



Boston RSVP

Commission on Affairs of the Elderly ▪ Boston City Hall ▪ Room 271
Boston, MA 02201 ▪ (617) 635-1794



Memorandum of Understanding between Boston RSVP

And

Volunteer Station: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Period of Coverage: _March 2015_____ to _____March

2017_____

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

A. Boston RSVP Responsibilities:

1. Recruit, interview and enroll RSVP volunteers. Refer volunteers to the volunteer station for placement and review the acceptability of volunteer assignments.
2. Instruct RSVP volunteers in proper procedures for monthly reporting, reimbursement guidance and program procedures.
3. Provide orientation about RSVP to volunteer station (agency) staff prior to placement of volunteers, and at other times, as the need arises.
4. Provide agencies with data collection forms for measuring impact of RSVP volunteers service at their agency. RSVP programming and funding is directly tied to the impact that volunteers provide in the community.
5. Develop publicity for RSVP such as radio, TV, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
6. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
7. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.

8. Provide reimbursement to RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies and availability of funds.

B. Volunteer Station Responsibilities:

1. Interview and make final decision on assignment of volunteers, and if unable to determine an assignment advise RSVP so the volunteer can be assigned to another agency.
2. Discuss assignments with individual volunteers referred by RSVP and provide written assignments to them with a copy to RSVP.
3. Implement orientation, in-service instruction, or special training of volunteers.
4. Furnish volunteers with materials required for assignment, as appropriate.
5. Notify RSVP of any changes in station (agency) supervisory personnel that may affect RSVP volunteers within ninety days.
6. Notify RSVP of the separation, retirement or decease of any RSVP volunteer within ninety days.
7. Provide supervision of volunteers on assignments.
8. Provide for the safety of RSVP volunteers.
9. Collect validate and retain volunteers' reports to verify hours of volunteer service for submission to RSVP on a monthly basis.
10. As requested, supply, statistical data on volunteer impact on community needs, complete volunteer assessments and any other pertinent data and return Boston RSVP
11. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.
12. If meals are provided to volunteers, please complete this portion:
 Contributed meals are **FEDERALLY FUNDED** under:
 _____ Title III of the Older Americans Act (e.g. Kit Clark stations)
 _____ Other (federal) funding source (e.g. VA Hospitals)
 Contributed meals are **NOT** provided by **FEDERAL FUNDS**. Meals will be provided to RSVP volunteers at a free or reduced price when 3 hours of service has been or will be volunteered during that day.

NOTE:

The value of a free or reduced-price meal, which is not provided by federal funds will be verified by the Volunteer Station Supervisor and reported monthly. This documents important in-kind support for RSVP.

C. Other provisions:

1. Separation from Volunteer Service: The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the Volunteer Station or from the RSVP at any time. Discussion of individual separations will occur among RSVP staff, Volunteer Station staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station.
2. Letters of Agreement: when in-home assignments of volunteers are made, the parties involved will sign a letter of agreement. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
3. Prohibited Activities: The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
4. Displacement of Employees: The Volunteer Station will not assign RSVP volunteers to any assignment that would displace employed workers or impair existing contracts for services.
5. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
6. Prohibition of Discrimination: the Volunteer Station will not discriminate 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 volunteer is a qualified individual with a disability.
7. Specify, either by written information or verbally, that RSVP volunteers are participants in the Volunteer Station's program in all publicity featuring such volunteers, whether it is radio, TV, print or verbal presentation. Display an RSVP placard where the public may view it.
8. Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed at the beginning of each grant period to permit needed changes.
9. This Memorandum of Understanding contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto.
10. This Memorandum of Understanding will be in effect upon dated signature of the Volunteer Station's Representative and the Boston RSVP Director
11. The station will not request or receive compensation from the beneficiaries of Senior Corps volunteers.
12. It is projected that RSVP volunteer assignments will be at the following locations, in approximately the following numbers:

13. Does your organization perform CORI (Criminal Record) checks on all volunteers?

YES ____ NO ____

14. Is your agency a 501C3? YES ____ NO ____ GOVERNMENT AGENCY ____

Please provide your 501C3 number here: _____

Signatures

The Volunteer Station supervisor who will serve as liaison with RSVP and who will be responsible for volunteer orientation and supervision is:

Printed Name: _____

Title: _____

Phone: _____

Date

Emily K. Shea, Commissioner
Boston RSVP

Date

Eugene O'Flaherty
Corporation Counsel

Date