

## Center for Service and Volunteerism

West Sedona School  
570 Posse Ground Road  
Sedona, AZ 86336

9/9/2022

Dear Sir or Madam:

Please find attached a Memorandum of Understanding (MOU) between West Sedona School and AmeriCorps Senior's Foster Grandparent (FGP) and RSVP Programs hosted by the Center for Service and Volunteerism at Northern Arizona University.

**Please take note to fill in the following sections:**

- **Page 1:** enter, review, and/or edit the agency's name, address, contact information, and covered county(s).
  - Additionally, check the appropriate organization category.
  - Effective dates: **8/1/2022-8/1/2025** were added to include cover volunteers providing services from the start of this new academic year.
- **Page 3, Item B6:** check "Yes" or "No" if you are able to donate a meal to the volunteers.
- **Page 4, Item B14:** attach list of sites this MOU will cover
- **Page 5, Item B17:** note any contributions you may be able to make to the programs, such as meals, meeting space, etc.
- **Page 5, Item C2:** for FGP designate a staff member to act as the liaison/station coordinator for each of the programs. If you have additional sites, you may include the liaison/station coordinator information on the same list.
- **Page 6, Item C3 and C4:** Check any and all boxes that will apply to FGP.
- **Page 7, D2:** For RSVP program, designate a staff member to act as the liaison/station coordinator for each of the programs. If you have additional sites, you may include the liaison/station coordinator information on the same list.
- **Page 8, D5:** Check any and all boxes that will apply to the RSVP program.
- **Page 10, Signature:** sign and date the MOU.
- **Page 11:** complete the agency information section, check yes or no, and sign/date the form.

After you have signed the MOU, we will secure the appropriate signatures from NAU, and then provide you with a copy once the agreement is fully executed.

Sincerely,  
**Aydaly Briones**  
Program Coordinator, Senior  
Center for Service and Volunteerism  
(Formerly Civic Service Institute's Senior Corps hosted by NAU)  
928-523-3560  
aydaly.briones@nau.edu

PO Box 5063 Flagstaff, AZ 86011    928.523.3560    866.856.3017

Funding for Programs Partially Provided by:



Governor's Office  
of Youth, Faith  
and Family



**AmeriCorps**



**AmeriCorps  
Seniors**



# Memorandum of Understanding

Between

Arizona Board of Regents for and on Behalf of  
**Northern Arizona University AmeriCorps Seniors Program**

PO Box 5063

Flagstaff, AZ 86011-5063

Erin Kruse, Director [Erin.Kruse@nau.edu](mailto:Erin.Kruse@nau.edu)

(928) 523-3560 or toll free at (866)856-3017

And

Volunteer Site: "West Sedona School" hereinafter referred to as  
"AmeriCorps Seniors Program Partner Agency" or "Partner Agency."

Address: 570 Posse Ground Road

City: Sedona State: AZ Zip Code: 86336

Telephone (928) 204-6600 Fax: \_\_\_\_\_

e

Please check the appropriate category. This organization is:

☐ Non-Profit

☒ Public Entity

☐ Propriety Health Care

☐ Other: \_\_\_\_\_

This MOU is for a three year period starting on 8.1.2022 and continuing through 8.1.2025  
\_\_\_\_\_.

This MOU describes the responsibilities to be taken by NAU and the Partner Agency under the  
AmeriCorps Seniors Foster Grandparent and RSVP programs in the following counties: Yavapai.

A. Northern Arizona University AmeriCorps Seniors Program hereinafter referred to as  
"Sponsor," will:

1. Designate a staff member to serve as a liaison with the Partner Agency:

Name: Jamey Hasapis

Title Community Program Coordinator, Int.

:

Address: PO Box 5063, Flagstaff, AZ 86011

Telephone:  
Fax: none  
Email: James.Hasapis@nau.edu

2. Certify that volunteers will meet the AmeriCorps criteria for enrollment in the program.
3. In conjunction with Partner Agency, recruit, interview, select, and enroll volunteers into the AmeriCorps Seniors Program.
4. Refer volunteers to the Partner Agency for assignments and periodically monitor the acceptability of volunteer assignments to assess and/or discuss needs of volunteers and the Partner Agency.
5. Provide orientation and technical assistance to Partner Agency staff.
6. Provide pre-service orientation and training to volunteers. Foster Grandparents will receive monthly in-service training on an on-going basis.
7. Provide formal recognition for AmeriCorps Seniors volunteers enrolled in the program(s).
8. Provide accident and liability insurance coverage as required by AmeriCorps. Insurance includes accident, excess automobile, and personal liability coverage for volunteers while serving and during round-trip transportation to and from their volunteer site.
9. Manage fiscal and programmatic responsibilities for the AmeriCorps Seniors Program.
10. Permit and encourage the Partner Agency to screen AmeriCorps Seniors volunteers based on the Partner Agency's needs within the established criteria of the program.
11. When funding allows, provide roundtrip mileage reimbursement to volunteers enabling them to get to their volunteer/partner sites.
12. Conduct and document a criminal history check in accordance with the requirements established for a National Service Criminal History Check by the AmeriCorps and by Northern Arizona University. (See sections B8 and B9 for Partner Agency background check requirements.)
  - a. For all Foster Grandparents, this includes the following three part check:

- i. A nationwide name-based check of the National Sex Offender Public Website (NSOPW). The NSOPW is a centralized system that identifies people who are registered as sex offenders in states, territories, and with many federally recognized Tribes,
  - ii. A name- or fingerprint-based search of the statewide criminal history registry in the candidate's state of residence and in the state where the person will serve or work, and,
  - iii. A fingerprint-based FBI check.
- b. The RSVP program may conduct background screening dependent on volunteer placement duties, and/or criminal history.

NAU may run additional background checks to meet suitability requirements.

13. Provide an appeals procedure to address problems arising between the volunteer, the Partner Agency, and/or the AmeriCorps Seniors Program, as outlined in the program's Volunteer Policy Manual.
14. Conduct an annual site visit at the Partner Agency site, which may include a safety/accessibility check and a meeting with Partner Agency staff to monitor satisfaction with program and volunteers assigned to that site.

**B. All AmeriCorps Seniors Program Partner Agencies will:**

1. Provide volunteer supervision when volunteers are in training or on duty.
2. Assure adequate health and safety provisions for the protection of volunteers.
3. Ensure that volunteers are never alone with children 17 years of age and younger, including transporting children in their vehicles.
4. Investigate incidents, accidents, and injuries involving volunteers and notify the AmeriCorps Seniors Program within 48 hours. AmeriCorps Seniors volunteers are **NOT** employees and **SHOULD NOT** be sent to seek medical assistance through Workers Compensation. Contact the AmeriCorps Seniors Program Coordinator regarding assistance with accessing AmeriCorps Seniors' supplemental accident insurance policy and forms.
5. Provide site-specific orientation and training to the AmeriCorps Seniors volunteers as needed.
6. If it is part of your agency's services and if possible, provide meals to AmeriCorps Seniors volunteers while they are on duty. Donated, in-kind meals are crucial to the AmeriCorps Seniors Program and greatly assist our organization in meeting the match required to operate these programs.

- ☐ Yes, we can provide a meal to AmeriCorps Seniors volunteers.
- ☒ No, we cannot provide a meal to AmeriCorps Seniors volunteers.

7. Provide reasonable accommodation to allow persons with disabilities to participate in program activities. Reasonable accommodations may include, but are not limited to: providing a flexible work schedule, providing accessible technology or equipment, modifying volunteer job duties, or restructuring a work area for wheelchair access. To read more about National Service and Inclusion, please visit <https://www.nationalservice.gov/resources/disability-inclusion>
8. Ensure that any screening processes required of other volunteers at the Partner Agency are required for the AmeriCorps Seniors volunteers, including background checks.
9. Should Partner Agency require specific training, uniforms, background checks, etc., those must be provided by the Partner Agency.
  - a. For Foster Grandparent Partner Agencies, the cost for ongoing background checks or clearances (such as the need for a renewed Fingerprint Clearance Card or IVP card) will be covered by the Partner Agency.
  - b. RSVP Partner Agencies should conduct the same background screening on RSVP volunteers that they require of unaffiliated volunteers. Any costs associated with the Partner Agency's required background screening will not be covered by the RSVP Program.
10. Ensure that AmeriCorps Seniors volunteers serve in a volunteer capacity. Volunteers cannot displace nor replace paid or contracted employees, relieve staff of their routine duties, nor infringe upon the site supervisor's supervisory role with children or clients.
11. Designate appropriate space as necessary for volunteers to carry out their volunteer duties. Appropriate space may include but is not limited to: an adult desk and/or chair, or access to required technology such as a computer or telephone.
12. Maintain copies of all program-related documentation.
13. Designate a person who will verify and approve volunteer service hours.
14. Provide an attached list of sites that this MOU will cover, if applicable (such as the schools within a district, or the senior centers as part of an area agency on aging). Please include:
  - a. Name of location
  - b. Contact person

- c. Address
- d. Phone
- e. Email

15. Provide confidentiality training for AmeriCorps Seniors volunteers in accordance with Partner Agency policies and procedures (i.e., school districts will provide confidentiality training in accordance with State Education laws, rules and regulations, Federal Regulations and statutes, including the Buckley and Hatch Amendments).
16. Prohibit AmeriCorps Seniors volunteers from participating in, conducting, or engaging in religious, sectarian, or political activity or instruction, or participating in any building construction to be used for religious purposes.
17. Provide, if possible, cash or in-kind contributions in support of the AmeriCorps Seniors Program(s) (i.e., meals for volunteers, transportation for volunteers, supervision time, meeting space, recognition gifts, etc.). If support is possible, please list the type of support:

None

**C. Additionally, Foster Grandparent Volunteer Partner Agencies will:**

1. Read the Volunteer Policy Manual form important information and additional requirements about the AmeriCorps Seniors Program.
2. Designate the following staff member(s) to serve as liaison/Partner Agency coordinator for the Foster Grandparent Program:

Name: <u>Elizabeth Tarasci</u>	Name: _____
Title: <u>Principal</u>	Title: _____
Phone: <u>928.204.1661</u>	Phone: _____
Email: <u>tarasci@sedona</u>	Email: _____
<u>K12.org</u>	

Liaison/Coordinator will:

- a. Assign children with designated special or exceptional needs to each volunteer. Foster Grandparents will serve a recommended 5-10 children annually.
- b. Document volunteer activities and child outcomes on Sponsor-provided Assignment and Assessment Plan.
- c. Verify, approve, and sign volunteer monthly Service Logs/Timesheets.

- d. Submit required completed paperwork to the Foster Grandparent Program by the due dates identified in correspondence regarding these materials, including:
  - i. Child Assignment and Assessment Plan twice annually—1<sup>st</sup> due when volunteer receives assignment; 2<sup>nd</sup> due by May 15<sup>th</sup> each year.
  - ii. Foster Grandparent Annual Performance Assessment.
  - iii. Annual Foster Grandparent Program Survey.
- e. Include Foster Grandparents in field trip transportation if they are expected or invited to participate.
- f. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
- g. Ensure Foster Grandparents are supervised by Partner Agency staff while serving as a Foster Grandparent volunteer. While working with children, the volunteer must be within sight of Partner Agency staff at all times.
- h. Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent as necessary.

3. **Provide a description** of your organization by checking one of the types below:

- |  |   |
|--|---|
| <input type="checkbox"/> A. Developmental Disability Program | <input type="checkbox"/> G. Non-Head Start Pre-School             |
| <input type="checkbox"/> B. Before/After School Program      | <input type="checkbox"/> H. Native American School                |
| <input type="checkbox"/> C. Pre-Elem. Day Care               | <input checked="" type="checkbox"/> I. Public/Private K-12 School |
| <input type="checkbox"/> D. Teen Pregnancy/Parenting         | <input type="checkbox"/> J. Other Educational Programs            |
| <input type="checkbox"/> E. Transitional Shelter/Center      | <input type="checkbox"/> K. Other Health Care Org.                |
| <input type="checkbox"/> F. Head Start                       | <input type="checkbox"/> L. Other: _____                          |

4. **Please check** the boxes corresponding to the services that Foster Grandparent volunteers will be involved with at your agency:

- |   |   |
|---|---|
| <input type="checkbox"/> 1. College Access & Success  | <input checked="" type="checkbox"/> 8. Student Engagement                         |
| <input type="checkbox"/> 2. Cultural Heritage   | <input type="checkbox"/> 9. School Readiness/Head Start/Early Childhood Education |
| <input type="checkbox"/> 3. Family Involvement  | <input type="checkbox"/> 10. Service Learning                                     |
| <input type="checkbox"/> 4. Job Preparedness/ School to Work/ Vocational Education/ Youth ESL & GED | <input checked="" type="checkbox"/> 11. Tutoring                                  |
| <input type="checkbox"/> 5. Leadership Development  | <input checked="" type="checkbox"/> Elementary School                             |
| <input type="checkbox"/> 6. Mentoring for Educational Success                                       | <input type="checkbox"/> Middle School  |
| <input type="checkbox"/> 7. Out of School Time and/or Summer Learning                               | <input type="checkbox"/> High School  |

D. Additionally, **RSVP Volunteer Partner Agencies** will:

1. Read the RSVP Volunteer Handbook for important and additional requirements about the RSVP program.
2. Designate the following staff member(s) to serve as liaison/Partner Agency coordinator for the RSVP Program:

Name:	<u>Elizabeth Tarasci</u>	Name:	_____
Title:	<u>Principal</u>	Title:	_____
Phone:	<u>928. 204. 10101</u>	Phone:	_____
Email:	<u>tarasci@sedonaK12.org</u>	Email:	_____

Liaison/Coordinator will:

- a. Provide RSVP volunteers with assignments utilizing their skills, talents, and training. Discuss assignments with individual volunteers referred by RSVP and provide written volunteer job description to volunteers and sponsor.
  - b. Submit required completed paperwork to the RSVP Program by the due dates identified in correspondence regarding these materials, including:
    - i. Reporting volunteer service hours by the 10<sup>th</sup> of each month.
    - ii. Data collection regarding volunteer impact on community needs or Partner Agency needs. This data collection may occur up to twice yearly. The collection request may be written or verbal, and may include:
      - a. Child Assignment & Assessment plans (for Education Volunteers)
      - b. Annual Partner Agency Survey, including client impact data
3. Ensure RSVP volunteers serving with children 17 years of age and younger are supervised by Partner Agency staff while serving as an RSVP volunteer. While working with a minor, the volunteer must be within sight of Partner Agency staff at all times.
  4. For RSVP volunteers performing in-home assignments, Complete and submit a written Care Plan/Letter of Agreement for each client served by a RSVP volunteer as client is assigned and yearly thereafter.



5. **Please check the box corresponding to the services that RSVP volunteers will be involved with at your agency:**

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Assisting in a Head Start Center                   | <input type="checkbox"/> 4. Food distribution activities |
| <input checked="" type="checkbox"/> 2. Tutoring in a Public School             | <input type="checkbox"/> 5. Serving Veterans             |
| <input type="checkbox"/> 3. Companionship to homebound or disabled individuals | <input type="checkbox"/> 6. School/Community Garden      |
|  | <input type="checkbox"/> 7. Other                        |

E. The parties further agree:

1. The Partner Agency may request the removal of a AmeriCorps Seniors volunteer at any time. The AmeriCorps Seniors volunteer may withdraw from service at the Partner Agency or from the Program at any time. Discussion of individual separations will occur among AmeriCorps Seniors Program staff, Partner Agency staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Partner Agency.
2. To comply with Arizona Executive Order 2009-9, prohibiting discrimination in employment by government contractors, to the extent applicable to this contract. The Partner Agency will not discriminate against AmeriCorps Seniors volunteers or in the operation of its program on the basis of race; color; national origin including individuals with limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
3. That all books, accounts, reports, files and other records related to the AmeriCorps Seniors Program and this contract shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, Northern Arizona University or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this Memorandum of Understanding. Such records shall be produced at Northern Arizona University, or such other location as designated by Northern Arizona University, upon reasonable notice to the contracting party.
4. This agreement may be amended at any time with mutual consent of both parties. It must be reviewed and re-negotiated at least every three years. The parties agree that this MOU may be canceled by the Governor of the State of Arizona for conflict of interest in accordance with A.R.S. 38-511. The parties agree to arbitration of only such disputes under this contract as may be subject to mandatory arbitration pursuant to rules adopted under A.R.S. 12-133. Furthermore, this MOU may be canceled without further obligation on the part of the Arizona Board of Regents and Northern Arizona University in the event that sufficient appropriated funding is unavailable to assure full performance of

its terms. Written notice will be sent at the earliest opportunity possible. Either party may terminate this agreement within a thirty day written notice to Sponsor or Partner Agency.

5. Any other provision of this MOU to the contrary notwithstanding, the parties acknowledge that Northern Arizona University is a public institution and instrumentality of the state of Arizona and, as such, any indemnification or hold harmless provision is limited as provided by the laws of the state of Arizona, including without limitation Article 9, Section 7 of the Arizona Constitution and Sections 35-154 and 41-621 of the Arizona Revised Statutes. Consequently, Northern Arizona University's liability under any claim for indemnification is limited to claims for property damage, personal injury, or death to the extent caused by acts or omissions of Northern Arizona University.

**Partner Agency****AmeriCorps Seniors Programs**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Program Manager, AmeriCorps

Seniors Programs

Address: \_\_\_\_\_

Address: Center for Service and  
Volunteerism  
PO Box 5063  
Flagstaff, AZ 86011

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Center for Service and Volunteerism****On behalf of Arizona Board of Regents on  
behalf of Social and Behavioral Sciences and  
Northern Arizona University**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Erin Kruse

Name: Lori Poloni-Staudinger

Title: Director, Center for Service and  
Volunteerism

Title: Dean, SBS

Address: Center for Service and  
Volunteerism  
PO Box 5063  
Flagstaff, AZ 86011Address: Northern Arizona University  
PO Box 15700  
Flagstaff, AZ 86011

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## AMERICORPS SENIORS ACCESSIBILITY GUIDELINES AND ASSURANCES

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Representative: \_\_\_\_\_

Section 504 of the Rehabilitation Act prohibits recipients of federal financial assistance from discriminating against a qualified person with disabilities in any of their programs or activities. In general, no qualified individual with disabilities shall, on the basis of disability, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity conducted by a Corporation grantee or sub-grantee.

Yes ☐ No ☐ Our organization certifies it has completed paperwork with the federal government for compliance with Section 504 of the Rehabilitation Act.\*

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Signature

Date

\*A yes completes this process

\*A no will result in our program completing an accessibility checklist of your facilities. (It is not required that your facility be accessible to and usable by disabled persons. Nor can we take any action that would result in a fundamental alteration to the nature of a program or sponsored activity, or in undue financial and administrative burdens.)