MEMORANDUM OF UNDERSTANDING
BETWEEN
BROOKE-HANCOCK-OHIO-MARSHALL RETIRED & SENIOR VOLUNTEER PROGRAM
948 MAIN STREET, FOLLANSBEE, WV 26037
PHONE: (304) 527-3410 FAX: (304) 527-4278 EMAIL: akocher@rsvpcorner.org

NAME & ADDRESS OF
VOLUNTEER STATION:

PHONE: FAX : EMAIL:

Both the Volunteer Station and Retired & Senior Volunteer Program agree to the following:

1.) Basic Policies: Senior Volunteers are requested by the Volunteer Station in accordance with the policies and regulations of the Retired & Senior Volunteer Program.

2.) The Volunteer Station will be responsible for the supervision and orientation of the volunteer as needed at the station.

3.) The Volunteer Station shall be responsible for **validating all RSVP Volunteer hours served at their station and forwarding these volunteer hour sheets to the RSVP office by the 5th of each month.**

4.) The Volunteer Station will maintain a copy of all RSVP volunteer hours served at the station for a period of **one (1) year maximum, four (4) months minimum.**

5.) Senior Volunteer Accident Insurance will be provided by RSVP.

6.) The Volunteer Station will not assign volunteers to any assignment which would displace employed workers or impair contracts for service.

7.) The Volunteer Station will actively comply with provisions of Title VI of the Civil Rights Act of 1964.

8.) RSVP will not discriminate in the selection of volunteers or those to receive services based upon race, color, creed, belief, religion, sex, national origin, age, political affiliation or past participation in the discrimination complaint process.

9.) **SEPARATION FROM VOLUNTEER SERVICE:** The Volunteer Station may request the removal of a senior volunteer at any time. The RSVP volunteer may withdraw from service at the Volunteer Station or from the Retired & Senior Volunteer Program at any time. Discussion of individual separations will occur between RSVP Staff, Volunteer Station Staff and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another volunteer station.

10.) In addition, the parties agree to the following arrangements for the RSVP Volunteers: (See attachment).

SIGNATURE FOR _____
VOLUNTEER STATION NAME AND TITLE DATE

SIGNATURE _____
RSVP DIRECTOR DATE