



Memorandum of Understanding  
Between  
RSVP of Central Arkansas  
and

Name of Organization: \_\_\_\_\_

Supervisor/ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**THIS IS A 3 YEAR CONTRACT. MUST BE RENEWED EVERY 3 YEARS FROM THE DATE OF SIGNING.**

RSVP of Central Arkansas, hereafter referred to as RSVP, **has** recruited and engaged volunteers in a variety of nonprofit agencies, schools and hospitals for 40 years (organized in 1972). RSVP is not simply a volunteer referral service. Each relationship with a nonprofit agency, school or government office is formalized by completion of RSVP's Memorandum of Understanding, or MOU. Once a MOU is in place, the agency is known to RSVP as a "Station".

This MOU is designed to clarify the roles and responsibilities of RSVP and Station served.

- **Basic Policies:** RSVP members or volunteers placed with Station(s) cannot serve in any private home(s), they may represent the Station(s) in public places of authority.
- **Volunteer(s) Assignment:** The Station(s) will provide orientation to the volunteer for individual assignments, as specific as the member(s) or volunteer(s) may need. The Station will have the opportunity to interview with each volunteer before final placement occurs. The RSVP office will place volunteer(s) with the Station(s) and will review assignments to determine if they are acceptable.
- **Volunteer Opportunities:** All stations served by RSVP member(s) are required to prepare a job description and requirements for position(s) to be filled. Efforts will be made to identify volunteers for placement through our review of current volunteers, advertising through the internet and the RSVP website: [www.rsvpcenark.org](http://www.rsvpcenark.org) or through the media. RSVP wants to provide meaningful assignments for our members. We look to expand programs which make an impact on community needs utilizing the knowledge and skills of the RSVP members.
- **Supervisor:** The Station will provide on-the-job supervisor and instructions to volunteers.
- **Reporting:** Each Station must assist with reports for each volunteer activity, in order to report program success.
- **Transportation:** The Station will: ( ) Provide transportation for RSVP member(s) between home and Station or ( ) Not Provide transportation to RSVP member(s).



- **Meals:** The Station will: ( ) Provide a meal during the volunteer(s) hours of service, or  
( ) Not Provide a meal  
( ) RSVP office in accordance with RSVP policies be responsible.
- **Insurance Coverage: Supplemental Liability and Accident Insurance is provided for each RSVP member reporting hours to RSVP. This is mandatory.**
- **Separation from Volunteer Service:** The Station may request the removal of a volunteer at any time. The RSVP office may recall a member at any time. A volunteer may resign from service to a Station or from the RSVP program at any time.
- **Consultation and Evaluation:** The Station and RSVP staff will meet regularly to assess the progress and needs of the program.
- **Volunteer Reporter:** Stations will validate volunteer report forms, by signature, and transmit them to RSVP each month.
- **Accident Reports:** Stations will investigate and prepare reports regarding any accidents involving RSVP members. It is imperative that the Station provide a safe workplace for volunteer service. RSVP will conduct a volunteer safety and accessibility survey each year.
- **Prohibited Activities:** The Station will not request, assign, nor permit any RSVP member to conduct or engage in religious, sectarian activity.
- **Prohibition of Discrimination:** The Station will not discriminate against any RSVP member or in the operation of its program on the basis of race, color, national origin, (including individuals with limited English proficiency), sex, age, political affiliation, sexual orientation, religion, or on the basis of disability, (if the volunteer or member is a qualified individual with a disability).
- **Organization Tax Status:** The Station affirms it is a registered 501© (3) organization, a school, government agency or a church.

Specify, either by written information or verbally, that RSVP members are participants in the Station’s program in all publicity featuring such volunteers, whether it be radio, TV, print or verbal presentation. Display an RSVP placard where it may be viewed by the public.

Signatures of:

Station Representative: \_\_\_\_\_ Date: \_\_\_\_\_

RSVP Director/ Volunteer Manager: \_\_\_\_\_ Date: \_\_\_\_\_

 **RSVP** of Central Arkansas is a federally funded program by  “The Corporation for National and Community Service” and locally sponsored by  “Future Builders, Inc.”.