



## Memorandum of Understanding

BETWEEN

VOLUNTEER WEST VIRGINIA

*(the state's commission for national and community service)*

AND

CERT SPONSOR'S INFORMATION	CERT PROGRAM INSTRUCTOR INFORMATION
School or Youth Group's Name:	CERT Coordinator's Name
Principal's Name	
Address	E-MAIL
City	PHONE
State & Zip	

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 standardization of CERT Basic Training by qualified instructors; to ensure proper reporting and collection of CERT program training, activities and volunteer hours; and ensure proper use of funding and materials that may be provided.

**Teen CERT Program Coordinators will:**

- ONLY utilize an approved CERT Trained Instructor to deliver [FEMA's Basic CERT Course](#). See [WV CERT Program Approval Policy](#) for instructor training requirements.
- Ensure that Teen CERT trained volunteers deploy only under the direction of their school sponsor and in coordination with the local first response agency. They must be under adult supervision and only engage in activities within their trained skill set.
- 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 a [Teen CERT Graduate Report Form](#)\* upon CERT 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 and education, community service, meetings, trainings and/or deployments. *If there are NO CERT activities during a time period, there is no need to submit a report.*
- 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 program support for training (like materials, etc.) and 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.

**\*ALL report forms will be provided by Volunteer West Virginia.**

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 leaders 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.

\_\_\_\_\_  
Print Name of Principal (or Youth Group's Leader)  
(must be an Authorized Official)

Hawley Carlson, *Executive Director*

\_\_\_\_\_  
Official's Signature (in BLUE ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Mail original copy of MOU to:**

Volunteer West Virginia  
800 Capitol Street, Suite 400  
Charleston, WV 25301



*Revised January 2024*