Volunteer United Website Memorandum of Understanding (MOU)

Between

_____
(Name of Agency)

and
United Way of Lane County (UWLC)

_____

PURPOSE: This Memorandum of Understanding (MOU) defines the needs and expectations between the agency listed and UWLC in reference to the use of UWLC's Volunteer Website.

UWLC Responsibilities
- Identify and communicate profile requirements to be collected and provided by the agency for volunteer inquiries and organization matching.
- Instruct and remind agency of quarterly reporting requirements including, but not limited to, logging of volunteers, connections, and changes to agency profile information.
- Provide technical assistance to agency regarding website questions.
- Report any website issues to agency in a timely manner.
- Orient agency primary contact in website procedures when necessary.
- Consider all active agencies as potential candidates for volunteer referrals.
- Assist in the recruitment and referral of potential volunteers to all active agencies, which will make final placement decision.

Agency Responsibilities
- Satisfactorily deliver volunteer opportunities specified in its approved website application.
- Notify UWLC of any substantial changes including, but not limited to, the agency profile and/or volunteer opportunities and descriptions that impacts profile accuracy.
- Provide quarterly reports and information as requested by UWLC including:
  - Verify status and/or attendance of all outstanding volunteer inquiries made through the website during the quarter
  - Verification that all agency information provided on the website is accurate and up-to-date using method outlined by UWLC
  - Other reports as needed
- Report any website issues to UWLC in a timely manner.
- Interview and make final decision on assignment of volunteers referred through the volunteer website.
- Promote UWLC as a volunteer partner organization.

SIGNATURE PAGE

UWLC Representative _____
Signature   Title   Date

Agency Representative_____
Signature   Title   Date

Office use only: Date Received_____Confirmation letter sent on_____By_____