

FOSTER GRANDPARENT PROGRAM

Memorandum of Understanding

Between

Name of Sponsor **The Council on Aging of West Florida, Inc.**

Address **875 Royce Street
P.O. Box 17066
Pensacola, FL 32522-7066**

Telephone number **(850) 432-1475 Ext. 605**

Fax number **(850) 479-7986**

Contact person **Robin Stephens FGP/SCP Director**

And

Volunteer Station _____

Address _____

Telephone number _____

Fax Number _____

Email address _____

Contact person _____

This document is a sub agreement under a master agreement between the School District of Santa Rosa County, Florida, and the Council on Aging of West Florida, Inc., entered into on the ___ day of _____, 2015. This sub agreement is effective for the 2015-2016 school year and governs the respective responsibilities of the parties with reference to operation of the Foster Grandparent Program (FGP) in Santa Rosa County.

- 1. The Council on Aging of West Florida, Inc., will:**
 - A. Place volunteers with the Volunteer Stations for individual assignment in accordance with the terms and conditions of the master agreement with the School Board.**

- B. Retain full responsibility for the management and fiscal control of the program.
- C. Specify the activities to be performed by the volunteers under the direction of the Volunteer Station in cooperation with the FGP staff.
- D. Re-assign a volunteer to another Volunteer Station when necessary.
- E. Submit to the School District Accounting Office quarterly reports of the number of lunches provided.

2. **The Volunteer Station will:**

- A. Designate a coordinator to serve as liaison to the Foster Grandparent Program.
- B. Complete an evaluation on each volunteer assigned to children at the Volunteer Station either annually or at the completion of their service.
- C. Provide Foster Grandparents with assignments that utilize their skills, interests and training.
- D. Have the right to request that the Council on Aging of West Florida, Inc., re-assigns a volunteer.
- E. Validate appropriate volunteer reports for submission to the Council on Aging of West Florida, Inc., including the signing of volunteer time sheets.
- G. Provide a written Volunteer Assignment Plan specifying volunteer activities to be performed with children and follow-up reporting on the volunteer's impact.
- H. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the programs and activities to which FGP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities."
- I. No volunteer shall be discriminated against based on race, color, religion, sex, national origin, age, disability, marital status, veteran status or legally protected classification except where an accommodation is unavailable.

Agreed to this _____ day of _____, 2015.

Name
School Principal

Robin Stephens, FGP/SCP Director
Council on Aging of West Florida

Date _____

Date _____