



FACTS

Office Location: 1919 North University Drive - D129

Mailing Address: PO Box 6050 Dept 2020

Fargo, ND 58108-6050

Website: <http://rsvp.ndsu.nodak.edu>

1-866-345-RSVP (toll free): Please leave a message

Fax: 701-231-9759

RSVP+ SV STAFF

Linda K. Nelson, Director

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Teresa Huff, Coordinator

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MISSION

RSVP+ North Dakota invites individuals of all ages to enhance personal growth, develop leadership skills, & meet critical community needs through meaningful volunteer service opportunities.

REQUIREMENTS

You need to:

- ◆ Be “ANY” Age
- ◆ Volunteer or willing to volunteer for one of our volunteer (non-profit or government agency) stations
- ◆ Fill out and sign RSVP+ Volunteer Registration form
- ◆ Report your volunteer hours to RSVP+ quarterly

ABSENCE FROM VOLUNTEER SERVICE DUE TO ILLNESS, VACATION, ETC.

If you are going to be absent from your volunteer assignment for any reason, please contact the RSVP+ Station Representative at your volunteer station.

RSVP+ INSURES ITS VOLUNTEERS

RSVP+ Accident Medical Insurance protects you, the volunteer, in **excess** of benefits provided by Medicare, Medicaid, and other personal insurance during travel to and from and during your volunteer service.

RSVP+ Volunteer Liability Insurance provides third party protection if you are liable for bodily injury or property damage arising out of the performance of your duties (exclusions listed on website www.cimaworld.com).

RSVP+ Excess Automobile Liability Insurance protects you for bodily injury or property damage claims arising out of your activities (including driving directly between your home & workstation). You **MUST** maintain your own auto liability coverage at least equal to the state-required minimums. Does not apply to any damage to your vehicle.

Death Benefits must be directly the result of the volunteer assignment.

RSVP NEWSLETTER

RSVP+ publishes a newsletter to keep you informed of RSVP+ events and news. Current volunteer opportunities are always included as well as upcoming RSVP+ activities, program additions and changes, community events, and issues. If you have information for the newsletter or would like to have a topic covered, please let us know.

ANNUAL RECOGNITION

Each spring, normally the week of National Volunteer Week, we host a Recognition Event to honor and celebrate the good work RSVP+ Volunteers & Station Representatives do all year long.

DATE: Thursday, April 22, 2010 – noon to 2:00 PM at the Doublewood Inn in Fargo.

NAME TAG

All RSVP+ volunteers receive an RSVP+ name tag that you are required to wear while you are volunteering and at **all** RSVP events.

RSVP FUNDING

RSVP+ is funded through a Federal Corporation for National Service Grant, the Minnesota Board on Aging, Cass County, United Way of Cass Clay, United Way of Richland Wilkin, our Annual Event Fundraiser, Banquet Sponsorships, RSVP+ Enterprise, and donations. Several of our volunteer stations provide financial support as do individuals and community organizations. Contributions from volunteers have also provided us with needed monies over the years. If you would like to make a tax-deductible contribution toward our volunteer insurance, communication, or recognition efforts, we would greatly appreciate it. Designate any donations to "NDSU – RSVP+ Southern Valley."

QUARTERLY LETTER & TIMESHEETS

We are required by our different funding sources to collect, log, and report RSVP+ Volunteer hours quarterly. It is so important that you as a volunteer keep track and report your hours in a timely manner. Timesheets are mailed to you a couple weeks before the next quarter so that you will have them and as a reminder to complete the current quarter's timesheets and return them to the RSVP+ office. At times, RSVP+ Stations are collecting your hours and reporting them to us.

FILE UPDATES

We are required to update all of our RSVP+ volunteer files annually. We try to do this on or close to your birthday. RSVP+ Staff or Office Volunteer will call you to verify that the information that we have on file is current. You may call in at anytime to provide us with any changes & update you file (e.g. address change, Station change, etc).

AAA GROUP DISCOUNT

All RSVP+ Volunteers & Station Representatives who are registered with RSVP+ (Offices in: Fargo, Bismarck, Devils Lake, Dickinson, Grand Forks, Jamestown, and Minot) will receive a 15% discount with AAA whether a new customer or at renewal time. Make sure to ask them about the discount & tell them that you are an RSVP+ Volunteer. Group Number: **ECN001**



Revised 6-11-09