



MEMORANDUM OF UNDERSTANDING
between
The Volunteer Center, Inc.
984 Ninth Street, Green Bay, WI 54304-3441
and

Name of Organization _____

Address _____

Contact Person _____ **Phone Number** _____

Signature of Volunteer Site Representative:

Signature of Volunteer Center Representative:

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

Signatures above indicate agreement to the following:

The Volunteer Center will:

- Review job descriptions submitted by the site to determine appropriateness for volunteers.
- Recruit, interview, and refer appropriate volunteers to the site.
- Provide mileage/travel reimbursement within program guidelines and budget limits to RSVP volunteers who request this benefit.
- Furnish RSVP volunteers with supplemental accident, public liability and automobile liability insurance as required by program policies.
- Provide orientation to the volunteer site and the volunteers concerning the benefits provided through RSVP.
- Be available to provide the volunteer site with technical assistance on volunteer program development and improvement.
- Be available to assist in resolving problems between volunteers and the volunteer site.

The volunteer site will:

- Designate a coordinator/manager of volunteer services to serve as liaison with the Volunteer Center.
- Develop a job description for each volunteer position.

- Make final decisions on accepting volunteers for placement at the site.
- Provide their own background checks on potential volunteers.
- Provide for volunteer orientation, training, and necessary materials to complete volunteer assignments.
- Provide supervision of volunteers on assignments.
- Assure adequate health and safety provisions for the protection of volunteers.
- Report any accidents or injuries involving RSVP volunteers to the RSVP office immediately at 429-9445 (phone) or 429-9449 (fax).
- Not assign volunteers to any assignment, which would displace employed workers.
- Not assign or request volunteers to conduct or engage in religious, sectarian, or political activity or instruction.
- Not discriminate against volunteers on the basis of race, color, national origin, sex, age, political affiliation, religion, or disability.
- Provide support/recognition to site volunteers if possible. Check what your agency provides:
 - _____ mileage reimbursement
 - _____ meals
 - _____ recognition in the form(s) of _____
 - _____ liability insurance while volunteering
 - _____ accident insurance while volunteering
 - _____ other - _____
- Collect and submit appropriate volunteer information required by the Volunteer Center such as quarterly volunteer hours, reports and changes in status of volunteers at the site.
- Provide reasonable accommodations to all persons with disabilities to serve as volunteers. Please specify current accessibility:

General Information:

- A volunteer may resign at any time. The site may discharge a volunteer or a volunteer may be withdrawn at any time. Prior to discharge, discussion will occur among the volunteer, the site, and appropriate Volunteer Center program staff to resolve conflicts, clarify reasons, and determine actions, if needed.
- Intentional violation of this Memorandum of Understanding, which remains uncorrected or can not be reasonably resolved, may result in termination of volunteers being referred to the site.
- This Memorandum of Understanding may be amended in writing by concurrence of the site and the Volunteer Center.