

# MEMORANDUM OF UNDERSTANDING



□  
Tulsa County  
5756 East 31st Street  
Tulsa, OK 74135  
Phone: 918.280.8656  
Fax: 918.280.8659  
[rsvp@rsvptulsa.org](mailto:rsvp@rsvptulsa.org)  
[www.rsvptulsa.org](http://www.rsvptulsa.org)

□  
Washington/Osage Co.  
320 SE Delaware, Ste.4  
Bartlesville, OK 74003  
Phone: 918.366.0330  
Fax: 918.336.0330  
[rsvp@bartnet.net](mailto:rsvp@bartnet.net)

□  
Creek County  
19 North Main Street  
Sapulpa, OK 74066  
Phone: 918.227.3844  
Fax: 918.224.8481  
[rsvpcreekcounty@tulsaconnect.com](mailto:rsvpcreekcounty@tulsaconnect.com)

□  
Wagoner County  
518 West Cherokee  
Wagoner, OK 74467  
Phone: 918.485.8992  
Fax: 918.485.8992  
[wagonerrsvp@windstream.net](mailto:wagonerrsvp@windstream.net)

**Volunteer Agency** \_\_\_\_\_

**Executive Director** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Volunteer Coordinator/contact** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Web Site** \_\_\_\_\_

**Memorandum of Understanding (MOU):** \_\_\_\_\_ **Renewal** \_\_\_\_\_ **New**

This MOU contains basic provisions, which will guide the working relationship between both parties. The MOU may be amended or terminated in writing at any time at the request of either party and will be reviewed every three years.

**MOU effect until** \_\_\_\_\_

**Agency correspondence should be directed to the attention of:** \_\_\_\_\_

\_\_\_\_\_  
**RSVP Representative** **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Agency Representative (please print)** **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Agency Representative (signature)**

.....  
RSVP Staff Use  
**Agency Type:** \_\_\_\_\_

**Site Project Group:** \_\_\_\_\_ **Faith Based Outreach Program:** \_\_\_\_\_

## Provisions of Memorandum of Understanding

### A. RSVP

Is a 55+ volunteer organization that matches the talents and interests of volunteers with meaningful efforts that enhance the quality of our community. RSVP is a 501(c)3 agency that receives funding from the Corporation for National and Community Service, Tulsa Area United Way, and the Oklahoma Department of Aging Services, assisting volunteers in Tulsa, Creek, Wagoner, Osage and Washington counties.

RSVP will:

- Recruit, interview, enroll and refer RSVP volunteers to the volunteer agency for assignments.
- Provide volunteers with an RSVP handbook that includes information about reporting hours, reimbursement guidance and program procedures.
- Review volunteer requests with each agency and offer support prior to and until placement of volunteers and at other time as the need arises.
- Furnish accident, personal liability, and excess automobile liability insurance coverage for volunteers 55+ as required by program policy. Insurance is supplemental (secondary) coverage and is not primary insurance.
- Periodically monitor volunteer activities at the volunteer agency to assess and/or discuss needs of volunteers and the volunteer agency.
- If deemed necessary, work with volunteer agency to meet the transportation needs of volunteers to and from their assignments.
- In cooperation with the RSVP Personnel Committee, arrange for an appeals procedure to address problems arising between the volunteer, the volunteer agency and/or RSVP.
- Provide a free web site link to our partner agency web site.
- 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. Impact data for volunteers 55+ will be available to partner agencies upon request.

### B. Volunteer Agency:

Is a public agency, private non-profit organization, or proprietary health-care agency or organization that accepts responsibility for assignment and supervision of RSVP volunteers. The Volunteer Agency must be licensed or otherwise certified, when required, by the appropriate state or local government.

The Volunteer Agency will:

- Implement orientation, in-service instruction, or special training of volunteers that include written descriptions, agency policies and grievance procedures for volunteers.
- Make the final decision on assignment of volunteers, and if unable to determine an assignment advise RSVP so the volunteer can be referred to another agency.

- ❑ Furnish volunteers with materials required for assignment.
- ❑ Work with RSVP to arrange transportation required for assignments.
- ❑ Provide supervision of volunteers on assignments.
- ❑ Provide for adequate safety of volunteers.
- ❑ Investigate and report accidents and injuries involving volunteers to RSVP immediately to the RSVP office. All reports will be submitted in writing.
- ❑ Notify RSVP of membership dues, donation requests or other financial obligations related to volunteer service.
- ❑ Conduct any necessary background checks.
- ❑ Assist RSVP by submitting information regarding impact of volunteer service.

### **C. Other Provisions:**

- ❑ **Separation from Volunteer Service**

The Volunteer Agency may request the removal of a volunteer at any time. The RSVP volunteer may withdraw from service at the volunteer agency or from RSVP at any time. Discussion of individual separations will occur among RSVP staff, volunteer agency staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another volunteer agency.

- ❑ **Religious Activities/Political Activities**

Volunteers will not be assigned to Volunteer Agencies where they would be directly involved in conducting or promoting any religious doctrine, the building of religious facilities, or partisan political activity. This does not preclude volunteer placement in social services at faith-based programs.

- ❑ **Displacement of Employees**

The Volunteer Agency will not assign volunteers to any assignment that would displace employed workers or impair existing contracts for services.

- ❑ **Non-Compensation for Service**

No person, organization or agency will request or receive any compensation for placement or services of RSVP volunteers.

- ❑ **Prohibition of Discrimination**

The Volunteer Agency will actively comply with provisions of Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act.

## Agency Type

To assist RSVP in identifying the areas of impact of volunteers 55+ in our community, please select an agency type/types that is the best classifies of your agency's area of service and circle the corresponding letter under the agency type that further defines what the agency is, i.e. hospital, library, pre-school, etc

### Health/Nutrition Agency

- Hospitals/Medical Centers/Clinics
- Nursing Homes/Convalescent Centers/Hospices
- Home Health Care Agencies
- D. Non-Residential Mental Health Programs
- Non-Residential Developmental Disability Rehabilitation Centers
- Residential Long-Term Care Program
- Congregate Meals/Meals on Wheels
- Food Banks/Gleaning Programs
- Other Health Care\_\_\_\_\_

### Human Needs Service Agency

- Day Care (Pre-Elementary) Programs
- Before and After School Care
- Adult Day Care
- Transitional Shelters/Centers (homeless, battered, etc.)
- Multi-Purpose Centers
- Public Housing
- Other Social Service/Human Needs\_\_\_\_\_

### Education Agency

- Head Start/Early Childhood Program
- Non-Head Start Educational Pre-Schools
- Public/Private Schools (K-12)
- Native American Schools
- Post-Secondary Institutions
- Library
- Other Educational\_\_\_\_\_

### Community and Economic Development Agency

- Community Development Programs of Non-Profits
- Thrift Shops/Coops/Craft Shops
- Chambers of Commerce
- Other Community Economic Development\_\_\_\_\_

### Public Safety Agency

- Courts
- Juvenile Correctional Agencies
- Adult Correctional Agencies
- Police/Law Enforcement Agencies
- Other\_\_\_\_\_

### Environmental Agency

- Parks/Recreation Agencies
- Animal Care Programs
- Umbrella Environmental Orgs.
- Community-Based Environ Grps
- Other\_\_\_\_\_

### What kind of assistance can RSVP volunteers provide your agency?

- \_\_\_\_ Advocate
- \_\_\_\_ Clerical support/Computers
- \_\_\_\_ Driver
- \_\_\_\_ Patient/Client support
- \_\_\_\_ Professional Consulting Assistance
- \_\_\_\_ Special Events
- \_\_\_\_ Special Projects (mailing, packaging, newsletters, etc)
- \_\_\_\_ Tutor/Mentor
- \_\_\_\_ Other\_\_\_\_\_