



I am writing to request your support in signing the attached Memorandum of Understanding (MOU) between your school district and Jannus, Inc., to allow adults age 55 and older to serve as volunteers in your schools through our Aging Strong program.

Aging Strong a program of Jannus has been placing older adult volunteers in Treasure Valley classrooms for over 15 years through our AmeriCorps Seniors initiative—the Foster Grandparent Program. We were recently received a second AmeriCorps Senior grant - Retired Seniors Volunteer Program (RSVP). In both programs, our dedicated volunteers' mentor and tutor students who need a little extra support, and their presence provides both academic and emotional benefits for the children they serve.

During the 2024/2025 academic year, 37 volunteers served in schools throughout the valley, contributing over 30,565 hours of time at no cost to the schools. (Some donate a meal to the volunteer while they serve) On average, our volunteers directly supported 120 students and indirectly impacted an additional 1,049 students. For the upcoming 2025–2026 school year, we anticipate doubling our volunteer base to meet the growing needs of our region's students and educators.

To ensure we are ready to support your schools as soon as the year begins, we ask that the MOU be reviewed and returned as soon as possible. We've learned through experience that, with the rapid growth of our communities, it is far more efficient to sign MOUs at the district level, rather than managing them with each individual school. If there are specific schools in your district that do not wish to participate, they can simply be noted or crossed off the list.

We deeply value our partnership with local schools and are proud of the positive intergenerational impact our volunteers have made—and will continue to make—in classrooms across the valley.

If you have any questions or would like to discuss this further, please don't hesitate to contact our team:

- **Foster Grandparent Program Team Lead:** 208-947-4280
- **RSVP Team Lead – Lisa Underwood:** 208-947-4284
- **Aging Strong Program Director – Honey Goodman:** 208-947-4282 | hgoodman@jannus.org

We look forward to partnering with you in the year ahead.

Respectfully,

Honey Goodman

Program Director, Aging Strong
Jannus, Inc.



Memorandum of Understanding

This Memorandum of Understanding (this "MOU") contains basic provisions to guide the working relationship between the following parties.

It is entered into BETWEEN

The Foster Grandparent Program of the Treasure Valley (FGP) by Jannus, Inc.

The Retired Seniors Volunteer Program of the Treasure Valley (RSVP) by Jannus, Inc.

3501 W. Elder Street Suite 104 Boise, ID 83705

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Caldwell School District

Sacajawea Elementary
Washington Elementary
Lewis and Clark Elementary
Wilson Elementary
Van Buren Elementary

The Foster Grandparent Program (FGP) and the Retired Seniors Volunteer Program (RSVP) of Jannus and (School/Station Name) may be referred to herein as the "Parties." The Volunteer Site may be referred to as the "Station".

This MOU is effective from (today's date) through **08/31/2028**. This MOU may be amended in writing at any time with the concurrence of both parties and must be renegotiated at least every three (3) years.

Basic Provisions

The Foster Grandparent Program and Retired Senior Volunteer Program of Jannus will:

1. Recruit, interview, select and enroll volunteers in the program(s). The volunteers will meet the criteria in the FGP and RSVP federal regulations for enrollment in the program(s).
2. Conduct and document a criminal history check for all FGP and RSVP volunteers in accordance with regulations.
3. Refer FGP and RSVP volunteers to the station. Permit and encourage the volunteer station to screen volunteers pursuant to established criteria of the Volunteer Station.
4. Conduct pre-service orientation and ongoing in-service instructions for volunteers.
5. Instruct volunteers in proper use of volunteer timesheets, reimbursement guidance, and the through in person training and a volunteer handbook.
6. Provide an orientation to the Station staff prior to placement of volunteers and at other times as needed, including a station handbook.
7. Initiate publicity regarding both FGP and RSVP
8. Furnish accident and liability insurance for enrolled volunteers. The insurance provided by Jannus is secondary coverage and not primary insurance. Volunteer insurance is primary insurance.
9. Staff an Advisory Council and arrange for appeals procedure and mediation assistance to address problems arising between volunteer and the Station and/or Jannus.
10. Arrange for appropriate Volunteer Recognition
11. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.
12. Reimburse FGP volunteers for transportation costs between their home and volunteer station in accordance with
13. FGP policies and availability of funds.
14. Arrange with the Station for meals and/or snacks, whenever possible, for volunteers on assignment.

15. (if applicable) Provide photo identification for volunteers if not provided by the station.

The Volunteer Station Will:

1. The station staff will complete a Volunteer Assignment Plan (VSP) provided by Jannus staff for each volunteer identifying each child served. The station representative and the volunteer must sign the written assignment plan.
2. Assign children with designated special or exceptional needs to each volunteer (using VSP form)
3. Exclude volunteers as supervising adults when calculating state-mandated adult-to-child ratios.
4. Supervise volunteers at all times while they are performing as volunteers and not leave the volunteers alone with children. (Supervisor name and contact information on next page.)
5. Provide site specific and special training (i.e. confidentiality) Furnish volunteers with materials required for assignment. to the volunteers as needed. These materials may include station uniform and photo I.D.
6. Assure adequate health and safety provisions for volunteers.
7. Investigate and report any accidents and injuries involving volunteers immediately to the Aging Strong Program of Jannus. All reports shall be submitted in writing.
8. Specify, either by written information or verbally, that FGP volunteers are participants in the Station's programming in publicity featuring such volunteers. Display an FGP placard where it may be viewed by the public.
9. Reports: The Station Representative shall:
 - Timesheets: Review and sign/date FGP and RSVP volunteer hours monthly on or before the last day of each month. (Insurance coverage is only effective with verified records of hours served.)
 - Progress Reports: Stations are requested to complete a short bi-annual survey provided by volunteers documenting the impacts of services provided by volunteers.
 - Volunteer Performance Evaluations: For each assigned volunteer, stations are required to complete an annual performance evaluation using the template provided by the sponsor.
 - In-Kind Documentation: Provide documentation of in-kind contribution(s) (meals, uniforms, mileage reimbursement, training expenses, physical exams) and verification to help Jannus meet its local match of 10%.
10. Provide meal for Foster Grandparent Volunteer each day of volunteer service as an in-kind donation. We estimate the value of the in-kind donation as: Public school meal value = \$3 per meal. Head Start breakfast/lunch or lunch/snack value = \$6 per day. Child care center meal value = \$5 per day. Since the value of these meals will be counted as part of the non-federal contribution to the CNCS grant, the Volunteer Station will ensure that the meals are not funded with other federal resources, unless those federal resources are authorized to be applied as part of the non-federal share of a federal grant. (If any school within the district cannot give an in-kind donation of a meal to the Foster Grandparent or RSVP class room volunteer (please indicate that in the exceptions section of this agreement)

Other Provisions

1. **Separation from Volunteer Service:** The Station may request the removal of an volunteer at any time. An volunteer may withdraw from service at the Station or from the FGP or RSVP Program at any time. The FGP/ RSVP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
2. **Religious/Political Activities:** The Station will not request or assign volunteers to conduct or engage in religious, sectarian, or political activities.
3. **Displacement of Employees:** Ensures that FGP/RSVP volunteers serve in a volunteer capacity. They will not displace nor replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor's supervisory role with the children.
4. **Accessibility and Reasonable Accommodation:** The Station will maintain the programs and activities to which 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.
5. **Prohibition of Discrimination:** The Station will not discriminate against FGP/RSVP volunteers on the basis of race; color; national origin, gender; sexual orientation; religion; age; disability; political affiliation; marital or parental

status; or military service.

6. **Termination of MOU:** This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three (3) years by the Parties.

Any exceptions to the above agreement, special considerations or stipulations are noted below:

Signatures. By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become a FGP/ RSVP Station.

For Stations

Other Authorized Signatures

Name:	Title:
Phone:	Email:

Volunteer Station Primary Type: To qualify as a FGP/RSVP Station, an agency/office/department must self-certify that it is one of the following:

- Public Non-Profit Private Non-Profit Proprietary Health Care Agency Governmental Agency

Authorized Signatures

Authorized Station(s) Representative		Date
	<small>Damisha Orcutt (Jul 8, 2025 10:29 PDT)</small>	7/8/2025

Aging Strong Director [or other sponsor designated representative]	Date
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