Memorandum of Understanding

BETWEEN
VOLUNTEER WEST VIRGINIA
(*the state's commission for national and community service*)

AND

CERT PROGRAM INFORMATION	
Organization Name	Contact Name
Address	E-MAIL
City	PHONE
State & Zip	FAX

As part of Volunteer West Virginia's Disaster Services program, Community Emergency Response Training (CERT) is encouraged in communities throughout the state. CERT strengthens the capacity of disaster volunteers to support first responders and help their neighbors in an emergency. In addition, CERT elevates the level of individual, family, and neighborhood preparedness for disasters of all kinds.

Purpose of Agreement: To ensure proper reporting; allow for volunteer recognition; ensure proper use of funding and materials; create a statewide volunteer database of disaster trained volunteers; and aid in standardization of basic CERT Training.

Teen CERT Program Coordinators will:
- Ensure that Teen CERT trained volunteers deploy only under the direction of their sponsor agency (the school and/or local 1st response agency), with adult supervision, engage in activities within their trained skill set, and according to local Emergency Management instructions.
- Conduct the CERT Basic Training Course at least once a year.
- Sign and submit this Memorandum of Agreement (MOU) with Volunteer West Virginia. *In the event said CERT program leadership changes, the program must submit a new MOU with proper signatures.*
- Submit *Teen CERT Graduate & Instructor Roster** upon class completion**.**
- Submit monthly *CERT Program Activity Reports** to Volunteer West Virginia for data collection purposes to capture CERT volunteer hours and activities, such as preparedness outreach & education, community service, meetings, trainings and/or **deployments**. *NOTE: if there are NO CERT activities during a time period, there is no need to submit a report.*
- Keep and maintain a list of Teen CERT Graduates.
- OPTIONAL – Register on the National CERT website and update information once per year.

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Memorandum of Understanding, cont'd

Volunteer West Virginia will:

- Collect and maintain contact information for CERT instructors.
- Approve and assist with CERT on-line registrations and updates on the national registry.
- Communicate with program managers regarding federal guidance, program management, and other related information.
- Provide emergency preparedness materials upon request.
- Provide instructor support for trainings and other material or logistic support as funding allows.
- Provide access to online information and resources to include CERT program templates and information, local and state trainings, and other emergency preparedness information via our ReadyWV website. See our ReadyWV Toolkit for outreach and education materials.
- Provide volunteer management resources and support.
- Provide mini-grant opportunity via the annual *Governor's Day to Serve* Initiative, which is held annually during September/October.

*ALL report forms will be provided by Volunteer West Virginia. Report submissions go to Gina.L.Namay@wv.gov.

The CERT trainer is responsible for providing training to suitable, interested disaster volunteers. Volunteer West Virginia does not provide direct service to communities. Instead, we develop communities by building volunteer leader and organization skills to grow and sustain strong programs. In no event shall Volunteer West Virginia 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.

_____   Heather R. Foster, *Executive Director*_____
Name of Authorized Official

_____   _____
Signature (in BLUE ink)   Date   Signature   Date

Mail original copy of MOU to:
Volunteer West Virginia
Attn: Disaster Services Program
710 Central Avenue
Charleston, WV 25302

Revised February 2016