



MEMORANDUM OF UNDERSTANDING (MoU)

between RSVP+ North Dakota and

Host Station Name (on file with Secretary of State): _____

Street Address: _____ PO Box _____

City: _____ State: _____ Zip: _____ Email: _____

Phone: _____ Fax: _____ Website: _____

- Host Station** is () 501(c)(3) non-profit organization
 () public agency/unit of government: US state county city (circle one)
 () a proprietary health care facility
 () a conduit for in-home placements
 () Faith-based? yes no
 () accessible to those with mobility, hearing, vision, mental/cognitive impairments
 () accessible to those with limited English proficiency

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

A. BASIC PROVISIONS OF MoU--

1. **RSVP+ North Dakota** will:

2. Recruit, interview, and enroll volunteers and refer volunteers to the **Host Station**.
3. Instruct volunteers in proper use of quarterly reports, reimbursement guidance and program procedures.
4. Provide orientation to **Host Station** staff prior to placement of volunteers, and at other times, as the need arises.
5. Promote whenever possible and across various media types that volunteers serve a broad spectrum of non-profit and government agencies and will mention your organization by name when appropriate.
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 **Host Station** to assess and/or discuss needs of volunteers and Host Station.
8. Assist in arranging transportation with local transit mechanisms or others if volunteers are unable to provide their own transportation, consistent with local program policies.

B. **Host Station** will:

1. Write a job description for each task requested. Examples include:
2. Interview and make final decision on assignment of volunteers.
3. Implement orientation, in-service instruction, or special training of volunteers.
4. Furnish volunteers with materials required for assignment.
5. Furnish volunteers with transportation if required during their assignments, as described on the volunteer job description.
6. **For selected high-impact volunteer activities, additional assessments and data may be requested to meet federal reporting requirements on a semi-annual basis. RSVP+ North Dakota staff will be in contact with Host Station staff regarding the high-impact activities and reporting procedures.**
7. Provide supervision of volunteers on assignments.
8. Provide for adequate safety of volunteers.
9. Collect and validate appropriate volunteer reports for submission to **RSVP+ North Dakota** office on a timely basis.

10. Investigate and report any accidents and injuries involving volunteers immediately to the **RSVP+ North Dakota** office. All reports will be submitted in writing.
11. Provide for the safety of volunteers.
12. If meals are provided to volunteers, please complete this portion: () Contributed meals are federally funded under: Title III-Older Americans Act Other federal funding source () Contributed meals are not provided by FEDERAL FUNDS. Meals will be provided to RSVP volunteers at a free or reduced price when hours of service have been or will be volunteered during that day. Meals are valued at \$.
13. Specify, either by written information or verbally, that volunteers are participants in the **Host Station's** program in all publicity featuring such volunteers, whether it be radio, TV, print or verbal presentation. Display an **RSVP+ North Dakota** placard where it may be viewed by the public.

C. Other provisions:

1. Separation from Volunteer Service: The **Host Station** may request the removal of a volunteer at any time. The volunteer may withdraw from service at the **Host Station** or from **RSVP+ North Dakota** at any time. Discussion of individual separations will occur among **RSVP+ North Dakota** staff, **Host Station** staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another **Host Station**.
2. Letters of Agreement: When in-home assignments of volunteers are made, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
14. Religious & Political Activities: The **Host Station** will not request or assign volunteers to conduct or engage in religious, sectarian, or political activities.
15. Displacement of Employees: The **Host Station** will not assign volunteers to any assignment which would displace employed workers or impair existing contracts for services.
16. Accessibility and Reasonable Accommodation: The **Host Station** will maintain the programs and activities to which volunteers are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
17. Prohibition of Discrimination: The **Host Station** will not discriminate against volunteers or in the operation of its program on the basis of race, ethnicity, national origin, sex, age, political affiliation, religion, sexual preference, or on the basis of disability if the volunteer is a qualified individual with a disability.
18. Conditions of this MoU may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes.
19. This MoU 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.
20. This MoU will take effect upon dated signatures.
21. If anticipated volunteer activities will be conducted at a site(s) other than **Host Station** location, please note other location(s) here. _____

The **Host Station** representative who will serve as liaison with **RSVP+ North Dakota** and who will be responsible for volunteer orientation and supervision is: Name: _____ Title: _____

_____ **Host Station Signature** _____ **Date**

_____ **RSVP+ North Dakota Staff Signature** _____ **Date**

For RSVP+ North Dakota Office Use Only-- Station Type: _____

- Originating Program:** **RVSP+ Office** **Central ND** **Dakota West** **North Central ND**
 Northeast ND **Northwest ND** **South Central ND** **Southern Valley**

Send fully signed original to: Nancy Olson, RSVP+ Program Manager, Box 6050 Dept 2020, Fargo ND 58108-6050
Program information is available at <http://rsvp.ndsu.nodak.edu>, 866-345-RSVP toll free, or 701-231-7100 (office)