



**Memorandum of Understanding between Jewish Family Service and the
Town of Woodbury Friendly Visitor Program
January 1, 2020-December 31, 2020**

This agreement between Jewish Family Service (JFS) and the Town of Woodbury Friendly Visitor Program (FVP) seeks to solidify the collaborative partnership between the two organizations, while preserving the rights and privileges of each organization. This agreement seeks to outline the responsibilities of each organization, in the hopes of ensuring a sound working relationship between Jewish Family Service and the Town of Woodbury Friendly Visitor Program. This agreement is to be reviewed and renewed yearly.

Jewish Family Service agrees to:

- Promote the partnership between Town of Woodbury Friendly Visitor Program and JFS which may include listing in brochures, flyers, pamphlets, news articles, JFS website or media announcements. JFS will make available to the Woodbury Friendly Visitor Program all such materials.
- Provide a consultant to work with the Woodbury FVP coordinator. The consultant will attend all advisory board meetings and present a report of volunteer/neighbor activities.
- Assist the coordinator with problematic neighbor or volunteer issues. The consultant will train the coordinator to perform neighbor home visits (assessments)
- Accept referrals where appropriate, for services of neighbors in the Woodbury FVP.
- Meet with coordinator regularly to provide additional trainings and community information to further assist coordinator.
- Provide a temporary volunteer coordinator to maintain the program when the position of the volunteer coordinator for the Town of Woodbury is temporarily vacant.
- Provide necessary access and training for the coordinator to use the Volunteerhub database.
- Provide mandatory trainings to all volunteers.
- In addition to the mandatory trainings, optional trainings will be offered that the volunteers are encouraged to attend.
- Conduct background checks on all volunteers
- Provide general volunteer liability insurance and supplemental automobile liability insurance to all volunteers while they perform volunteer duties under the Town of Woodbury FVP name.
- Enter all volunteers and neighbors in the JFS database and track all services provided by the volunteers. As a result, JFS will provide a monthly report to the Town of Woodbury Friendly Visitor advisory committee.

Town of Woodbury Friendly Visitor Program agrees to:

- Maintain a Town of Woodbury Friendly Visitor Advisory Board.
- Facilitate Town of Woodbury Friendly Visitor Advisory Board meetings regularly.
- Provide a coordinator.
- Promote the partnership between the Town of Woodbury FVP and JFS. This may include listing Jewish Family Service in brochures, flyers, pamphlets, news articles, or media announcements. Any materials designed by the Town program that highlights the partnership between JFS and the Woodbury FVP will be shared with JFS.
- Recruit volunteers and neighbors for the Woodbury FVP
- Perform intakes (home assessments) on all appropriate neighbors requesting services.
- Provide, if able, meeting space for the recruitment and training of volunteers.
- Provide referrals of care recipients needing other services.
- Keep electioneering separate from all FVP outreach events.
- Provide funding to JFS that will be included in the approved yearly Woodbury FVP budget.

For the above services, the Town of Woodbury will pay the annual amount of \$5,000.

Each party agrees to defend and indemnify the other from all actions, claims, damages etc. which may be made against such party as a result of the negligence of the indemnifying party.

The undersigned have reviewed the above and agree to the items outlined. This agreement is in effect for one year, starting the date when the agreement is signed. Each party may exit this agreement at any time, for any or no cause, providing that the other party is given 30 days notice. Notice must be given in writing.

Jewish Family Service of Orange County
720 Route 17M
Middletown, NY 10940

Town of Woodbury
511 Route 32 P.O. Box 1004
Highland Mills NY 10930

Signature

Signature

Print Name, Title

Print Name, Title

Date

Date