



Memo of Understanding - Partnership Agreement LIFE Senior Services Volunteer Program

Tulsa County
5330 East 31st St., Ste 800
Tulsa, OK 74135
Phone: (918) 664-9000
Fax: (918) 664-9922
cclevenger@lifeseniorservices.org

Creek County
19 North Main St.
Sapulpa, OK 74066
Phone: (918) 227-3844
Fax: (918) 224-8481
pwoolery@lifeseniorservices.org

Wagoner County
308 East Church St.
Wagoner, OK 74467
Phone: (918) 404-8578
Fax: (918) 664-9922
rmoore@lifeseniorservices.org

Agency (Station): _____ EIN: _____

Agency Contact: _____ E-Mail _____

Agency Contact Title: _____ Telephone: _____

Address: _____ City _____ State ____ Zip+4 _____

Mailing Address: _____

LIFE Senior Services Volunteer Program is looking forward to working with your organization to provide meaningful volunteer opportunities for adults age 55+. This MOU contains basic provisions, which will guide the working relationship. It is entered into by and between LIFE Senior Services and the Agency listed above. The MOU may be amended or terminated in writing at any time at the request of either party and will be reviewed and updated every three years.

MOU signed date: _____ MOU expire date (3 years from sign date): _____

To help us identify the areas of impact for volunteers 55+, please select an agency type/types that best classifies your agency's area of service. Agency Type:

Non Profit ____ (For Profit) HealthCare ____ (Non profit) HealthCare ____ Government ____ Education ____

Please select what best categorizes your agency's primary focus:

Faith Based ____ Disaster Services ____ Edu K-12 ____ Edu Pre K ____ Adult Edu ____ Veterans/Families ____

Senior Center ____ Health/Nutrition ____ Human Needs ____ Community/Economic Development ____

Public Safety ____ Animal Welfare ____



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Provisions of Memorandum of Understanding

LIFE Senior Services Volunteer Program will:

1. Recruit, enroll, interview and refer volunteers to the volunteer agency.
2. Review volunteer request with the agency to assess specific needs and requirements for placement
3. Instruct volunteers on procedures of LIFE's volunteer procedures, including how to report their service to LIFE on a monthly basis.
4. Furnish accident and personal liability insurance coverage for volunteers 55+. Please note that this insurance is supplemental (secondary) coverage and is not primary insurance.
5. Work with partner organizations to provide volunteers a positive overall environment, which includes a safe and accessible workspace and appropriate supervision.
6. LIFE will provide a process to address any issues or challenges arising between the volunteer, the agency and/or LIFE Senior Services Volunteer Program.

The agency will:

1. Will interview and make the decision on assignment of volunteers, and provide volunteer background check if required by Agency policies.
2. Provide orientation, in-service instruction, or special training of volunteers that should include written Agency policies.
3. Furnish volunteers with all materials for assignment, which may include uniform and photo ID if required.
4. Provide appropriate supervision and safe work environment for volunteers.
5. Investigate and report any accidents/injuries involving our volunteers immediately to LIFE Senior Services Volunteer Program. We ask for all reports to be submitted in writing.
6. Provide LIFE the total service hours worked by LIFE volunteers by the 10th of each month.



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Other provisions:

1. **Separation from Volunteer Service:** We strive to make every match a good fit, but if a match is not, both the volunteer and the Agency can end the placement at any time. In the event of a separation request by either party, the LIFE Senior Services Volunteer staff will confer with the volunteer to ensure a smooth transition. If there are any conflicts or performance concerns with a volunteer, these issues should be discussed with the volunteer by LIFE Senior Services Volunteer staff.
2. **Religious Activities/Political Activities:** Volunteers will not be assigned to volunteer agencies where they would be directly involved in conducting or promoting any religious doctrine, the building of religious facilities, or partisan political activity. This does not preclude volunteer placement in social services at faith-based programs.
3. **Displacement of Employees:** The purpose of LIFE Senior Services Volunteer Program is to match older adults with meaningful volunteer opportunities. We will not assign volunteers to any assignment that would displace employed workers or impair existing contracts for services.
4. **Compensation for Service:** No person, organization or agency will request or receive any compensation for placement or services of LIFE volunteers.
5. **Prohibition of Discrimination:** The Agency will not discriminate on the basis of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status or military service.

With my signature below, I affirm that I have read and understand the MOU outlined above. I agree to comply with the above policies and will cooperate in their implementation.

Agency Representative (please print)

Agency Representative (signature)

LIFE Representative (signature)

Date: _____

Date: _____