



MEMORANDUM OF UNDERSTANDING

HEALTH & WELLNESS DEPARTMENT

Sound Generations can expect the Workshop Volunteer to:

- Co-facilitate at least one workshop series to groups of 12-15 people
- Co-facilitate with another leader and work cooperatively to plan sessions.
- Follow the current Stanford University Chronic Disease Self-Management Program Leader's Manual or Matter of Balance Leader's Manual for each session.
- Set up and take down equipment used during workshop.
- Model healthy behaviors during the workshop and create a positive environment where participants feel empowered to take charge of their health.
- Engage with participants to make them feel welcome at each session and incorporate what participants have willingly shared with the group into workshop activities whenever possible.
- Maintain participant confidentiality by not sharing personal information that is discussed in the workshop outside of the workshop session.
- Respect the culture and traditions of all participants and model acceptance of different beliefs in coping strategies.
- Communicate with Program Manager or Volunteer Supervisor regarding any questions or concerns that come up in a workshop.
- Commitment to helping others as a volunteer.

Lay Leader Volunteer can expect Sound Generations to:

- Provide two Lay Leaders to co-facilitate workshop to maintain fidelity. In the case of a Lay Leader's absence, Sound Generations will provide a substitute.
- To be flexible in scheduling and require volunteer's time during normal business hours, unless mutually agreed upon.
- To provide opportunities to interact with staff, and where appropriate, volunteers or clients of the organization.
- To provide support and resources to volunteer for successful facilitation experience.
- Provide guidance and assistance to Lay Leaders with facilitating and maintaining fidelity.
- To provide opportunities to participate in Sound Generations' Equity and Inclusion trainings.

Requirements

- For Living Well Leaders only: Have an ongoing health condition or life experience of living with a family member with chronic illness (preferred).
- Successfully complete volunteer application and background check.
- Successfully complete Living Well Leader Training or Matter of Balance Leader Training.
- 1-year commitment.
- Available to travel to different Sound Generations locations.

Benefits

- Invitation to Sound Generations' Annual Meeting.
- Invitation to Sound Generations' Equity and Inclusion Trainings.
- Ongoing training and update trainings.
- Stipend (\$20 per session).

***Reimbursement form must be filled in order to receive stipend.**

Acknowledgement of Volunteer Status: I have chosen to volunteer my time and services to Sound Generations. My volunteer activities will primarily consist of those described above. I understand that I will be acting as a volunteer, not an employee of Sound Generations. Because I am not a Sound Generations employee, I understand and agree that I will not receive any wages, pay, or employment benefits for the time and services I will be providing to Sound Generations. I also understand that any stipend/honorarium I receive is to help me cover ordinary expenses I may incur by volunteering for Sound Generations, and is not wages or pay for the time and services I provide.

Signature of Volunteer

Printed Name

Date

Signature of Supervisor

Printed Name

Date