



CENTRAL WASHINGTON UNIVERSITY

Memorandum of Understanding

This Memorandum of Understanding (MOU) made and entered into this **1st day of September, 2011** at Ellensburg, County of Kittitas, State of Washington, by and between the State of Washington, Don and Verna Duncan Civic Engagement Center (DVDCEC) of Central Washington University, hereafter referred to as CWU, and **Kittitas County Health Department** hereafter referred to as the Sponsor. The sponsor has the ability to select from the pool of DVDCEC service participants the opportunity to volunteer for sponsor organization. By signing this MOU sponsor is under no obligation to select any DVDCEC service participants as volunteers for sponsor organization.

CWU agrees to provide DVDCEC registered service participants with the opportunity to serve in the Sponsor's organization. Through this agreement, both parties agree that these CWU service participants will become service providers of Sponsor and not of CWU. It is agreed that CWU service participants may be asked to perform a variety of service support for sponsor. This Agreement is effective beginning **September 1st, 2011** and will continue thereafter from year to year. This agreement will be reviewed no later than three years from its effective date, or earlier at the request of either party.

In consideration of these services, notification and placement of service participants at the above named organization, the Sponsor agrees to the following responsibilities:

1. Who are selected to participate in sponsor's events and/or projects as volunteers of sponsor organization.
2. Register all CWU service participants.
3. Purchase and keep in force a general liability policy with minimum coverage of 1,000,000.00 per occurrence.
4. When applicable and required by law, obtain written authorization from each CWU service participant registered with Sponsor and secure valid criminal history background information pursuant to the Child/Adult Abuse Information Act and RCW 43.43.830 through 43.43.845.
5. Demonstrate a level of professionalism consistent with CWU.
6. Provide supervision of all CWU service participants to include, but not limited to, the following:
 - Inform service participants of duties.
 - Be a contact person between CWU service participants and CWU DVDCEC.
 - Provide CWU service participants who are selected to participate in sponsor's events and/or projects with the appropriate instruction, feedback and learning opportunities.

CWU shall not be held responsible if CWU service providers do not attend or perform as to the Sponsor's requirements.

CWU requests that Sponsor provide CWU service providers with Labor & Industries Volunteer coverage under the Sponsors' account. If Sponsor does not provide such coverage to CWU service participants, it is the Sponsors' responsibility to notify all CWU service participants and CWU DVDCEC that such coverage will not be provided prior to the service experience.

Each party to this MOU shall be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor does neither party assume any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

This MOU can be terminated for any or no reason by either party with or without prior notice. Termination party shall notify the other party at which time, CWU will notify all service participants that it has referred to sponsor during the current academic term and sponsor shall notify all current service providers of the termination. Both parties shall exercise due diligence in notifying service participants and providers.

This MOU has been executed by and on behalf of the parties hereto the day and year first above written.

Sponsor's Contact: Robin Read robin.read@co.kittitas.wa.us
Sponsor's Phone and Email Contact Information

Linda Navarre
Sponsor's Print Name

Linda Navarre
Sponsor's Authorized Signature

5/25/11
DATE

Richard DeShields
Richard DeShields,
CWU Senior Director, University Housing

6/6/2011
DATE