

**Retired & Senior Volunteer Program (RSVP)****Station Enrollment - Memorandum of Understanding**

*This Memorandum of Understanding (MOU) contains provisions to guide the collaboration between the parties. It is entered into by and between Retired & Senior Volunteer Program (RSVP) and the following agency or "Volunteer Site".*

Volunteer Site: Grand Rapids Area Library EIN: \_\_\_\_\_

Address/City/Zip: 140 NE 2<sup>nd</sup> St Grand Rapids, MN 55744

Phone: (218) 326-7640 \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: (218) 327-7644

Volunteer Supervisor: Nicole Johnson E-mail: njohnson@grandrapidsmn.gov

*This MOU is effective on the day it is signed: from \_\_\_\_\_ to 12-22-2026 Renewal Date: **Three years**  
**from date of signatures**  
*This MOU may be amended in writing at any time under the agreement of both parties and must be revisited/updated at least every three years, or when there is a change in the Volunteer Site Supervisor.**

**AmeriCorps Seniors Retired & Senior Volunteer Program (RSVP) will:**

1. Recruit, interview, enroll and refer RSVP-enrolled volunteers.
2. Review acceptability of volunteer assignments/requests.
3. Provide RSVP-enrolled volunteers with a RSVP Volunteer Handbook and orientate volunteers in the appropriate RSVP mileage reimbursement guidance (if applicable) and other RSVP procedures as appropriate.
4. Provide Volunteer Site staff with orientation and guidance about RSVP regulations and processes.
5. Provide RSVP-enrolled volunteers placement information prior to providing the referral.
6. Initiate and implement RSVP volunteer publicity and marketing as appropriate.
7. Provide supplemental accident, personal liability, and excess auto insurance for RSVP-enrolled volunteers as required by Federal policies. This supplemental insurance is secondary coverage only, and is not primary insurance.
8. Periodically meet with the Volunteer Site to assess/discuss/update needs of volunteers and Volunteer Site.
9. Provide annual volunteer recognition information and appreciation awards for RSVP-enrolled volunteers.
10. Coordinate with other community volunteer programs to foster effective communication and avoid duplication.
11. Compile county-wide RSVP-enrolled volunteer data and report to Federal, State and local granting entities for use in legislative decisions, as well as other volunteering reports.
12. Provide modest mileage reimbursement to RSVP-enrolled volunteers who are age 55 and older to/from their home/volunteer assignment, as appropriate according to current RSVP mileage reimbursement policies. Reimbursement checks will be issued quarterly in accordance with current policies and availability of funds.
13. Collaborate with RSVP-enrolled volunteers and Volunteer Site supervisors in the completion of Federally-required timesheets, reimbursement guidance and program procedures.

**Volunteer Site will:**

1. Designate a Coordinator to serve as a liaison with RSVP Program Staff (as named above). Update RSVP Staff if/when there is a change in staffing.
2. Interview and make decisions on assignment(s) of RSVP-enrolled volunteers.
3. Complete, if required for a particular volunteer assignment, background check(s) or other screenings.
4. Implement orientation, in-service instruction, and/or special training for volunteers as appropriate.
5. Provide volunteers with materials required for assignment, such as a uniform or photo ID.
6. Provide supervision of volunteers and maintain a respectful environment, free from harassment and bullying.
7. Provide volunteer assignment descriptions for each volunteer opportunity at the Site.
8. Investigate and report (in writing) accidents or injuries involving RSVP-enrolled volunteers to RSVP staff.
9. Comply with the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.
10. Provide RSVP Staff with a complete roster of current volunteers to ensure accurate records are on file.

11. Encourage/ask volunteers to enroll in AmeriCorps Seniors RSVP if they have not already done so. Provide them with an RSVP enrollment form and handbook.
12. Provide RSVP Staff with current volunteer positions descriptions, update as appropriate.
13. **REPORTS:** The Volunteer Site Representative shall:
  - **Timesheets:** Report volunteer hours on a monthly or quarterly basis using a provided RSVP timesheet(s) or equivalent on or before the 10th of the following month (supplemental insurance and mileage reimbursement is only available to volunteers with verified records of hours served.)
  - **Progress Reports:** Some Volunteer Sites will be asked to provide client data up to 2x a year. (# of clients served, # of services/meals/rides/etc. provided, etc.), and occasionally assist RSVP staff conduct client surveys.

**Other Provisions:**

**Accessibility and Reasonable Accommodation:** The Volunteer Site will maintain that the programs and activities to which RSVP-enrolled volunteers are assigned are 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.

**Compensation:** Neither the Site nor RSVP-enrolled volunteers will request or receive compensation from the beneficiaries (people served) who are served by RSVP-enrolled volunteers.

**Displacement of Employees:** The Volunteer Site will not assign RSVP-enrolled volunteers to any assignment which would displace employed workers or impair existing contracts for services.

**In-Home Placement Letter of Agreement:** When an in-home assignment of an RSVP-enrolled volunteer is made, a “letter of agreement” must be on file in the RSVP office. The letter of agreement clearly explains volunteer duties, time periods and condition of service.

**Prohibition of Discrimination:** The Volunteer Site will not discriminate against RSVP-enrolled volunteers or in the operation of its program on the basis of race; color; national origin; including limited English proficiency; gender; age; political affiliation; religion; sexual orientation; or on the basis of disability, if the volunteer is a qualified individual with a disability.

**Religious/Political Activities:** The Volunteer Site will not request and/or assign RSVP-enrolled volunteers to conduct or engage in religious, sectarian, or political activities.

**Separation from Volunteer Service:** In the rare event that separating an RSVP-enrolled volunteer from service may be necessary, discussions should occur among staff, Volunteer Site staff and the RSVP-enrolled volunteer to clarify the reasons, resolve conflicts, take appropriate action, including placement with another Volunteer Site, where appropriate. The Volunteer Site may separate an RSVP-enrolled volunteer from their assigned activity at any time, and an RSVP-enrolled volunteer may withdraw from service at the Volunteer Site or from at any time.

**Termination of MOU:** Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. This MOU shall be reviewed and/or updated at least every three years, or upon a change in the Volunteer Supervisor, whichever occurs first.

**Safety Assurance:** By signing below, you are ensuring the safety of volunteers at your location. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training, etc. RSVP staff may request via email that this Safety Assurance be updated/renewed.

**Qualification:** To qualify as an RSVP Site, an agency/office/organization must self-certify that it is one of the following

Non-Profit                     
  Proprietary Health Care Agency                     
  Governmental Agency

**Authorized Signatures:** By signing this MOU, the Volunteer Site, through its authorized representative, self-certifies that it meets the requirements necessary to be a RSVP Volunteer Site.

Site Representative: \_\_\_\_\_ Date \_\_\_\_\_

ElderCircle RSVP Staff: \_\_\_\_\_ Date \_\_\_\_\_





400 River Road, Suite One • Grand Rapids, MN 55744 • 218.999.9233 • fax 218.999.7543 • [ecircle@eldercircle.org](mailto:ecircle@eldercircle.org)

Volunteer Site Organization Grand Rapids Area Library

Mailing Address 140 NE 2<sup>nd</sup> St

Physical Address (if different than mailing address) \_\_\_\_\_

City Grand Rapids State MN Zip 55748 - \_\_\_\_\_

Volunteer Supervisor/Primary Contact: Nicole Johnson

Phone 218-326-7640 E-mail njohnson@grandrapidsmn.gov

Volunteer Position Title: Grand Rapids Area Library Volunteer

Basic duties involved in this position:

1. Organizing and shelving books
2. Tidying and light dusting, as assigned
3. Some interacting with staff and patrons

*Please list specific skills necessary for this position on the reverse side.*

Days/Hours shifts are available and/or # of hours/week: Monday-Thursday, 10am-6pm, and Friday, 10am-2pm

Volunteer Coordinator: \_\_\_\_\_  
Signature Date

Volunteer Services/RSVP Staff: \_\_\_\_\_  
Signature Date



**OVER →**

**Volunteer Interests and Skills:** Please check the skills below needed for this position:

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**Community or Group Settings**

- |   |   |
|---|---|
| <input type="checkbox"/> Activities at a community or senior center                                   | <input type="checkbox"/> Lead classes for exercise, diabetes, or pain       |
| <input type="checkbox"/> Assist at info desk at public facility or hospital                           | <input type="checkbox"/> Lead driver safety classes                         |
| <input type="checkbox"/> Assist groups with boat rides or fishing outings                             | <input type="checkbox"/> Prepare income and property tax returns            |
| <input type="checkbox"/> Assist residents in long-term care facilities with activities and/or outings | <input type="checkbox"/> Serve as board or committee member                 |
| <input type="checkbox"/> Assist the less-abled with meals, current events, games in a group setting   | <input type="checkbox"/> Serve as greeter or usher at community events      |
|   | <input type="checkbox"/> Serve at front desk/reception in an office setting |
|   | <input type="checkbox"/> Share/discuss current events or read newspaper     |
- 

**Driving**

- |   |  |
|---|--|
| <input type="checkbox"/> Deliver groceries or food boxes to homebound | <input type="checkbox"/> Transport adults to/from medical appointments |
|---|--|
- 

**Food – Clothing - Retail**

- |  |   |
|--|---|
| <input type="checkbox"/> Assist clients as they shop at the Food Shelf   | <input type="checkbox"/> Prepare/repack boxes of food for distribution        |
| <input type="checkbox"/> Assist with meal preparation and clean up   | <input type="checkbox"/> Repurpose, restore, refinish, rehab furniture        |
| <input type="checkbox"/> Assist with used book sale events   | <input type="checkbox"/> Shop for groceries from a very specific grocery list |
| <input type="checkbox"/> Create displays in retail-type settings (books at the library, items in thrift shops) | <input type="checkbox"/> Sort and organize donated clothing/household         |
|  | <input type="checkbox"/> Stock food on shelves                                |
- 

**One-on-One, Small Groups, Work Independently**

- |   |   |
|---|---|
| <input type="checkbox"/> Accompany older adults on appointments                                     | <input type="checkbox"/> Read aloud from book, magazine or newspaper                                |
| <input type="checkbox"/> Assist with Medicare/Social Security                                       | <input type="checkbox"/> Research and/or document historical data/photos                            |
| <input type="checkbox"/> Crochet, quilt, knit, sew cold weather items                               | <input type="checkbox"/> Share/discuss current events or read newspaper                             |
| <input type="checkbox"/> Fill bird feeders  | X Sort and reshelve library books and periodicals   |
| <input type="checkbox"/> Friendly visits in person or over the phone                                | <input type="checkbox"/> Visit with guardianship wards and report back to court-appointed guardians |
| <input type="checkbox"/> Interview residents of all ages to gather history and heritage information | <input type="checkbox"/> Write letters for people who are unable                                    |
| <input type="checkbox"/> Provide indoor plant care or outdoor gardening                             |   |
- 

**Home/Household**

- |   |   |
|---|---|
| <input type="checkbox"/> Complete carpentry or minor home repairs | <input type="checkbox"/> Pick up furniture and/or rehab items |
| <input type="checkbox"/> Pack, unpack, sort, organize             |   |
- 

**Office - Telephone**

- |  |  |
|--|--|
| <input type="checkbox"/> Answer/transfer telephone calls, take messages    | <input type="checkbox"/> Receptionist/greeter in an office or clinic |
| <input type="checkbox"/> Complete data entry, data analysis, data accuracy | <input type="checkbox"/> Schedule blood donor appointments           |
| <input type="checkbox"/> General office work, clerical                     | <input type="checkbox"/> Take grocery orders over the phone          |
| <input type="checkbox"/> Mailings/stuff envelopes                          |  |
- 

**Please list additional skills that are not shown above:**

_____	_____
_____	_____
_____	_____
_____	_____