



## Memorandum of Understanding

between

### RSVP of the Capital Region, Inc.

50 Utley Dr., Suite 500

Camp Hill, PA 17011

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Email: [rsvp@rsvpcapreg.org](mailto:rsvp@rsvpcapreg.org)



and

Name of Organization: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3 Year Period Beginning \_\_\_\_\_ through \_\_\_\_\_

RSVP of the Capital Region, Inc., hereafter referred to as RSVP, has recruited and placed volunteers in a variety of nonprofit agencies, schools and hospitals for 40 years (organized in 1972). RSVP is not simply a volunteer referral service. Each relationship with a nonprofit agency, school or government office is formalized by completion of RSVP's Memorandum of Understanding, or MOU. Once a Memorandum of Understanding (MOU) is in place, the agency is known to RSVP as a "Station."

This memorandum is designed to clarify the roles and responsibilities of RSVP and organizations served.

1. **Basic Policies:** RSVP volunteers placed with your station cannot serve in any private homes; they may represent your Station in public places of your authority.
2. **Volunteer Assignments:** The Station will provide orientation to the volunteer for individual assignments, as specific as the volunteer may need. The Station will have the opportunity for an interview with each volunteer before final placement occurs. The RSVP office will place volunteers with the Station and will review assignments to determine if they are acceptable.
3. **Volunteer Opportunities:** All stations served by RSVP volunteers are required to prepare a job description and requirements for positions to be filled. Efforts will be made to identify volunteers for placement through our review of current volunteers, advertising through the internet and the RSVP website ([www.rsvpcapreg.org](http://www.rsvpcapreg.org)) or through the media. RSVP wants to provide meaningful assignments for volunteers. We look to expand programs which make an impact on community needs utilizing the knowledge and skills of the volunteer.
4. **Supervision:** The Station will provide on-the-job supervision and instruction to volunteers.
5. **Reporting:** Each station must assist with reports for each volunteer activity, in order to report program success.

6. **Transportation:** The Station will:
  - Provide transportation for volunteers between their homes and the Station and/or assignment.
  - Not participate in providing transportation for volunteers.
  
7. **Meals:** When a meal period occurs during the volunteers' hours of service, a meal will be provided or paid by:
  - The Station
  - The Station, partially as follows: \_\_\_\_\_
  - The RSVP office in accordance with RSVP policies.
  
8. **Insurance Coverage:** Supplemental Liability and Accident Insurance is provided for each volunteer reporting hours to RSVP.
  
9. **Separation From Volunteer Service:** The Station may request the removal of a volunteer at any time. The RSVP office may recall a volunteer at any time. A volunteer may resign from service to a Station or from the RSVP program at any time.
  
10. **Consultation and Evaluation:** The Station and RSVP staff will meet regularly to assess the progress and needs of the program.
  
11. **Volunteer Reports:** Stations will validate volunteer report forms, by signature, and transmit them to RSVP each month.
  
12. **Accident Reports:** Stations will investigate and prepare reports regarding any accidents involving RSVP volunteers. It is imperative that the Station provide a safe workplace for volunteer service. RSVP will conduct a volunteer safety and accessibility survey each year.
  
13. **Prohibited Activities:** The Station will not request, assign, nor permit any RSVP volunteers to conduct or engage in religious, sectarian activity or advocacy, or to participate in any construction or remodel used for religious purposes.
  
14. **Prohibition of Discrimination:** The Station will not discriminate against any RSVP volunteer 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, sexual orientation, religion, or on the basis of disability, (if the participant or member is a qualified individual with a disability).
  
15. **Organization Tax Status:** The Station affirms it is a registered 501(c)(3) organization, a school, government agency or a church. Station may also be a proprietary health care facility that agrees **not** to utilize volunteers in their offices or in any fundraising efforts.

Signatures of:

Station Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature of RSVP Director \_\_\_\_\_ Date \_\_\_\_\_

***RSVP is a program partner of the United Way of the Capital Region and is funded by the Corporation for National and Community Service.***