secondary coverage and is not primary insurance. Beneficiary information is needed.
3. Monitor project activities at volunteer stations to assess and/or discuss needs of volunteers and the project. Station visitation will be at a minimum of once/year.

#### II. **Volunteer Station Responsibilities:**

1. Designate a coordinator to serve as liaison with RSVP.
2. Interview and make final decision on assignment of volunteers
3. Provide written service/job descriptions to volunteers with a copy sent to RSVP.
4. Implement volunteer(s) orientation, in-service instruction or specialized training as needed.
5. Provide for adequate safety of volunteers. Please fill out the RSVP safety form annually.
6. Collect and validate volunteer attendance reports monthly or an agreed upon reporting period.
7. Provide necessary support and materials or information required for volunteer assignments.

8. Submit In-Kind Report to RSVP when station provides transportation expenses, meals, uniforms, training and recognition to the volunteer(s) to verify non-federal support of this project. RSVP will request updates annually.
9. Comply with Federal and State laws, Executive Orders, policies and regulations applicable to and concerning this project. There will also be active compliance with the following: Provisions of Title VI of the Civil Rights Act of 1964; and the Rehabilitation Act of 1973, including Section 504, which prohibits discrimination against disabled persons in all programs, services and activities.10. Verify that the station is a 501(C) (3) organization, public agency or proprietary health care organization.
11. Provide RSVP with assessment of volunteer impact, when necessary; for purpose of government reporting.
12. The Volunteer Station will perform any background, criminal or reference checks on potential volunteers referred by RSVP as required or deemed necessary and prudent by the station for placement.
13. The station assures it will not discriminate against the RSVP volunteers or in the operation of its program on the basis of race; color; national origin, including individuals with 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.
14. Comply with all applicable civil rights laws and regulations including reasonable accommodation for RSVP volunteers with disabilities in order for them to participate in volunteer programs and activities.
15. For performance based assignments with outcome measures; have service recipients fill out surveys on how volunteers impact their needs (twice per year/or when applicable). Surveys will be provided by Manager of RSVP and returned to RSVP of Summit County.
16. Keep track of volunteer hours and submit to Vantage Aging at the beginning of each month.

**III. Supplemental Provisions**

1. Separation from Volunteer Service: The volunteer station may request removal of a RSVP volunteer at any time. A volunteer may resign from service at a volunteer station or from the Retired & Senior Volunteer Program at any time. Discussion of individual separation will occur between RSVP staff, volunteer station staff and the senior volunteer to clarify the reasons, resolve conflicts or take remedial action, including reassignment to another station.
2. The volunteer station may not request, assign, or permit senior volunteers to conduct or engage in religious, sectarian, or partisan political activity or instruction, or to participate in any construction or partial construction to be used for religious purposes.
3. The volunteer station may not utilize volunteers in any assignment which would displace employed workers, or impair existing contracts for services.
4. Failure to abide by any provision of this agreement shall not result in any legal liability or damage to either party.

**IV. Discontinuation of Partnership:**

Either party may request discontinuation of partnership within 30 days of written notification. Discussion and documentation of separation will occur between RSVP staff and volunteer station staff to clarify the reasons, resolve conflicts or take remedial action prior to terminating the relationship. The RSVP volunteers will be contacted by RSVP staff to explain and discuss further action, including placement at alternative sites. RSVP will not prevent existing volunteers from continuing to serve at the site, however, RSVP benefits will no longer be extended for service at this station.

**Volunteer Station Representative**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**RSVP Staff**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## RSVP Assessment For Volunteer's Safety

**RSVP of Summit and Medina Counties**  
**c/o VANTAGE Aging**  
**Attn: Erica Banks, Director of RSVP**  
**2279 Romig Road Akron, OH 44320**  
**Phone: 330-515-5601/Fax: 330-330-762-5571**  
**Email: ebanks@vantageaging.org**

Station Name & Location: \_\_\_\_\_

VANTAGE Aging (Formerly Mature Services) as the sponsor of the RSVP of Summit and Medina Counties, is responsible for ensuring the safe placement of RSVP volunteers at their volunteer locations. Effective immediately, you will be asked to complete this safety assessment and will request that it be repeated annually.

All organizations must provide a safe place to volunteer which is clean and free of risks. We ask that you provide adequate supervision as well as provide training and information on how to respond to various emergency situations that can arise during any given workday.

The following simple questions will help us to assess the type of environment you are providing all RSVP volunteers. We sincerely appreciate your cooperation and appreciate the opportunity to partner together to provide quality volunteer opportunities for our local seniors.

Do your volunteers within your organization know how to respond to the following situations?

- \_\_\_\_\_ Two ways in which to exit your facility in the case of an emergency.
- \_\_\_\_\_ How and who to alert you if there discover a dangerous situation.
- \_\_\_\_\_ Where to locate a first aid kit.
- \_\_\_\_\_ Where to find flashlights in the case of a power outage.
- \_\_\_\_\_ Phone number for appropriate police and fire departments.
- \_\_\_\_\_ Procedure for rude, abusive, violent people including clients, employees or other volunteers.

Signature of RSVP Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Station Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Station Representative: \_\_\_\_\_ Date: \_\_\_\_\_

