



Memorandum of Understanding

Volunteer Station Name: _____ E-mail Address: _____

Address: _____ City _____, NJ Zip _____

Telephone Number: _____ Fax Number: _____

This Memorandum of Understanding (MOU), between (*Volunteer Station*) and the Retired and Senior Volunteer Program (RSVP) of Middlesex County begins (*date*) _____. MOU will renew every three years as stated unless either party notifies the other party of a change in the agreement 30 days before the renewal takes effect.

A Volunteer Station is a public agency, secular or faith-based private or non-profit organization, or a proprietary health care organization that accepts the responsibility for assignments and supervision of RSVP volunteers, who must be age 55 or older in home health care agencies, or similar establishments. If required, each Volunteer Station must be licensed or certified by the appropriate licensing/certifying entity. Private homes are not Volunteer Stations.

RSVP of Middlesex County is pleased to have the opportunity to work in collaboration with (*Volunteer Station*), to help RSVP volunteers find a placement that utilizes their skills and meets the needs of the Volunteer Station. This MOU outlines the context for our two agencies to work together in this collaborative effort.

This MOU expressly describes the responsibilities each agency will have to the other for:

- Volunteer Recruitment
- Volunteer Referral
- Volunteer Station Program Requirements
- Volunteer Orientation
- Volunteer Reporting System
- Insurance Requirements

RSVP of Middlesex County

- Performs volunteer recruitment through a variety of methods including social media, newspapers, senior center bulletins, community events, etc.
- Interviews and assesses all prospective volunteers for appropriate placement(s)
- Performs background checks for all prospective volunteers
- Provides orientation for all new volunteers
- Provides timesheets for all volunteers
- Maintains contact with Volunteer Station
- Retains MOU for each Volunteer Station
- Provides a listing of safety regulations
- Writes and distributes a quarterly RSVP newsletter
- Sponsors a yearly Volunteer Recognition Event
- Maintains the confidentiality of clients

32 Ford Avenue, Second Floor
Milltown, NJ 08850
Tel: 732.777.1940 Fax: 732.777.1889

1600 Perrineville Road, Suite 52
Monroe Township, NJ 08831
Tel: 609.395.7979 Fax: 609.395.7129

www.jfsmiddlesex.org



Retired and Volunteer Program of Middlesex County



Volunteer Station

- Develops a written description of each volunteer opportunity and provides description to RSVP Volunteer Coordinator
- Assigns volunteers (s) to appropriate assignments
- Contacts RSVP Volunteer Coordinator if Volunteer Station identifies a prospective volunteer
- Trains volunteers for specific tasks
- Records and submits timesheets to RSVP Volunteer Coordinator
- Maintains safety requirements
- Assures that Volunteer Station will not discriminate against RSVP volunteers, or in the operation of its program, on the basis of race, color, national origin, limited English proficiency, sex, age, political affiliation, religion or disability.
- Submits articles, photos etc. for quarterly RSVP newsletter
- Returns a signed copy of the Memorandum of Understanding (MOU) and safety checklist

Insurance:

RSVP of Middlesex County provides excess coverage from The CIMA Companies, Inc. DBA Companies Insurance Services (CIMA) for accidents, liability insurance and automobile excess coverage. All policies tied to volunteer, Volunteer Station, or Jewish Family Services of Middlesex County are the primary providers. All claims in excess of this coverage can be submitted to CIMA for their review to determine availability for coverage.

Neither party will be held liable for any loss or damage to any property of the other party at any location at any time.

Signatures

Authorized signature from Volunteer Station

Authorized signature from RSVP of Middlesex County

Print Name _____

Print Name _____

Title _____

Title _____

Date _____

Date _____

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