



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding contains basic provisions which will guide the working relationship between RSVP and the Partner Agency

<b>Partner Agency (School/School District):</b> Penn-Delco School District	
<b>Address:</b> 2821 Concord Road	
<b>City:</b> Aston	<b>Zip:</b> 19014
<b>Phone:</b> 610-497-6300	<b>Fax:</b> 610-497-1798
<b>Principal/Superintendent:</b> Dr. George Steinhoff	<b>Email:</b> gsteinhoff@pdsd.org
<b>Alternate Staff Contact:</b> Danielle Murray	
<b>Job Title:</b> Supervisor of Elementary Curriculum and Instruction	<b>Email:</b> dmurray@pdsd.org
<b>Agency Type</b> <input type="checkbox"/> School <input checked="" type="checkbox"/> School District	

**RSVP Mission Statement:** *RSVP improves the lives of vulnerable populations in the local community focusing on education and wellness and by supporting nonprofits through skill-based volunteer programs*

### RSVP will:

- ◆ Make an initial site visit to the Partner Agency and provide information about RSVP and its Impact Programs.
- ◆ Recruit, interview, enroll and orientate new RSVP volunteers.
- ◆ Obtain background checks (clearances) as required by the School District. If there is an associated fee, RSVP will cover the cost. When background checks have been secured, RSVP will refer the volunteer to the Partner Agency and supply copies of the background checks.
- ◆ Provide supplemental excess accident and liability insurance coverage to RSVP volunteers.
- ◆ Offer free transportation to RSVP volunteers age 65+ through *Transnet, Community Transit or Rover*.
- ◆ Send newsletters, annual reports and other communications to the Partner Agency.

### The Partner Agency will:

- ◆ Ensure volunteers are engaged in assignments aligned with RSVP programs.
- ◆ Provide volunteers with appropriate orientation, training and supervision.
- ◆ Provide volunteers with materials and appropriate workspace required for the assignment.
- ◆ Provide for the adequate safety of RSVP volunteers.
- ◆ Investigate and report to RSVP any accidents or injuries involving RSVP volunteers, and prepare any reports requested by RSVP regarding said accident and injury.
- ◆ Assist in recognizing volunteer's affiliation with RSVP by: displaying RSVP Partner Agency sticker in a prominent location; identifying RSVP volunteers in all press releases, social media, promotional materials, or publications Where volunteers are mentioned by name; and if possible, invite RSVP staff to volunteer recognition events.
- ◆ Have the option to end the service of an RSVP volunteer at any time. The RSVP Program Coordinator will notify the volunteer directly.
- ◆ Inform the RSVP Program Coordinator of significant changes, such as change of: agency contact person; Volunteer's status; or volunteer's assignment
- ◆ Comply with provisions of PA State House Bill 435, Act Number 153 (2014) effective January 1, 2015 relating to volunteer background checks.
- ◆ Comply with all applicable Civil Rights laws pertaining to the guarantee of reasonable accommodations for any volunteer that may require such reasonable accommodations due to any disability or membership of any federally protected class.
- ◆ Agree that all terms and conditions of acceptance and placement of any volunteer will be carried out without regard to race, creed, color, religion, gender, sexual preference, nationality, marital status, age, genetic discrimination, or disability; for accessibility policy refer to Agency Handbook section #3 (RSVP Volunteers).
- ◆ Not request compensation from the beneficiaries of RSVP volunteers' service.
- ◆ Not assign RSVP volunteers to any religious, sectarian or political activity which includes but is not limited to the following; engaging in electoral activities, voter registration, voter transportation to the polls, efforts to influence legislation, Labor and Anti-labor activity. Volunteers may not give religious instruction, conduct worship services or engage in any form of proselytization as part of their duties.
- ◆ Not utilize volunteers to displace employees and/or impair existing contracts for service.
- ◆ Renew the Memorandum of Understanding every three years.

Revised 8/30/19

[https://rsvp365.sharepoint.com/vol-station-data/Current\\_Memorandums\\_of\\_Understanding](https://rsvp365.sharepoint.com/vol-station-data/Current_Memorandums_of_Understanding)

RSVP File Name:

Internal Scan Date:

By:



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**Please complete the following sections. If there are any questions regarding any aspect of this memorandum please contact RSVP staff.**

### Your School/School District's Mission Statement:

The mission of the Penn-Delco School District is to enable all students to achieve, succeed, and excel.

### How will RSVP volunteers help to implement your mission?

By supporting students with academics, assisting professional and support staff, supporting clerical/support staff and special education events.

### Describe the impact you expect RSVP volunteers will make on your students.

Intergenerational relationships to enrich students lives.  
Provide assistance district-wide.

### Approximately how many of your students will be served by RSVP volunteers in a typical week?    Unknown

Can your school(s) accommodate volunteers with disabilities?    ☒ Yes    ☐ No

### Signature:

*Principal/Superintendent*

*Job Title*

*Date*

**Return original signed copy by mail to RSVP, 901 East 8<sup>th</sup> Ave., Suite 200, King of Prussia, PA 19406 or Fax to 610 834 1087**

### Signature:

*RSVP Program Coordinator*

*Paige Ricci*

*08/14/2023*  
*Date*

### Signature:

*RSVP Executive Director*

*Date*