



MEMORANDUM OF UNDERSTANDING (MOU)

VOLUNTEER INFORMATION

ATTENDANT: Baldwin County Commission

ADDRESS: Fairhope Satellite Courthouse
Robertsdale Central Annex

This memorandum contains an outline of necessary provisions applicable to both the South Alabama Regional Planning Commission South Alabama RSVP program and the Baldwin County Commission Volunteer Information Attendant Station:

A. The Volunteer Station will:

1. Designate a coordinator to serve as liaison with RSVP office.
Coordinator Names: Michelle Howard (Fairhope), Keri Green (Robertsdale)
2. Religious/Political Activities: The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian or political activities.
3. Displacement of Employees: The Volunteer Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
4. Maintain an RSVP file with a copy of this agreement and copies of volunteer position description for each RSVP volunteer.
5. Assure and instruct volunteer(s) about health and safety procedures for this station.
6. In consultation with RSVP staff, make investigation and reports regarding accidents and injuries involving any RSVP volunteer(s).
7. Provide adequate orientation, in-service instruction, or special training for the volunteer(s).
8. Furnish volunteer(s) with any material required for an assignment.
9. Collect and validate volunteer(s) signed time sheet by the end of each month.
10. Have the right to request removal of a volunteer(s) from service.

11. Provide some kind of support for the volunteer(s).
 - a. Recognition (cards, awards, parties, luncheons, etc.)
 - b. Special Parking Area
 - c. Meal
 - d. Other

B. The Retired and Senior Volunteer Program will:

1. Provide necessary information to Volunteer Station staff prior to placement of volunteer(s) and at other times as the need arises.
2. Review acceptability/accessibility of volunteer(s) assignments and refer interested volunteer(s) to Volunteer Station.
3. Furnish time sheets for recording volunteer(s) hours.
4. Furnish copies of volunteer position description to Volunteer Station and RSVP file.
5. Furnish adequate accident, public and excess automobile liability insurance coverage as required by program policy.
6. Regularly confer with Volunteer Station to assess progress and needs of the program and volunteer(s).
7. Withdraw volunteer(s) from Volunteer Station upon volunteer(s), Volunteer Station or program request.
8. Understand this Memorandum of Understanding is good for one year from date on this form and may be automatically renewed or cancelled upon notice of either party..

C. Special Provisions

1. This memorandum may be amended at any time by the parties.
 2. A signed copy of the Memorandum of Understanding will be supplied to the appropriate office.
 3. Neither volunteer(s) nor beneficiaries served will be discriminated against on the basis of handicap regarding employment or volunteer service practices, building/site access for program or the work station programs or activities. No one will be denied opportunities on the basis of sex, color, race, creed, national origin, religious persuasion, marital status or political belief.
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By signing this MOU, the Volunteer Station Representative certifies that the Volunteer Station is a:

___public non-profit organization, ___private non-profit organization, or ___proprietary health care agency

Volunteer Station Representative
Billie Jo Underwood, Chairman, Baldwin County Commission

Date

RSVP Project Director or Volunteer Coordinator

Date