



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 5th 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 _____ day of _____, 2012 and affirmed by signature, below.

Volunteer Station Representative

Alan Crankovich, BOCC Chairman

Print Name

Obie O'Brien, Vice Chairman

Title

Paul Jewell, Commissioner

Station EIN or Non-Profit Status

ATTEST:

RSVP and Volunteer Center Official

Julie Kjorsvik, Clerk of the Board

Print Name

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