



MEMORANDUM OF UNDERSTANDING

Between

Triton College RSVP Volunteer Program

West Suburban Cook and Southwest DuPage Counties

2000 Fifth Ave., River Grove, IL 60171

(708) 456-0300, Ext. 3603 and 3835 • (708) 583-3778 (Fax)

PART I: AGENCY/ORGANIZATION INFORMATION

PLEASE COMPLETE THE FOLLOWING (Please print or type all information):

Volunteer Agency/Organization _____ Date _____

Address _____ City _____ ZIP _____ - _____

E-mail: _____ Phone(____) _____ Ext. _____

1. Is this agency affiliated with the Area Agency on Aging administered program? Yes ___ No ___

2. Is this a faith-based organization? Yes ___ No ___

3. Does this agency maintain handicapped accessible standards per ADA requirements? Yes ___ No ___

4. List staff member responsible for day-to-day oversight of the placement of RSVP volunteers within the volunteer station and for assessing the impact of volunteers in addressing community needs.

Name _____ Title _____

Phone (____) _____ Fax (____) _____ E-Mail _____

PART II: MANDATORY PROVISIONS

A. The Triton College RSVP Volunteer Program will:

1. Recruit, interview, enroll and orient volunteers to RSVP and refer volunteers to the agency/organization.
2. Instruct RSVP volunteers in the proper use of monthly reports, reimbursement guidance and program procedures.
3. Provide RSVP orientation to agency/organization staff prior to placement of volunteers, and at other times, as the need arises.
4. Develop publicity for RSVP such as radio, TV, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
5. Provide reimbursement for transportation upon need or request. Reimbursement for transportation is for the volunteer between their home and the agency/organization in accordance with RSVP policies and availability of funds.
6. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies.
7. Insurance is secondary coverage and is not primary insurance.
8. In cooperation with the Triton RSVP Advisory Council, arrange for a volunteer's appeals procedure to resolve problems arising between the volunteer, the agency/organization and/or Triton RSVP.
9. Periodically monitor volunteer activities at the agency/organization to assess and/or discuss needs of volunteers and the agency/organization.
10. Provide for additional agreements peculiar to the individual agency/organization and Triton RSVP.

B. The agency/organization will:

1. Develop volunteer assignments that impact critical human and social needs, and regularly assess those assignments for continued appropriateness.
2. Implement orientation, in-service instruction, or special training of volunteers.
3. Interview and make final decision on placement of volunteers.
4. Discuss assignments with volunteers referred by Triton RSVP. Provide written job description/assignment information to volunteers and RSVP.

5. Provide supervision, related follow-up support of volunteers on assignments, and adequate safety of volunteers.
6. Collect, validate and submit time sheets to Triton RSVP on a monthly basis.
7. Contribute to volunteer's transportation and/or meal? The agency/organization:

will _____ is not able to _____ provide transportation or transportation reimbursement for RSVP volunteers between their home and the volunteer station or

will _____ is not able to _____ provide meal or meal reimbursement to volunteers working four or more hours in a day.
8. Submit contribution statements to Triton RSVP when meal, transportation or other contributions are made, to verify non-federal support of the project.
9. Furnish volunteers with any materials or transportation required by an assignment.
10. In consultation with Triton RSVP, make investigations and reports regarding accidents and injuries involving RSVP volunteers. All reports will be submitted in writing.
11. Provide outcome data measurement or evaluations tools, when applicable for volunteers as a resource.

PART III. SPECIAL PROVISIONS FOR AGENCY/ORGANIZATION AND RSVP VOLUNTEER PROGRAM

- A. This Memorandum will be in effect upon dated signature of the agency/organization's representative and the RSVP director.
- B. Conditions of this Memorandum may be amended or terminated in writing at any time at the request of any party. It will be reviewed every three years to permit needed changes.
- C. This Memorandum 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.
- D. **Separation from Volunteer Service:** The agency/organization may request, at any time, the removal of an RSVP volunteer. The RSVP volunteer may withdraw from service at the agency/organization or from RSVP at any time. A confidential discussion of individual separations will occur among RSVP staff, agency/organization staff and the volunteer to clarify reasons, resolve conflicts or take remedial action, including reassignment to another agency.
- E. **Religious Activities:** The agency/organization will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
- F. **Displacement:** The agency/organization will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
- G. **Prohibition of Discrimination:** The agency/organization 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.
- H. **Accessibility and Reasonable Accommodation:** The agency/organization will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
- I. **Recognition:** RSVP will carry out volunteer recognition events. Volunteer supervisors will participate whenever possible.
- J. **Programming for Impact:** In connection with the agency/organization, RSVP will provide a method to substantiate the value and role volunteers have on our community and volunteer stations by reporting this information to state and federal legislators.

By signing this Memorandum, the agency/organization representative certifies that the agency is a public agency, secular or faith-based private non-profit organization or proprietary health care organization.

RSVP Volunteer Program at Triton College
 By: _____
 (Signature)

Agency/Organization Name: _____
 By: _____
 (Signature)

Date: _____

Date: _____