

Memorandum of Understanding

- Faith -

Organization _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____ Number of Members _____

Clergy _____ E-Mail _____

Contact Person _____ E-Mail _____

Are you interested in recruiting volunteers outside of your congregation? (circle one) Yes No

The purpose of this Memorandum of Understanding is to detail the working relationship and mutual responsibilities of both organizations as we enter into a partnership agreement for the referral and recruitment of volunteers.

This Memorandum of Understanding will be reviewed annually.

The Volunteer Center of Johnson County will:

1. Provide opportunities for your organization to volunteer in the community.
2. Provide organization with information and education on volunteers and volunteer management.
3. Provide organization with information on "issue based" service projects.

The Organization will:

1. Designate a contact person to serve as liaison.
2. Notify Volunteer Center of organization changes such as: contact person, address, phone, etc.
3. Share community volunteer opportunities with members.

By signing below, the Volunteer Center of Johnson County has permission to deliver information to the above named organization by mail, fax, email and phone.

Contact Person Title Date

Clergy Title Date

Volunteer Center of Johnson County Date

Volunteer Center of Johnson County
Metcalf South Mall, Third Floor • 9707 Metcalf • Overland Park, KS 66212
(913) 341-1792 • Fax (913) 341-0275 • www.vcjc.org