



United Way of Lane County

United Way of Lane County
3171 Gateway Loop
Springfield, OR 97477
Phone – 541-741-6000
Fax – 541-726-4150

Volunteer Connections 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 _____