**Memorandum of Understanding Renewal**



**AmeriCorps Seniors RSVP of Lehigh, Northampton & Carbon Counties**

321 Wyandotte Street Bethlehem, PA 18015

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**AND**

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

The 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:

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

 Non-Profit Agency School Governmental Agency Proprietary Health Care Agency

A Proprietary Health Care Facility must agree **NOT** to utilize volunteer in their offices or for fundraising efforts.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **From** |  | **through** |  |

Once a Memorandum of Understanding (MoU) is in place, the agency is known as an RSVP Station.

This MoU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

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Signature of Agency Representative Today’s Date

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Please PRINT Agency Representative Name Title

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

RSVP Program Director Date

AmeriCorps Seniors 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 by the Corporation for National and Community Service and sponsored locally by

Share Care Faith in Action. AmeriCorps Seniors RSVP is also supported by Lehigh County Aging and Adult Services, Northampton County Area Agency on Aging and Carbon County Area Agency on Aging

**BASIC PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING**

**AmeriCorps Seniors RSVP of Lehigh, Northampton and Carbon Counties:**

1. Recruits, interviews and enrolls senior volunteers with RSVP.
2. Reviews the acceptability and impact of the assignments and refers volunteers to the Station.
3. Provides orientation to volunteer Station staff prior to initial placement of volunteers,

and at other times, as the need arises.

1. Furnishes accident, personal liability and excess automobile liability insurance coverage

for each RSVP member, as required by program policies.

1. In cooperation with the AmeriCorps RSVP Advisory Committee, arranges for an

appeals procedure to address problems arising between volunteer, the station, and/ or

AmeriCorps Seniors RSVP.

1. Arranges with the Station for meals, whenever possible, for the volunteers on assignment.
2. Periodically monitors volunteer activities at the Station to assess and/ or discuss the

needs of the volunteer and the Station.

**Both AmeriCorps Seniors 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.

1. Will not request or assign volunteers to conduct or engage in religious, sectarian

or political activity or instruction.

1. 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 and may request the removal of an

RSVP volunteer at any time. A volunteer may also resign from service at a Station.

1. Discusses assignments with individual volunteers referred by RSVP, interviews candidates for the assignment and provides them with written job descriptions.
2. Implements orientation, in-service instruction, or special training for the volunteer and furnishes

volunteers with the material required for assignments.

1. Provides for adequate safety for the volunteers and investigates and reports accidents involving

AmeriCorps Seniors RSVP volunteers within 24 hours.

1. Provides supervision of volunteers on assignment.
2. Collects and validates appropriate volunteer reports on RSVP members for timely submission

to AmeriCorps Seniors RSVP.

1. Supplies verification to AmeriCorps Seniors RSVP when lunches, transportation, parking

and other gratuities have been provided to the Volunteers. (non-federal support)

1. Provides reasonable access to or accommodations for qualified persons with a disability.
2. Assure the Station will not discriminate against RSVP volunteers 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 RSVP volunteer is a qualified individual with a disability.