



# MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding contains basic provisions which will guide the working relationship between RSVP and the Partner Agency

RSVP File Name:

<b>Partner Agency:</b>	
<b>Address:</b>	
<b>City:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Executive Director:</b>	<b>Email:</b>
<b>Staff Contact:</b>	
<b>Job Title:</b>	<b>Email:</b>
<b>Agency Type</b> <input type="checkbox"/> Nonprofit <input type="checkbox"/> For Profit ( <i>volunteers will be engaged in direct client services only</i> )	

**RSVP Mission Statement:** *RSVP improves the lives of vulnerable populations in the local community focusing on education and wellness and by supporting nonprofits through skill-based volunteer programs*

**RSVP will:**

- ◆ Make an initial site visit to the Partner Agency and provide information about RSVP and its Impact Programs.
- ◆ Recruit, interview, enroll and orientate new RSVP volunteers.
- ◆ Promote Partner Agency's volunteer assignments and refer appropriate RSVP volunteers to the Partner Agency.
- ◆ Provide supplemental excess accident and liability insurance coverage to RSVP volunteers.
- ◆ Offer free transportation to RSVP volunteers age 65+ through *Transnet, Community Transit or Rover*.
- ◆ Send newsletters, annual reports and other communications to the Partner Agency.

**The Partner Agency will:**

- ◆ Provide RSVP with a detailed written description of volunteer assignments.
- ◆ Provide volunteers with appropriate orientation, training and supervision.
- ◆ Provide volunteers with materials and appropriate workspace required for the assignment.
- ◆ Provide for the adequate safety of RSVP volunteers.
- ◆ Investigate and report to RSVP any accidents or injuries involving RSVP volunteers, and prepare any reports requested by RSVP regarding said accident and injury.
- ◆ Assist in recognizing volunteer's affiliation with RSVP by: displaying RSVP Partner Agency sticker in a prominent location; identifying RSVP volunteers in all press releases, social media, promotional materials, or publications Where volunteers are mentioned by name; and if possible, invite RSVP staff to volunteer recognition events.
- ◆ Report the volunteers' hours of service online or to RSVP staff by no later than the 10th of each month, unless the volunteer agrees to self-report their own service hours.
- ◆ Have the option to end the service of an RSVP volunteer at any time. Issues should be reported to RSVP staff prior to removal so an alternative placement can be planned, if appropriate.
- ◆ Inform the RSVP Program Coordinator of significant changes, such as change of: agency contact person; volunteer's status; or volunteer's assignment
- ◆ Comply with provisions of PA State House Bill 435, Act Number 153 (2014) effective January 1, 2015 relating to volunteer background checks.
- ◆ Comply with all applicable Civil Rights laws pertaining to the guarantee of reasonable accommodations for any volunteer that may require such reasonable accommodations due to any disability or membership of any federally protected class.
- ◆ Agree that all terms and conditions of acceptance and placement of any volunteer will be carried out without regard to race, creed, color, religion, gender, sexual preference, nationality, marital status, age, genetic discrimination, or disability; for accessibility policy refer to Agency Handbook section #3 (RSVP Volunteers).
- ◆ Not request compensation from the beneficiaries of RSVP volunteers' service.
- ◆ Not assign RSVP volunteers to any religious, sectarian or political activity which includes but is not limited to the following; engaging in electoral activities, voter registration, voter transportation to the polls, efforts to influence legislation, Labor and Anti-labor activity. Volunteers may not give religious instruction, conduct worship services or engage in any form of proselytization as part of their duties.
- ◆ Not utilize volunteers to displace employees and/or impair existing contracts for service.
- ◆ Renew the Memorandum of Understanding agreement every three years.

Internal Scan Date:

Bv:

**Please complete the following sections. If there are any questions regarding any aspect of this memorandum please contact RSVP staff.**

<b>Your Organization's Mission Statement:</b>
<b>How will RSVP volunteers help to implement your mission?</b>
<b>Describe the impact you expect RSVP volunteers will make on the community you serve.</b>
<b>Approximately how many of your clients will be served by RSVP volunteers in a typical week?</b>
<b>Can your agency accommodate volunteers with disabilities?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</b>

**Waiver:** The undersigned Partner Agency waives all present and future claims against RSVP as an agency and against RSVP personnel for the referral of volunteers whom the undersigned engage. RSVP, its employees, and representatives are not responsible for the job performance, specific placement within an agency, qualifications of volunteers for performing the role to which the undersigned agency assigns them, nor for the training of said volunteers.

<b>Signature:</b>  <i>Partner Agency Executive Director / Volunteer Coordinator</i>	  <i>Job Title</i>	  <i>Date</i>
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**Return original signed copy by mail to RSVP, 901 East 8<sup>th</sup> Ave., Suite 200, King of Prussia, PA 19406 or Fax to 610 834 1087.**

<b>Signature:</b>  <i>RSVP Program Coordinator</i>	  <i>Date</i>
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<b>Signature:</b>  <i>RSVP Executive Director</i>	  <i>Date</i>
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