

MEMORANDUM OF AGREEMENT

BETWEEN THE

WEST VIRGINIA COMMISSION FOR NATIONAL AND COMMUNITY SERVICE (VOLUNTEER WEST VIRGINIA!)
AND

(print name of organization) (hereinafter "Organization")

(phone)

The Volunteer West Virginia! Online Matching System (hereinafter "website"), sponsored by the West Virginia Commission for National and Community Service (hereinafter "Commission"), matches people who want to be volunteers with organizations that want to recruit volunteers. In consideration for the free use of the website (www.volunteerwv.org), the Organization agrees to the following provisions:

The Organization shall:

1. Maintain and keep current all information posted on the website, including organizational information, volunteer job listings, and contact persons. The Organization shall designate a person to review and update information at least monthly.
2. Respect and uphold the privacy of information about all persons, volunteers and potential volunteers, referred through Volunteer West Virginia!
3. Encourage volunteers to register and record hours using the site and assist them to do so, if necessary.
4. Use the message board to facilitate communication and share ideas during the year and to mobilize people and donations in times of disaster. If the Organization permits the use of profanity, slurs, or other objectionable language on the message board, it will not be allowed to participate in the site.
5. Provide a written description of the volunteer job, interview potential volunteers, and provide an orientation for volunteers.
6. Advise Commission (Volunteer West Virginia!) staff in a timely manner of volunteer training opportunities open to the public to be posted on the website (SkillBuilder).
7. Return completed evaluation surveys in a timely manner.
8. Advise the Commission if the organization is discontinuing use of the website and reasons why.

The Commission shall:

1. Post information provided by the Organization on the website.
2. Provide training and technical assistance on the use of the site as needed.
3. Post volunteer training opportunities on the SkillBuilder portion of the Commission's website.
4. Provide training and technical assistance on volunteer management and other areas of nonprofit management and advise the organization of such training being presented by others.

Matching criteria from the database does not constitute an endorsement of the volunteer by the Commission and does not absolve the Organization from the responsibility to interview the potential volunteer to determine his or her suitability for the volunteer position. In no event shall the Commission and/or its agents be liable for any damages whatsoever, whether based on contract, tort, negligence, strict liability or otherwise, for any of the services that it provides pursuant to the terms of this Agreement. If you are dissatisfied with any portion of the services, or with any of these terms of use, your sole and exclusive remedy is to discontinue using the services.

Name of Authorized Official

Kim Tieman, Executive Director

Signature

Date

Signature

Date

**Mail to: WV Commission for National and Community Service Attn: Volunteer West Virginia!
710 Central Ave. ; Charleston, WV 25302**