



Memorandum of Understanding  
between  
Foster Grandparents of the Wyoming Rockies  
PO Box 536, Laramie, WY 82073 307-223-1051



Site: \_\_\_\_\_,

Hereinafter referred to as “Volunteer Station”.

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

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Volunteer Station Director: \_\_\_\_\_

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

Foster Grandparents of the Wyoming Rockies staff member to serve as a liaison with the Volunteer Station:

Name: \_\_\_\_\_ Maryalice Snider \_\_\_\_\_  
Title: \_\_\_\_\_ Program Director \_\_\_\_\_  
Email: [maryalice@actionresources.ngo](mailto:maryalice@actionresources.ngo) \_\_\_\_\_  
Phone: \_\_\_\_\_ 307.223.1051 \_\_\_\_\_

**A. The Foster Grandparents of the Wyoming Rockies (FGWR), under the oversight of AmeriCorps Seniors and the FGWR Community Advisory Council, will:**

1. Place        Foster Grandparent(s) to serve \_\_\_ children per volunteer with identified needs\* for an average of 15-20 hours per week.
2. Recruit, interview, enroll, **and** refer volunteers in the program. *Important note: FGWR staff check volunteer references and also will perform criminal background checks.*
3. Provide orientation training to new grandparent volunteers, and a minimum of 48 hours of in-service training per year. This can be done in conjunction with the volunteer station.

4. Retain full responsibility for the management and fiscal control of the program.
5. Offer assistance in completing evaluation information on the effectiveness of the program.
6. Furnish adequate accident and liability insurance coverage as required by the FGP project guidelines.
7. Arrange for physical exams of the grandparent volunteers at the time of enrollment in the program and annually thereafter.
8. Arrange for the transportation of the Foster Grandparent to and from the volunteer station as appropriate and needed.
9. Arrange for appeal procedures to resolve problems arising between the grandparent volunteers, the station and/or the sponsor.
10. Actively comply with the provisions of Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, creed, sex, or handicap, and the Rehabilitation Act of 1973, which prohibits discrimination against disabled persons in all programs, services, and activities.

**B. The volunteer station will:**

1. Designate a site supervisor to serve as a liaison with the program.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

2. Provide orientation training for the Foster Grandparent(s) during the first week(s) of placement which includes at a minimum, activities such as meeting staff and students, touring the volunteer site, discussing mutual needs and expectations, discussing school/site philosophy, 'homework' such as reading school/student handbook, and anything else deemed helpful in assuring a smooth transition.
3. Sign the Foster Grandparent's time sheet to ensure accuracy and **email** to the program on the **dates designated on the yearly Time Sheet schedule.**
4. Advise program and VOLUNTEER of school closings.
5. Provide supervision of the Grandparent volunteers on assignment in cooperation with the program. Program guidelines state that volunteers must not be left alone with the children they

are serving.

6. Submit written Volunteer Assignment Description (provided by FGWR) that identifies children to be served and volunteer activities that address such services. This Assignment Plan will be signed by the Volunteer Station as well as the Foster Grandparent and will be used to review the Foster Grandparent's services as well as the impact of the assignment on the child's development. This must be completed by the **scheduled date** at the start of the year or at the beginning of service, and as a follow up at year's end.

7. Include the Foster Grandparent in appropriate school in-service staff training opportunities.

8. Provide for adequate health and safety protection of the Grandparent volunteers. Provide TB test if required by your site.

9. Have the right to request the program reassign a Grandparent volunteer.

10. In consultation with the program, make investigations and reports regarding accidents and injuries involving Grandparent volunteers on a timely basis.

11. Collect and validate appropriate grandparent volunteer reports for submission to the Program on a timely basis, i.e. Volunteer Assignment Plans as well as VAD follow-up information and FG Performance Evaluation forms.

12. Actively comply with provisions of Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, creed, sex, or handicap, and the Rehabilitation Act of 1973, which prohibits discrimination against disabled persons in all programs, services and activities.

13. Provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

14. Please indicate the site's contribution of the following in support of the project and INDICATE NO/YES, IF ANY ARE PAID FOR WITH FEDERAL FUNDING, AND IF SO THE PORTION WHICH IS THE FEDERAL CONTRIBUTION: daily meal at a cost of \$\_\_\_\_\_ (NO/YES; Portion\_\_\_\_), transportation \$\_\_\_\_\_ (NO/YES; Portion \$\_\_\_\_\_), and/or other \$\_\_\_\_\_ (NO/YES; Portion \$\_\_\_\_\_).

15. Does your site have a disaster plan? \_\_\_\_\_

16. Demographics:

Total number of children served at site: \_\_\_\_\_

Number of children reading below grade level: \_\_\_\_\_

Number of children on IEPs: \_\_\_\_\_

Number of children having incarcerated parent(s): \_\_\_\_\_

Number of children of military families: \_\_\_\_\_

Number of children designated as (needy): \_\_\_\_\_

\*\*academically, emotionally, physically, etc.

**C. This agreement may be amended at any time with mutual consent of both parties. It must be reviewed and renegotiated at least every three years.**

**D. Either party may terminate this agreement on 15 days' written notice to the address listed below.**

**E. Neither the Volunteer Station, nor FGWR may request or receive compensation from the beneficiaries of Foster Grandparent Volunteers, nor may the Foster Grandparent volunteer receive a fee for service from the service recipients, their legal guardian, or members of their family or friends.**

#### VOLUNTEER STATION

Organization is a 501(c)3 non-profit organization or public school.

By: \_\_\_\_\_

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

**Site Manual Read & Agreed To:** \_\_\_\_\_

(Date)

FOSTER GRANDPARENTS OF THE WYOMING ROCKIES

By: Maryalice Snider \_\_\_\_\_

Title: Program Director \_\_\_\_\_

Sponsored by: **Action Resources International**

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