



VOLUNTEER MEMPHIS

NON-PROFIT AGENCY OR PUBLIC ENTITY REGISTRATION AGREEMENT

This contract is entered into between _____
(Name of Agency or Entity)

and VOLUNTEER MEMPHIS, effective _____.
(Date)

Volunteer Memphis agrees to make every effort to recruit and refer requested volunteers as defined in the enclosed listing of basic services provided. Referrals will be made only to organizations which have signed agreements with Volunteer Memphis and which are implementing and following the guidelines of this agreement. Referrals will not be made to individuals, to direct fund-raising solicitation or for religious or political activities.

The registered organization:

1. Certifies that it is a non-profit 501(c)3 agency or public entity serving valid community needs broader than the interests of its membership (copy of 501(c)3 designation must be attached). In cases where the organization's qualifications are unclear, a decision by Volunteer Memphis Board of Directors will be final.
2. Must not discriminate in serving its clients on the basis of race, religion, age, disabilities, or sex, within the limits of its mission.
3. Must not discriminate in the acceptance of volunteers on the basis of religion, age, sex, race, physical disability, or income. Reasonable and appropriate guidelines in the area of age, sex, and disabilities will be accepted.
4. Must demonstrate a commitment to the effective use of volunteers in meaningful and rewarding capacities, which may include upgrading assignments.
5. Must have a designated volunteer coordinator, director, or volunteer supervisor.
6. Shall fully educate paid staff about the volunteer program and individual staff responsibilities to volunteers.
7. Shall have written descriptions of volunteer jobs defining time and skills required, duties to be performed, etc.
8. Shall have the designated Coordinator of Volunteers interview each prospective volunteer. Understands and agrees that it is free to accept or reject any volunteer referred to it by Volunteer Memphis based upon the evaluation of such volunteer by the Registered Organization; is solely responsible for screening and evaluating volunteers referred to it by Volunteer Memphis; and upon its acceptance of a volunteer, the referred volunteer becomes a volunteer of the Registered Organization.

9. Agrees to indemnify each prospective volunteer and hold harmless Volunteer Memphis, its officers, directors, employees and agents, against any and all claims, damages, liabilities, costs and expenses (including, without limitation, all attorneys' fees and litigation expenses) arising out of Volunteer Memphis' referral of volunteer to the Registered Organization and any act or omission of any volunteer arising out of and in the course of volunteer services performed by a volunteer on behalf of the Registered Organization.
10. Shall utilize volunteers to supplement, extend, or reinforce services, but shall not use volunteers to replace a paid worker.
11. Shall give the prospective volunteer the same careful placement, attention, and supervision as a paid employee.
12. Shall provide orientation, training, evaluation, and recognition of all volunteers.
13. Shall maintain records of individual volunteer hours and services, with appropriate safeguards for confidentiality.
14. Shall give consideration to reimbursement for out-of-pocket expenses, uniforms, etc. for volunteers.
15. Shall periodically evaluate its own volunteer program performance in the attainment of its goals and objectives and adhere to Volunteer Memphis guidelines.
16. Agrees that Volunteer Memphis may make follow-up contact with the Registered Organization to determine if referrals have been appropriate and if placement has been made.
17. In addition to this signed agreement, Registered Organization shall provide to Volunteer Memphis:
 - a. a copy of the Internal Revenue Service Letter 501(c)3 designating non-profit status (or a charter for other entities);
 - b. an agency profile form (attached);
 - c. current volunteer job descriptions as opportunities occur, with sufficient lead time for publicity;
 - d. other documentation or brochure clarifying the organization's purpose and provisions for volunteers.

This Registration Agreement may be terminated without cause at any time by either party upon notice to the other party.

REGISTERED ORGANIZATION:

VOLUNTEER MEMPHIS

By: _____
(Executive Director)

By: _____
(Community Resources Manager)

By: _____
(Volunteer Coordinator)

Date: _____

Print Name _____
(Volunteer Coordinator)

Date: _____