

County of Hidalgo
Community Service Agency



AmeriCorps
Seniors

MEMORANDUM OF UNDERSTANDING

RSVP functions in a supportive role mobilizing volunteers ages 55 years and older to provide positive solutions to community challenges in Cameron, Hidalgo and Willacy Counties.

Together, RSVP and its sponsoring agency The County of Hidalgo Community Service Agency hereby execute this agreement with The Monte Alto Community Center. Herein referred as (The Volunteer Station) on this day of June 2021. Outlined below are the specified provisions that the RSVP will operate:

RSVP WILL:

1. Recruit, interview, and enroll RSVP Volunteers and refer volunteers to the volunteer station for assignments and review acceptability of volunteer assignments.
2. Provide orientation to volunteer station staff prior to placement of volunteers, and at other times, as the need arises.
3. Furnish accident, personal liability, and excess automobile liability insurance coverage as required by program policy.
4. Monitor volunteer activities at volunteer station periodically to assess and/or discuss needs of volunteers and volunteer station.
5. Will coordinate a review for a self-evaluation process of compliance with ADA accessibility.

THE VOLUNTEER STATION WILL:

1. Please check appropriate box: Non-Profit Organization
 Public Organization Proprietary Health
2. Implement orientation, in-service instruction, or special training to volunteers.
3. Furnish volunteers with any materials required for assignments.
4. Provide for adequate safety of volunteers.
5. Will reasonably accommodate for ADA accessibility.
6. Collect and validate appropriate volunteer reports for submission to RSVP due by the 5th of each month according to the RSVP Policy.
7. Investigate and report accidents and injuries involving volunteers to RSVP.
8. Discuss assignments with individual volunteers referred by RSVP and provide written assignments to volunteers, with a copy to RSVP.
9. Provide supervision of volunteers on assignments.
10. Call the RSVP Office if volunteer is no longer interested in performing services.
11. Encourage and participate in annual Recognition Banquet and have recognition activities for volunteers regularly.
12. Provide RSVP with the Volunteer Station's mission statement.
13. Provide Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the program and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
14. Not discriminate against RSVP volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
15. Terminate an RSVP Volunteer for cause, including, but not limited to extensive or unauthorized absences, misconduct, and inability to perform assignments or accept supervision, in accordance with the sponsor's policies in writing to RSVP.

This Memorandum of Understanding may be amended, in writing, by concurrence of both parties and is renewable every three years thereof.

Volunteer{s} to be supervised by: Ester Cardoza-Wade
or _____

Signed: _____
RSVP Project Director

Signed: _____

Date: _____

Title: Director
Date: _____

Telephone: 956-292-7000 Ext.7932

Telephone: 956-567-3112

Fax: 956-380-4324

Fax: _____

Sponsor Approval: _____
CHCSA Executive Director