

# RETIRED & SENIOR VOLUNTEER PROGRAM

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## RSVP

## NEW VOLUNTEER INFORMATION SHEET

## RSVP

**WELCOME to the Retired & Senior Volunteer Program** of North Central North Dakota. RSVP is a program affiliated with North Dakota State University and federally funded to match individuals age 55+ with volunteer opportunities in non-profit organizations, health related facilities, and public agencies. We are pleased that you have decided to join hundreds of other RSVP volunteers who are making a difference in the communities where they live through volunteer service.

**We value your participation.** RSVP operates on the general philosophy that seniors want to be actively involved in their communities after retirement. Our program sees retirees as very important people who can provide valuable leadership and service to our community. At the same time, RSVP believes that the key to successful aging is in staying physically and mentally active.

**Our purpose** is to engage people age 55 and over in volunteer service to meet critical community needs and to provide a high quality experience that will enrich the lives of the volunteers.

### **HOW DOES RSVP WORK?**

RSVP is a senior volunteer program that networks with local agencies that need volunteers. RSVP recruits, screens, places, insures and gives public recognition to senior volunteers. Volunteers serve through one of the agencies that partner with RSVP.

### **REQUIREMENTS**

RSVP volunteers are at least 55 years of age. They must complete an enrollment form and record their volunteer hours.

### **BENEFITS PROVIDED BY RSVP**

- Help finding the right volunteer position for you.
- Select from a wide variety of volunteer opportunities.
- Flexible schedules for volunteers.
- Possible assistance with transportation.
- Supplemental insurance while volunteering.
- Free subscription to the quarterly RSVP newsletter.
- Invitation to attend an annual recognition event.
- Free membership in a respected national volunteer organization which is active in every state.
- Free meals available at some volunteer stations.
- The opportunity to meet new friends.
- Personal health benefits due to individuals staying physically and socially active.
- Satisfaction of knowing that you can make a difference in addressing important community needs.

### **PROGRAM PROCEDURES**

**Volunteer Stations** - Volunteers choose where and how often they want to serve. RSVP will help coordinate your placement and introduce you to the volunteer coordinator. After that, it will be very important for you to keep the volunteer coordinator/supervisor informed about any changes in your schedule. Please let them know if you need to be absent from your assignment or if you decide to discontinue your volunteer work at that particular site.

**Timesheets** - The RSVP program is part of the Corporation for National and Community Service and we are required to report the volunteer hours that our local program produces. We are proud to do this because it helps show the tremendous contributions that retired people give to the communities they serve. An accurate record of the service hours also helps our program receive much needed funding. Additionally, it is also documentation of you being on duty for the accident insurance that RSVP carries for volunteers.

- **Signatures are required.** We ask that both you and your supervisor sign your monthly timesheets.
- **Need more forms?** You can obtain more timesheet forms by simply requesting a supply from our RSVP office or asking your supervisor to copy the form for you.
- **Absence** from volunteer service due to illness, vacation etc. should be reported to the volunteer coordinator at the station you are volunteering at
- **Submit monthly time reports by:**
  - Checking with your station supervisor to see if they collect and mail the timesheets to RSVP.
  - Deliver the reports to RSVP office, or mail them to us.
  - Deliver to a local drop site: *Minot* - Senior Citizens League office located in the Parker Senior Center.

**Name Badge** - RSVP name badges are provided to you upon enrollment. Please wear your name badge when you volunteer and when you attend one of the RSVP events.

**Recognition** - RSVP hosts an annual recognition event to honor and celebrate the good work of all the volunteers and their volunteer coordinators. The event is usually held in the spring and invitations are mailed to all active volunteers and to the station supervisors.

**Transportation** - Some locations and volunteer stations provide assistance with volunteer transportation. Volunteers from Minot needing transportation assistance have the Minot Commission on Aging bus available to them. (However, the tokens do cost our program \$4 for each round trip, so we ask that you volunteer at least two to three hours each time you use the bus service.)

**Insurance** - RSVP provides four kinds of supplemental coverage while you are volunteering. It is not a substitute for any insurance you may now carry and it only applies while you are performing your assignments.

- 1) Accident Insurance - Excess Accident and Medical Coverage. Provides insurance for medical treatment required as the result of an accident.
- 2) Personal Liability Insurance - Provides third-party protection for you against injury or property damage claims arising from your volunteer service activities.
- 3) Excess Automobile Liability - Provides protection for bodily injury or property damage claims arising while participating in RSVP volunteer activities, including driving directly between the registered volunteer driver's residence and the assignment.
- 4) Death benefits must be directly the result of the volunteer assignment. At the time of established fact, the insurance goes to the beneficiary named on your registration form.

Note: If you drive your own vehicle to and from your volunteer assignment, you are required to keep in effect automobile liability insurance with coverage equal to the minimum required by state statutes.

**Newsletter** - The *RSVP Reports* Newsletter is published quarterly and mailed out to our volunteers and stations. We want to keep you informed about RSVP events, news, and new volunteer opportunities. If you have information you would like to include or articles you would like to write for the newsletter please contact us at 852-3799.

**Donations** – RSVP is funded through the federal Corporation of National & Community Service grant, the Souris Valley United Way, Mike & Dorothy Dolan Endowment fund, Kenmare Veterans Gaming funds, and other local donations. Additionally honorarium and memorial donations made by volunteers have helped us financially. We would greatly appreciate any tax-deductible contribution toward our transportation, communication, or recognition efforts. Designate any donation to “NDSU-RSVP fund” and mail to: RSVP, 407 4rd Street SE, Minot ND 58701