



The Volunteer Center of the United Way of Volusia-Flagler Counties

Member Organization MOU-2013

3747 W. International Speedway Blvd.
Daytona Beach, FL 32124
Phone: 386-253-0563 Fax: 386-253-9517

Mission: As a division of The United Way of Volusia-Flagler Counties, the Volunteer Center promotes and nurtures volunteerism in the Volusia and Flagler communities through the recruitment, development, placement and recognition of individuals and groups contributing time and talent to organizations which improve the quality of life for our residents.

The Member Organization agrees to:

- ◇ Provide proof that the organization is non-profit 501(c) 3 or tax-exempt with non-sectarian, non-political services; or proof of requirements for incorporating volunteers to retain accreditation or licensure. (*Please attach a copy of IRS letter of determination or other documentation*). This does not apply to governmental entities, public schools and United Way of Volusia-Flagler Counties funded Partner Agencies.
- ◇ Provide a contact person knowledgeable of volunteer opportunities within the organization and to promptly report any change in contact person, organization address, phone, fax, etc.
- ◇ Provide the Volunteer Center with complete service descriptions for all volunteer positions and update as needed.
- ◇ Respond within 3 working days to a volunteer who has contacted the member organization regarding volunteer opportunities.
- ◇ Keep accurate, complete, and confidential records, to the extent permitted by Florida's public records laws, Chapter 119, Florida Statutes, of all volunteers who have been accepted in the member organization through the Volunteer Center's referral process.
- ◇ Regularly complete and submit Volunteer Center monthly referral reports, verifying volunteer's participation.
- ◇ Refer unplaced volunteers back to the Volunteer Center.
- ◇ Provide the Volunteer Center with upcoming volunteer training dates for timely recruitment and referrals, as schedules develop.
- ◇ Inform the Volunteer Center of any volunteers who are not accepted or who are turned away because they exhibit inappropriate or unusual behavior.
- ◇ Comply with the provisions of all applicable Local, State and Federal law, including but not limited to laws governing employment and disabilities discrimination.
- ◇ Ensure that volunteers are not assigned to positions for which the organization has funds to hire staff or for volunteer positions that replace or displace paid staff.
- ◇ Not assigning volunteers referred by The Volunteer Center to conduct or engage in proselytizing, religious, sectarian or political activity. If your organization is Faith-Based, volunteers referred from The Volunteer Center will be referred for the purpose of community service, such as day care, food distribution, administrative assistance, etc. The Volunteer Center requires full disclosure of special requirements for the volunteers.
- ◇ Notify the Volunteer Center when the volunteer position(s) are filled or no longer relevant.

- ◇ Provide to the prospective volunteer:
 - An interview to match skills, interests, education and experience with organization volunteer openings;
 - A written service description of the volunteer assignment;
 - Orientation to organization's mission, programs, staff and physical facility;
 - All pertinent information in a volunteer handbook, if possible;
 - Adequate training for assignment, ongoing supervision, accurate/confidential records of volunteer hours, and volunteer recognition and consideration to reimbursing volunteers for out-of-pocket expenses;
 - Periodic evaluation of volunteers and the volunteer program;
 - A safe, professional working environment.

- ◇ Complete and sign this Memorandum of Understanding prior to becoming a Member Organization with The Volunteer Center.

The Volunteer Center of The United Way of Volusia-Flagler Counties agrees to:

- ◇ Review each volunteer service description submitted for the volunteer opportunities database and to maintain files of current needs for volunteers.

- ◇ Refer potential volunteers to the organization when matched through the database, website and other recruitment efforts.

- ◇ Enhance an organization's recruitment program though promoting volunteer needs using a variety of media and promoting Seasons of Service/National Volunteer Week activities.

- ◇ Build capacity for an effective volunteer program in the organization by providing short and/or long-term consultation and technical assistance in training professional staff to work effectively with volunteers.

- ◇ Evaluate and assess recruitment and referral processes.

- ◇ Notify contact person with constructive feedback from referred volunteer(s), as appropriate.

- ◇ Strive to continually improve services to Member Organizations by evaluating the effectiveness and appropriateness of services and involve Member Organizations in this process.

Additionally, the Volunteer Center:

Will *refer*, but not *place* volunteers. The Volunteer Center does not *screen* volunteers, with the exception of an initial search in the U.S. Department of Justice/Dru Sjodin National Sex Offender Website. Referrals by The Volunteer Center of the United Way of Volusia-Flagler Counties (VCUWVFC) to any receiving organization, in no way implies, recommends, or certifies that the volunteer is suitable for placement or that any background checks were performed by the VCUWVFC. The responsibility for screening referred volunteer backgrounds and determining whether the volunteer candidate is suitable for placement lies solely with the receiving volunteer organization and the prospective volunteer. In addition, the VCUWVFC does not guarantee that volunteer organizations listing volunteer opportunities through the VCUWVFC will receive volunteer referrals. Additionally, The Volunteer Center will not solicit donations. The Volunteer Center's mission focuses on the contributions of time and talent to member organizations and doing so would be in direct conflict with our parent organization's annual campaign and mission.

The Volunteer Center of the United Way of Volusia-Flagler Counties (VCUWVFC) and the below named organization agree to abide by the terms set forth in this Memorandum of Understanding. This Memorandum of Understanding may be amended in writing at any time with agreement of both parties. It will be reviewed annually to permit needed changes. The VCUWVFC reserves the right to review and/or terminate its partnership with any organization whose practices are not in compliance with this Memorandum of Understanding and the written policies of the United Way of Volusia-Flagler Counties.

Please note that Volunteer Center membership does NOT equate to United Way of Volusia-Flagler Counties' partner agency/member status, which entails a separate application and qualification process.

I understand that by posting a volunteer opportunity through The Volunteer Center of the United Way of Volusia-Flagler Counties I will receive emails with an interested volunteer's name and email address and that it is my agency's responsibility to contact the volunteer within 5 working days. I understand that The Volunteer Center does not perform background checks on potential volunteers. I have reviewed this document and affirm that all of the Member Organization requirements will be satisfied before any volunteers are referred.

Name of Organization: _____

Executive Director (name printed): _____ Date: _____

Executive Director (signature): _____

Contact/Volunteer Coordinator: _____ Date: _____

Contact Phone: _____ Contact Email: _____

The Volunteer Center of the United Way of Volusia-Flagler Counties

Volunteer Center: _____ Date: _____

Please mail signed copy of MOU along with Tax Exempt/Nonprofit Documentation to:

United Way Volunteer Center
3747 W. International Speedway Blvd.
Daytona Beach, FL 32124

For Internal Use Only

Date MOU Received: _____ **Approved? Yes No: Reason:** _____

Notes: