

**MEMORANDUM OF UNDERSTANDING  
BETWEEN NORTHWEST RETIRED AND SENIOR VOLUNTEER PROGRAM**

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And

Volunteer Station: \_\_\_\_\_

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

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

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. This MOU may be amended in writing, at any time with concurrence of both parties and must be renegotiated at least every three (3) years.

BASIC PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING

**A. The Retired and Senior Volunteer Program will:**

1. Refer volunteers suited to the needs and requests of the Station (contingent on the availability of such volunteers.)
2. Assist volunteers in making the initial contact with the station.
3. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance and program procedures.
4. Provide orientation to the volunteer station staff prior to placement of volunteers and at other times, as the need arises.
5. Assist the volunteer station in re-assigning or dismissing a volunteer as needed.
6. Furnish accident, personal liability, and excess automobile liability insurance coverage as required by RSVP Program policy. Insurance is secondary coverage and is not primary insurance.
7. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies.
8. Periodically monitor volunteer activities at volunteer station to access and or discuss priority needs and impacts of volunteers and volunteer station.

**B. The Volunteer Station will:**

1. Make the final decision of assignments of volunteers. **Note!** Criminal background checks are not done by RSVP. It would be the responsibility of the station to determine the need for such screening and to follow through with such screening as they deemed necessary.
2. Provide orientation/training to volunteers in order to successfully fulfill assignment through said station.
3. Furnish volunteers with materials required for assignment.
4. Provide adequate supervision for volunteers.
5. Validate and sign monthly volunteer reports for submission to RSVP.
6. Provide for adequate safety of volunteers. If accident were to occur, investigate and report accidents and injuries involving RSVP volunteers to RSVP.
7. The volunteer station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.

