

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION**

**NO.: 2012- 113**

**IN THE MATTER OF ADOPTING A MEMORANDUM OF UNDERSTANDING WITH  
RSVP AND VOLUNTEER SERVICES OF KITTITAS COUNTY**

WHEREAS: The Kittitas County Board of County Commissioners received a request to enter into a Memorandum of Understanding with RSVP and Volunteer Services of Kittitas County for the purpose of allowing volunteers serving on various boards, committees, commissions, and groups to track their hours through the RSVP and Volunteer Services program; and

WHEREAS: RSVP and Volunteer Services have previously established MOU's with various individual departments of the County; and

WHEREAS: For consistency and more efficient program management, it would be in the best interest of the County and RSVP and Volunteer Services to have one master agreement for all departments; and

WHEREAS: RSVP and Volunteer Center of Kittitas County is sponsored by Central Washington University and manages a volunteer program of over 300 volunteers providing 47,000 hours of service to the community annually. Their volunteers serve in areas such as health & nutrition, economic development, housing, energy conservation, criminal justice, numerous community service projects, and literacy; and

WHEREAS: The Kittitas County Board of County Commissioners would like to support volunteerism in Kittitas County by becoming a volunteer "Station" with the RSVP and Volunteer Center program.

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners hereby adopts the attached Memorandum of Understanding with RSVP and Volunteer Center of Kittitas County. The agreement is renewable every year and may be cancelled by either party upon proper notice as described therein.

The Human Resource Department will serve as the Volunteer Station point of contact and will provide information packets to any department interested in the program. The packet will explain the duties of the Station with respect to RSVP volunteers.

ADOPTED this \_\_\_\_\_ day of September, 2012.



**BOARD OF COUNTY COMMISSIONERS  
KIT TITAS COUNTY, WASHINGTON**

  
\_\_\_\_\_  
Alan Crankovich, Chairman

  
\_\_\_\_\_  
Obie O'Brien, Vice-Chairman

  
\_\_\_\_\_  
Paul Jewell, Commissioner



RSVP and Volunteer Center of Kittitas County  
707 N. Pearl Suite I Ellensburg, WA 98926  
509-962-4311 Fax 509-925-1730



707 N Pearl Street, Suite I  
email-rsvp@fairpoint.net

Ellensburg, WA 98926

Phone: (509)962-4311  
Fax: (509)925-1730

## MEMORANDUM OF UNDERSTANDING

An agreement between  
RSVP and Volunteer Center of Kittitas County  
And

Volunteer Station: Kittitas County (the "Station")  
Contact Person: Lisa Young, Human Resources Director  
Mailing Address: 205 W 5th Ave # 107, Ellensburg, WA 98926  
Phone: 509 962-7082 Fax 509-962-7083 Email: lisa.young@co.kittitas.wa.us

---

The Memorandum of Understanding is a letter of agreement between Kittitas County and RSVP and Volunteer Center of Kittitas County. It is not a legal contract. The MOU simply identifies the rights and responsibilities shared by the Volunteer Station and RSVP and the Volunteer Center. This agreement will be renewable every year.

### RSVP AND VOLUNTEER CENTER WILL

#### RECRUITMENT AND PLACEMENT

Recruit, interview, and register volunteers. RSVP and Volunteer Center will refer volunteers to the Station upon request of the Station.

#### VOLUNTEER BENEFITS

INSURANCE COVERAGE: RSVP and Volunteer Center will furnish excess personal liability and auto liability insurance coverage for volunteers registered with RSVP and the Volunteer Center.

RECOGNITION: Provide formal recognition to all active volunteers.

#### STATION REVIEWS

STATION MEETINGS: Periodically meet with Station supervisors to review the program and activities. Involve the Station in the goals of the organization, and assess, discuss, and update the needs of the Volunteer Station and volunteers, plus update Station records, as needed.

VOLUNTEER APPEALS: In cooperation with the Station and the RSVP and Volunteer Center Advisory Council, arrange for an appeals procedure to address problems between the volunteer, the Station, and/or RSVP and the Volunteer Center, consistent with the RSVP and Volunteer Center Grievance Policy.

VOLUNTEER RECORDS: Provide printouts, as requested, of RSVP and the Volunteer Center records on active volunteers and hours at the Station.

#### OTHER

RELIGIOUS AND POLITICAL ACTIVITIES: RSVP and Volunteer Center will inform active volunteers that volunteers may not engage in religious or political activity or instruction while volunteering for the Station.

DISCLAIMER: RSVP and the Volunteer Center accept no responsibility for the acts or omissions of RSVP and Volunteer Center registered volunteers.

## **THE STATION WILL**

### **INFORMATION AND REPORTING**

**STATION INFORMATION:** Update RSVP and the Volunteer Center on changes to the agency program, volunteer openings, supervisors, and/or general agency information. The Station may provide contact information for RSVP and Volunteer Center of Kittitas County to interested prospective volunteers.

**VOLUNTEER ASSIGNMENTS:** Consider RSVP volunteers for assignments as opportunities arise. Brief, written job descriptions may be provided to volunteers and to RSVP and the Volunteer Center.

**TIME SHEETS:** Sign and validate volunteer timesheets. Volunteer or the Station may submit timesheets to RSVP and the Volunteer Center. Timesheets should be received in the RSVP and the Volunteer Center office, or postmarked, no later than the 5<sup>th</sup> of the month for activities of the proceeding month. The Station has no obligation to provide mailing services or costs.

**IMPACT REPORT:** Answer a yearly survey to show the impact RSVP and the Volunteer Center volunteers make to the community in providing needed services and goods.

### **TRAINING, RECOGNITION AND SUPPORT**

**ORIENTATION AND TRAINING:** Will be responsible for volunteer orientation, in-service instruction, and may provide additional special training or certification for volunteers.

**SUPPORT, RECOGNITION, AND SUPERVISION:** Provide supervision of volunteers on assignments and may provide related follow-up support and recognition.

**HEALTH AND SAFETY:** Follow health and safety requirements as set forth by State and Federal law for protection of volunteers.

**STATION MEETINGS:** Meet with the RSVP and the Volunteer Center staff at least once a year to assess, discuss, and update the needs of volunteers and the Station, and to update Station contact information.

### **OTHER**

The Station is under no obligation to accept any volunteers from RSVP and the Volunteer Center, and may terminate a volunteer's status at any time. Likewise, the volunteer may terminate their volunteer status with the Station at any time. The Station may terminate this MOU with only five (5) days notice to RSVP and the Volunteer Center.

RSVP and the Volunteer Center request that Stations provide volunteers with Labor & Industries Workman's Compensation coverage under the Station's account. If the Station does not provide such coverage to volunteers it is the Station's responsibility to notify RSVP and the Volunteer Center that such coverage will not be provided. *See note below.*

**ACCIDENTS:** The Station will notify RSVP and Volunteer Center office in the event of reported injuries or accidents involving registered volunteers.

**DISPLACEMENT OF EMPLOYEES:** Ensure that registered volunteers will not be given any assignment that would displace employed workers. Ensure that volunteers will not be paid compensation for volunteer service while at the Station.

**NON-DISCRIMINATION:** Qualified individuals with disabilities and diverse backgrounds are encouraged to volunteer. The Station will provide reasonable accommodations and accessible settings for qualified volunteers. The Station will comply with all State and Federal non-discrimination laws.

**CRIMINAL CHECK:** Agencies placing volunteers in positions working with youth or vulnerable adults or sensitive information are responsible for their own criminal background checks in accordance with state law. The Station will perform such background checks when required.

*Note: The Station does not provide L & I Workman's Compensation coverage for RSVP volunteers. RSVP and the Volunteer Center will provide this coverage for registered volunteers under Central Washington University.*

Agreed to on this 5th day of Sept., 2012 and affirmed by signature, below.

[Signature]  
Volunteer Station Representative

Lisa Young  
Print Name

HR Director  
Title

[Signature]  
Alan Crankovich, BOCC Chairman

[Signature]  
Obie O'Brien, Vice Chairman

[Signature]  
Paul Jewell, Commissioner

91-6001349  
Station EIN or Non-Profit Status

[Signature]  
RSVP and Volunteer Center Official

Carol L. Findley  
Print Name



[Signature]  
Julie Kiorvik, Clerk of the Board

RSVP and Volunteer Center of Kittitas County is sponsored by Central Washington University who serves as the fiscal agent.

