

MEMORANDUM OF UNDERSTANDING

Between:

AmeriCorps Seniors-RSVP /
Volunteers of America
405 Canyon Avenue
Ft. Collins, CO 80521
Hereinafter referred to as "RSVP"

Red Feather Lakes Community
Library
71 Fire House Ln. Red Feather
Lakes, CO
Hereinafter referred to as "Volunteer Station"

For the Period 07/25/2022 through 07/25/2025 (3 years or less at agency request)

Volunteer Station Responsibilities:

1. Designate a Volunteer Station contact person as a liaison with RSVP. If the contact person changes inform RSVP.
2. Report the following information to RSVP:
 - a) Monthly (by the 5th of each month): Report of RSVP volunteer hours *and* (if applicable) any RSVP volunteer Travel Reimbursement Forms, verified and signed by the Station supervisor and RSVP volunteers; b) Annually (upon request): Statistics regarding the impact of RSVP volunteers on clients or the community; c) As Discovered: All RSVP volunteers no longer serving at the Volunteer Station.
3. Provide written *Volunteer Opportunity Position Description(s)* to RSVP and to new RSVP Volunteers and update as needed.
4. Contact newly referred volunteer within 2 business days of referral and notify RSVP staff of outcome. Interview and screen volunteers referred by RSVP to determine suitability, including conducting background or police investigations, etc., if customary, and checking a valid Driver's License/CO ID.
5. Provide RSVP volunteers with complete orientation to the Volunteer Station, necessary supervision, training and materials for volunteer to complete assignments, provide for the safety of the volunteer, and complete an annual safety assessment review for all volunteer positions.
6. Investigate and report to RSVP all accidents -- personal injury, liability, automobile -- involving a RSVP volunteer WITHIN 24 HOURS OF THE INCIDENT (during workdays) to ensure volunteer's eligibility for supplemental insurance coverage.
7. Promote the RSVP program and encourage all Volunteer Station volunteers aged 55+ to enroll in RSVP.
8. Provide recognition for volunteers.
9. Ensure there is no discrimination in program operations or against RSVP volunteers on the basis of race, color, national origin, sex, age, political affiliation, religion, sexual orientation, disability or limited English proficiency.
10. Ensure that RSVP volunteers do not participate in partisan political activity, activity to influence the passage or defeat of particular legislation, engage in labor or anti-labor activities, or give religious instruction, conduct worship services, or proselytize, during their RSVP-counted-hours of volunteer service.
11. Ensure that RSVP volunteers are not required to compensate, donate to, or pay fees as a requirement of their volunteer service; and that they do not receive compensation from service beneficiaries or any other entity.
12. Ensure that RSVP volunteers do not displace employed workers or impair existing contracts for services.
13. Display RSVP site sign on location.

14. Ensure, to the best of their ability, that Station and service locations are accessible to disabled persons, in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act; If not currently accessible, commit to making reasonable accommodations for persons with disabilities. *(In order to determine the best Accommodations for disabled clients and volunteers, it is acknowledged that each Volunteer Station should complete an accessibility evaluation of its facilities and service locations).*
15. For Stations placing Volunteers at In-Home Assignments: Stations providing regular, extended, on-going service in client homes will obtain a Letter of Agreement from each client. Letters should include: services to be provided; the limitations of services; the timeframe in which the service will occur; and the supervision provided to the volunteer; and client, station and RSVP staff signatures. If the Station already obtains similar letters from clients, a general letter will be signed between the Station and RSVP staff on an annual basis.

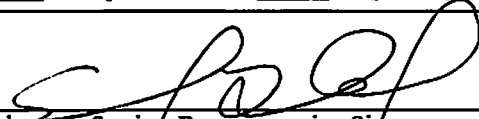
RSVP Program (Volunteers of America) Responsibilities:

1. Provide all station and volunteer services free of charge.
2. Provide RSVP program orientation to Volunteer Station staff as needed.
3. Engage, assess, and refer new volunteers (age 55+) to the Volunteer Station according to the impact needs of the community and the agency.
4. Orient volunteers to RSVP requirements and their role and responsibilities as volunteers enrolled in the RSVP Program.
5. Provide RSVP volunteers with supplemental accident and personal liability insurance. Volunteers receive insurance personal liability coverage, accidental medical coverage, and auto liability coverage during approved and recorded RSVP volunteer activities. Travel must be a requirement of the volunteer's assignment, as documented in the job description. This insurance is subject to the carrier's provisions.
6. Provide mediation between Volunteer Station and volunteer as needed.
7. Provide resources and support to the Volunteer Station to help ensure a stable volunteer program.
8. Provide recognition and support to RSVP volunteers.
9. Inform station of any changes in RSVP policies, procedures, reports, staff members, benefits, etc.
10. Evaluate volunteer and Volunteer Station satisfaction at appropriate intervals.
11. Periodically monitor volunteer activities at Volunteer Stations to assess and/or discuss needs of volunteers and Volunteer Stations.

This Memorandum of Understanding (MOU) contains all terms & conditions agreed upon by the contracting parties. The MOU may be amended/terminated at any time in writing at the request of either party.

By checking a category, I can verify that my agency is one of the following and can provide proof of status:

Non-profit Proprietary Health Organization Public Agency


Volunteer Station Representative Signature

ORGED KIDD LIB. DIRECTOR
Printed Name & Title

Date
0-10-22


AmeriCorps Seniors Representative Signature

Theresa McKenzie RSVP Manager
Printed Name & Title

6-9-2022
Date