

# RETIRED & SENIOR VOLUNTEER PROGRAM

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## NEW VOLUNTEER INFORMATION SHEET

*WELCOME to the Retired and Senior Volunteer Program* of Northeast North Dakota. RSVP is a program sponsored by 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 people want to be actively involved in their communities. Our program sees individuals 55 and older as very important individuals 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 volunteer program that networks local non-profit agencies, government entities, and propriety health care providers in need of volunteers. RSVP recruits, screens, places, insures and gives public recognition to their volunteers. Volunteers serve through one of the agencies that partner with RSVP.

### ***REQUIREMENTS***

*RSVP* volunteers are:

- Age 55 or over
- Complete an enrollment form
- Report your volunteer hours monthly
- Willing to volunteer at one of the enrolled work sites.

### ***BENEFITS PROVIDED BY RSVP***

- Help finding the right volunteer position for you
- Select from a wide variety of volunteer opportunities
- Flexible schedules for volunteers
- Supplemental insurance while volunteering
- Free subscription to the quarterly RSVP
- Invitation to attend an annual recognition event
- Free membership in a respected national volunteer organization which is active in every state
- 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 individual 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 you sign each of your 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 forms for you
- ***Submit monthly time reports by: mail, fax, or deliver them to our office.***

***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 the volunteer stations. The event is usually held in the spring and invitations are mailed to all active volunteers and to the station supervisors. We usually have additional recognition event in the summer and around early December.

***Insurance*** - RSVP provides three 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.

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 Record* 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.