

## Key Terms and Definitions

**Volunteer Station:** A public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of Senior Corps volunteers in health, education, social service or related settings such as multi-purpose centers, home health care agencies, or similar establishments.

Responsibilities of a Volunteer Station are outlined in:

- SCP: CFR 45 § 2551.61 Subpart F
- FGP: CFR 45 § 2552.61 Subpart F
- RSVP: CFR 45 § 2553.61 Subpart F

**Memorandum of Understanding (MOU):** A written statement prepared and signed by the program sponsor and the volunteer station, which identifies project requirements, working relationships, and mutual responsibilities. MOUs should be updated every three years.

**Proprietary Health Care Facilities:** Health care facilities that are privately owned and operated for profit.

**Unduplicated Volunteers:** The number of volunteers when each person is counted once when assigned to a service activity. In order to avoid duplication, the volunteer should be counted in the area where he/she will make the most impact – in terms of the focus area (such as primary focus area rather than community priority), in terms of the type of service, or in terms of the scope of service (such as the most number of hours served). Volunteer count in the report should correspond to the number of volunteers assigned according to the negotiated and awarded grant application.

**Focus Areas:** The six core priority issue areas identified in the Serve America Act where CNCS focuses national service and measures its impact.

**Objective:** A more specific focus and action plan within each Focus Area.