



Staff Use Only
MOU #: _____

MEMORANDUM OF UNDERSTANDING BETWEEN

HandsOn West Central Ohio, serving in _____ County, located at:

201 R.M. Davis Parkway, Suite B
Piqua, OH 45356
937.778.5220, ext. 461
Fax: 937.778.8970

116 East Third Street
Greenville, OH 45331
937.548.8002, ext. 211
Fax: 937.548.2664

1855 State Route 47 West
Bellefontaine, OH 43311
937.593.0160
Fax: 937.292.3064

304 South West Avenue
P.O. Box 4362
Sidney, OH 45365
937.492.5266
Fax: 937.492.2134

AND

PARTNER ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP : _____

TELEPHONE: _____ FAX: _____

WEB ADDRESS: _____

CONTACT NAME & TITLE: _____

EMAIL: _____

By signing this Memorandum of Understanding, the above stated organization known as the Partner Organization **(PO)**, agrees to provide support to volunteers referred by HandsOn West Central Ohio according to the following guidelines:

ORIENTATION OF SUPERVISORY PERSONNEL: (A) HandsOn West Central Ohio will provide all volunteers placed with/referred to said organization with orientation to appropriate supervisory personnel at the volunteer station. This will occur prior to placement of HandsOn West Central Ohio volunteers and at other times as appropriate. (B) It will be the responsibility of the supervisory personnel of the PO to orient its staff members who are to work with HandsOn West Central Ohio volunteers to the programs and initiatives of HandsOn West Central Ohio. The supervisory personnel will insure that HandsOn West Central Ohio volunteers referred to the PO are not asked to do more than they have been trained to do.

RECRUITMENT AND SELECTION OF HANDSON WEST CENTRAL OHIO VOLUNTEERS:

Volunteers will be recruited, screened and enrolled in the appropriate HandsOn West Central Ohio program before being referred to the PO.

ORIENTATION AND INSTRUCTION OF VOLUNTEERS: HandsOn West Central Ohio staff will orient the volunteers to the basic responsibilities of volunteering with this organization. The PO will, in consultation with HandsOn West Central Ohio staff, be responsible for specific orientation to the PO and to individual assignments as the volunteer may require. The PO will also conduct in-service trainings as appropriate.

VOLUNTEER ASSIGNMENTS:

(1) The PO will post volunteer opportunities on 1-800-volunteer.org or provide HandsOn West Central Ohio with a detailed position description to be used for recruitment. This position description should include pre-screening criteria and other requirements for volunteering within the PO. (2) Prospective volunteers will self-refer and/or receive a referral to volunteer from HandsOn West Central Ohio staff. (3) Contact information released by the volunteer will be emailed to the PO supervisor. The volunteer will also receive the PO supervisor's contact information. (4) It is the responsibility of the PO to respond to all volunteer inquiries within one week. Volunteers not suitable for service within the PO should be redirected to HandsOn West Central Ohio. (5) It is the responsibility of the PO to screen, interview and conduct background checks on volunteers referred through HandsOn West Central Ohio as appropriate.

SUPERVISION: The PO will provide on-the-job supervision and follow-up support to the volunteers. The person/s responsible for arranging supervision and support will be:

NAME _____

Title _____

CONSULTATION AND EVALUATION: PO staff and HandsOn West Central Ohio staff will confer regularly to assess the progress and needs of the program. HandsOn West Central Ohio personnel may request a visit to the PO by making an appointment with the appropriate staff member.

PARKING: Parking arrangements will be provided when applicable.

MEALS: Meals may be provided as a benefit to a volunteer as appropriate.

DISCRIMINATION: Discrimination on the basis of race, color, creed, gender, sexual orientation or handicap will not be tolerated. The PO and HandsOn West Central Ohio will actively comply with provisions of Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, which prohibits discrimination against disabled persons in all programs, services and activities.

DISPLACEMENT OF EMPLOYEES: The PO will not assign volunteers to any assignment which would displace employed workers or impair existing contracts for service.

CHANGES: This memorandum may be modified during the year at the request of either party.

BACKGROUND CHECKS: The PO is responsible for any costs and arrangements for background checks for referred volunteers.

SPECIAL CONSIDERATIONS FOR RSVP VOLUNTEERS:

RSVP is a program of the Corporation for National & Community Service with the goal of promoting civic engagement and volunteerism in individuals ages 55 and better. RSVP volunteers serve their communities in high impact areas including hunger, literacy, health care delivery, crime prevention, disaster preparedness, community-based volunteer initiatives and more.

VOLUNTEER REPORTS: Upon placement of an RSVP volunteer with a PO, the volunteer supervisor will be provided with time sheets and other data collection tools that are to be completed and submitted on a monthly basis to HandsOn West Central Ohio by the volunteer or PO supervisor. ***Failure to submit requested information on a timely basis may result in the removal of the volunteer from the PO.***

INSURANCE COVERAGE: Supplemental health, accident and liability insurance will be provided to active RSVP volunteers at no cost by HandsOn West Central Ohio. PO supervisors are responsible for investigating and reporting accidents and/or injuries involving volunteers to HandsOn West Central Ohio within 24 hours of accident by notifying the HandsOn West Central Ohio Director via phone at (937) 778-5220, ext. 430. Within 72 hours, the PO supervisor will submit a copy of the written incident report to the HandsOn West Central Ohio Director's office. The PO will also provide public liability and automobile liability insurance as appropriate. The PO agrees to indemnify and hold harmless the Corporation for National & Community Service, HandsOn West Central Ohio (including RSVP and Council on Rural Services), and their employees, agents or representatives from any claim or liability arising from the use of HandsOn West Central Ohio volunteers.

PROGRAM IDENTIFICATION: It is vital to the success of RSVP that RSVP volunteers acknowledge their connection with the RSVP program through HandsOn West Central Ohio. The PO will recognize RSVP volunteers as such, volunteering through HandsOn West Central Ohio, in any formal and informal recognition opportunities.

TRAINING: Periodically, HandsOn West Central Ohio will offer training sessions or workshops for PO supervisors. Participation at these trainings will be strongly encouraged.

VOLUNTEER ROLES: POs are encouraged to develop innovative and challenging volunteer roles that address vital needs within their organizations that cannot be addressed by paid staff. Special projects, short-term assignments, job sharing and virtual opportunities are ideal vehicles for attracting the Baby Boomer generation. HandsOn West Central Ohio will work with the PO to develop position descriptions for non-traditional volunteer roles. The PO will not assign RSVP volunteers to any volunteer responsibility that includes conducting or engaging in religious, sectarian or political activities. If a volunteer chooses to participate in said activities, all benefits will be suspended for that period of time.

VOLUNTEER ASSIGNMENTS: (1) The PO will post volunteer opportunities on 1-800-volunteer.org or provide HandsOn West Central Ohio with a detailed position description to be used for recruitment. (2) Prospective volunteers may be pre-screened and interviewed by HandsOn West Central Ohio staff. (3) The volunteer application will be faxed to the PO supervisor. (4) If the PO accepts the prospective volunteer it is responsible for confirming the placement with HandsOn West Central Ohio within three days.

VOLUNTEER REPORTS: The PO will prepare or assist the volunteer in preparing a time sheet and other forms of service related documentation, to be submitted to the HandsOn West Central Ohio office **MONTHLY**. Reports will contain each volunteer's name and hours of service given during the month. Communication on the quality of service performed, requests for additional volunteers, or changes in a volunteer's status may also be submitted at that time.

SEPARATION FROM VOLUNTEER SERVICE: The PO may request removal of a HandsOn West Central Ohio volunteer at any time. HandsOn West Central Ohio may recall a HandsOn West Central Ohio volunteer at any time. HandsOn West Central Ohio volunteers may resign from service to a PO or from HandsOn West Central Ohio at any time. Discussion of an individual's separation will occur between appropriate HandsOn West Central Ohio Staff, the PO supervisor and the volunteer to clarify the reason for resignation or dismissal or to resolve conflicts or take remedial action, including reassignment at another PO.

PO Representative:

HandsOn West Central Ohio Representative:

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

These agreements are valid for a three year period from the date of signature.