



Commonwealth of Massachusetts
COUNTY OF NORFOLK
Office of the County Commissioners
RSVP VOLUNTEER PROGRAM

614 High Street, Dedham, Ma 02027-0310

Commissioners
Francis W. O'Brien, Dedham, Chairman
Joseph P. Shea, Quincy
Peter H. Collins, Milton

Clerk: Walter F. Timity, Milton



RSVP Director
Robert Pierson

RSVP PARTNERSHIP AGREEMENT 2017-2020

Dear Site Partner,

It is a pleasure to welcome you to the Norfolk County RSVP Volunteer Program! Partnering with RSVP allows us to place new volunteers with your program and to support active volunteers with supplemental liability insurance, mileage reimbursement, and recognition for their service. We hope that you will find this partnership beneficial for your program and volunteers.

To establish our partnership, please complete the Partnership Agreement signature page, a CORI assignment or waiver form, a safety and accessibility assessment, and a volunteer job description. Once RSVP members are placed with your program or current volunteers join RSVP, they will each submit monthly timesheets to RSVP *with two signatures, their own and their supervisor's signature*. Timesheets verify dates of service for insurance purposes, document mileage for reimbursement, and demonstrate to our federal grant funders how many volunteers are active each month.

If you have any questions at all, please don't hesitate to contact me at (781) 234-3445. We want you to be happy with your volunteer experience with Norfolk County RSVP – so please keep us informed!

Sincerely,

Robert Pierson,
Director, Norfolk County RSVP
Phone: 781-234-3445
rpierson@norfolkcounty.org



NORFOLK COUNTY RSVP VOLUNTEER PROGRAM

Your Invitation to Respond to Your Community
614 High Street, P.O. Box 310, Dedham, MA 02027



Tel: 781-329-5728

Fax: 781-326-6480

Email: rsvp@norfolkcounty.org

Web: www.norfolkcounty.org/rsvp

NORFOLK COUNTY RSVP RESPONSIBILITIES

1. Recruit, interview, and enroll RSVP volunteers and refer volunteers to the partner site.
2. Provide orientation to partner staff prior to placement of volunteers.
3. Work with partner staff to develop assignments with high impact and opportunities for volunteers.
4. Furnish supplemental accident and personal liability insurance coverage to volunteers as required by program policy.
5. Instruct RSVP volunteers in timesheet submission and reimbursement guidelines.
6. Provide limited transportation reimbursement for travel expenses to volunteers.
7. Monitor volunteer activities at partner sites through an annual written evaluation in which partners are encouraged to assess current volunteer activities and future needs.
8. Letters of Agreement: when in-home assignments of volunteers are made, the parties involved will sign a letter of agreement. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
9. Unless waived by the partner site, assure that all RSVP volunteers will be screened for criminal record (CORI check) prior to placement.



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PARTNER SITE (VOLUNTEER STATION) RESPONSIBILITIES

1. Work cooperatively with RSVP staff to identify RSVP assignments that have a measurable impact on the critical needs addressed by the agency. Will discuss assignments with individual volunteers referred by RSVP and also provide written assignments to volunteers with instructions.
2. Make final decision on acceptance of volunteers.
3. Implement a volunteer orientation, in-service instruction or special training of volunteers.
4. Furnish volunteers with any materials required for assignments.
5. Provide for adequate safety of volunteers and annually certify their safety to RSVP via supplied form.
6. Collect and validate assessment of volunteer impact information with appropriate volunteer reports provided by and for submission to RSVP.
7. Investigate and report any accidents or injuries involving RSVP volunteers while on assignment at the site.
8. Provide supervision of volunteers on assignment.
9. Promote RSVP information in annual report, newsletters and to the public at large.
10. Sign and submit monthly time sheets to validate volunteer service hours to RSVP. A sample time sheet, which can be copied as needed, is attached. Remind and assist participating volunteers with the timesheet process as needed.
11. If any meals are provided to volunteers at the site, please complete this portion:

() Contributed meals are FEDERALLY FUNDED under:

____ Title III of the Old Americans Act

____ Other (federal) funding source

() Contributed meals are NOT provided by FEDERAL FUNDS.

Meals will be provided to RSVP volunteers at a free or reduced price when _____ hours of service have been or will be volunteered during the day.



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OTHER PROVISIONS

1. **Separation from Volunteer Service:** The partner site may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the partner site or from RSVP at any time. Discussion of individual separations will occur among RSVP staff, partner staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another partner site.
2. **Prohibited Activities:** The partner site will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
3. **Displacement of Employees:** The partner site will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
4. **Accessibility and Reasonable Accommodation:** The partner site will maintain the programs 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.
5. **Prohibition of Discrimination:** The partner site will 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; sexual orientation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
6. Partner site will inform RSVP whenever a volunteer begins or ends their volunteer assignment.



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RSVP / Partner Site Memorandum of Understanding

Partner Site: _____

Address: _____

City/Town: State: _____

Telephone: _____ Fax: _____ E-Mail: _____

Period Covered: **April 1, 2017 to March 31, 2020**

This Memorandum of Understanding (MOU) includes RSVP Responsibilities, Partner Site Responsibilities, and Other Provisions, which will guide the working relationship between the parties.

The RSVP Director will serve as the liaison with the Partner Site.

The Partner Site Representative who will serve as liaison with RSVP, and will be responsible for volunteer orientation and supervision is:

Please Print: Name, Title, and (if different from above) Contact Information

The Partner Site Representative certifies that the partner site is a public or non-profit private organization, or a proprietary health care agency.

This MOU may be amended, in writing, at any time by agreement of both parties.

Signature (Partner Site)

Date

Robert Pierson, Director
Norfolk County RSVP

Date