



AmeriCorps Seniors

RSVP VOLUNTEERS

WEBER HUMAN SERVICES

RETIRED SENIOR VOLNTEER PROGRAM

STATION HANDBOOK

Serving: Weber, Morgan, Box Elder Counties

Weber Human Services

Volunteer Services- RSVP

237 26th Street

Ogden UT 84401

The RSVP Staff welcome you as a volunteer station to our program. We are excited to work with your organization in helping volunteering grow in our community.

It is our mission to provide quality volunteer experiences for individuals 55 and older. We will focus on helping you fill your volunteer needs by recruiting and referring older adult volunteers to appropriate volunteer opportunities at your agency. We will also help you in the management and recognition of RSVP volunteers.

This handbook will answer any basic questions or concerns you may have as an RSVP station. If you have further questions, please feel free to contact us.

STAFF CONTACT INFORMATION

Volunteer Services Supervisor /RSVP Director, Charity Rowberry

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801-625-3865

RSVP Coordinator, Stephanie Wilson

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Mailing Address

Volunteer Services- RSVP

237 26th Street

Ogden UT 84401

HISTORY OF RSVP

The Retired Senior Volunteer Program is a nationwide program and one of three programs under the umbrella of AmeriCorps Seniors. RSVP began as an outgrowth of efforts by private groups and government agencies to create opportunities for engagement, activity, acquaintanceship, and growth for older Americans interested in serving their communities in a variety of ways. The success of the early program led to an amendment to the Older Americans Act, creating RSVP as a nationwide program in 1969.

FUNDING AND OPERATION

The federal funding agency for Weber/Morgan/Box Elder RSVP is AmeriCorps within the Corporation for National and Community Services, with local match provided through Weber Human Services.

VOLUNTEER SITES OR STATIONS

Weber/Morgan/Box Elder County RSVP offers a wide range of volunteer opportunities with local non-profit organizations, government organizations and proprietary health organizations.

In compliance with federal policy for placement of RSVP volunteers, the RSVP program must ensure each volunteer station is a public or non-profit private organization, whether secular or faith-based, or an eligible proprietary health care agency, with the capacity to serve as a volunteer station and who's volunteer activities fall within the RSVP grant outcomes.

Stations must sign a Memorandum of Understanding with Weber/Morgan/ Box Elder County RSVP, negotiated at least every three (3) years, and be willing to follow policies and grant requirements.

VOLUNTEER ELEGIBILITY

RSVP volunteers choose how and where they want to serve and the amount of time each wants to give. Volunteers may also choose whether to draw on their life experiences and skills or develop new ones.

Qualified individuals must be:

- Fifty-five (55) years of age or over.
- Willing to sign in with the volunteer station each time they serve so hours may be tracked.
- Willing to serve without compensation.
- Willing to pass background screening if required for their position
- Serve at a volunteer station within Weber, Morgan or Box Elder Counties

There are no education, income or experience requirements to become an RSVP volunteer.

Eligibility may not be restricted on the basis of:

Race • Color • National origin • Sex • Age • Religion • Sexual orientation • Disability • Political affiliation • Marital or parental status • Genetic information • Military service

In accordance with the ADA requirements, Weber Human Services and the stations where volunteers are placed will make **REASONABLE ACCOMMODATIONS** for individuals wishing to enroll as volunteers within AmeriCorps Seniors:

The ADA requires reasonable accommodations as they relate to three aspects: 1) ensuring equal opportunity in the application process; 2) enabling a qualified individual with a disability to perform the essential functions of a job; and 3) making it possible for an individual with a disability to enjoy equal benefits and privileges.

BENEFITS OF RSVP VOLUNTEERS

RSVP volunteers receive:

1. **Mileage reimbursement** for travel to and from their volunteer station and for approved travel as part of their volunteer assignment. Mileage is reimbursed at a rate of .41 cents per mile up to 150 miles each month. Volunteers or stations must submit their mileage to the RSVP office for payment by the 10th of the following month.
 - a. Any volunteer wishing to receive mileage reimbursement must complete the appropriate forms and be admitted into the reimbursement program. Funds are limited.
 - b. If the station coordinator decides to collect all mileage sheets from their station and send them all to the RSVP program, they must have them to the RSVP office by the 10th for payment.
2. **Supplemental Insurance:** Supplemental injury insurance is purchased by our agency for all RSVP volunteers. This insurance covers a volunteer who

is injured during their volunteer service after the volunteers primary insurance has covered all costs.

3. **Recognition:** RSVP holds an annual recognition event in the for all RSVP volunteers. This is a time for volunteers to be recognized for their service to the community. This event is normally held at a local restaurant.
4. **Years of Service:** RSVP recognizes volunteers for milestones achieved based on the number of years they have served as an RSVP volunteer. Because of this it is important to sign volunteers up for RSVP as on their first day of volunteering with your agency.
5. **Community Impact:** The RSVP program tracks the impact volunteers have on the community they serve. This data is valuable on a local, state and national level. This may require volunteer stations to complete surveys or submit data to our agency.

TRAINING

All training of volunteers is done by the station/ site where volunteers are assigned to serve. Online training and some in-person training is available for individuals who wish to serve as an RSVP grandparent tutor or RSVP Friendly Visitor.

Station coordinators are required to attend a yearly training. Trainings are sometimes held in person but most are held virtually.

BACKGROUND CHECKS

Weber Human Services RSVP only requires FBI fingerprint checks with Rapback under certain circumstances. We recommend any station serving venerable adults or children perform their own background screening on all volunteers. K-12 volunteer stations have the ability to clone the fingerprint check through RSVP into the school district system.

REQUESTING VOLUNTEERS

Stations can and should request volunteers for specific activities by contacting our office. RSVP staff will help recruit volunteers for specific stations and needs within the station through outreach and recruitment means.

VOLUNTEER POSITION DESCRIPTION

RSVP staff will work with you on position descriptions for the volunteer needs at your site. This will help the volunteer to know what is required and is a requirement of the RSVP grant.

TIMESHEETS

- Tracking the hours volunteers serve is the responsibility of the volunteer station. Many stations have a sign in/ sign out sheet so they can accurately track the time served by each volunteer.
- Timesheets are sent to each site by the 25th of the month and are due by the 10th of the following month.
- Hours must be rounded up to the next whole number.
- Travel time to and from the volunteer homes is not included in hours of service
- Timesheets must be signed by an authorized volunteer site coordinator and the RSVP director or coordinator.
- Meals given to the volunteers during their service time can be counted as an In-kind donation for our grant. In-kind meals are marked on the timesheets each month.

ACCIDENTS & INJURY

All RSVP volunteers are covered with supplemental accident insurance through our program. If a volunteer is injured at your site during their work hours, an accident report should be filled out and the incident reported to the RSVP office immediately.

If the volunteer needs to seek medical attention **they need to go where their primary insurance is accepted.** Our insurance will pick up any additional expenses not covered by Medicare or their private insurance carrier.

RSVP volunteers should never go to a Work Med or a Workman's Comp healthcare facility, this leads to denied claims.

PROHIBITED ACTIVITIES

According to Federal statute, According to Federal statute, while charging time to the AmeriCorps Seniors RSVP program, accumulating service or training hours, or

otherwise performing activities supported by the program, staff and volunteer members may not engage in the following activities:

(45 CFR 2520.65)

- (1) Attempting to influence legislation;
- (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- (3) Assisting, promoting, or deterring union organizing;
- (4) Impairing existing contracts for services or collective bargaining agreements;
- (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- (8) Providing a direct benefit to -
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986
 - (v) An organization engaged in the religious activities unless AmeriCorps assistance is not used to support those religious activities;
- (9) Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services; and
- (11) Such other activities as AmeriCorps may prohibit.

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

RSVP volunteers will not be assigned to any station which makes the volunteer at-risk for personal harm and may not engage in any activity which would otherwise be performed by an employed worker or which would supplant the hiring of or result in the displacement of employed workers or impair existing contracts for service.

Volunteers cannot receive compensation of any kind from the beneficiary of the volunteers service or a fee for service from recipients, legal guardians or members of their family and friends. This includes any type of payment, tips or donations to the volunteer.

CODE OF CONDUCT

Drugs and Alcohol: The use of or possession of illegal drugs or alcohol, or being under the influence of the same, while performing hours of service is strictly prohibited and shall be cause for termination of all volunteer placements through RSVP.

Drug Free Workplace: RSVP volunteers are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance at any RSVP facilities, events, assignments, locations and or that of any affiliate site. Any violations of the prohibitions will be considered just cause for discharge from the program.

As an RSVP volunteer will:

1. Be reliable and notify my volunteer station of the times I cannot attend within a timely manner.
2. Be truthful in recording my volunteer hours and mileage.
3. Follow all safety, confidentiality and rules of the site where I serve.
4. Not engage in theft or acts of dishonesty.
5. Act in a professional manner at all times.
6. Not engage in bullying, sexual harassment or inappropriate behavior of any kind towards clients, the public, other volunteers or the station staff. This includes the use of anger or verbal abuse.
7. Ensure confidential treatment of all information regarding clients, student or the public served.
8. Not endanger my safety or the safety of others.
9. Treat others with respect.

Volunteers who engage in any of the above mentioned items while serving as a volunteer, or who perform unlawful acts inside or outside their volunteer service will be removed from their service as an RSVP volunteer.

Volunteer Stations will need to notify the RSVP program whenever a volunteer is found in violation and has been terminated from service.

TERMINATION OF VOLUNTEER

The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the Volunteer Station or from RSVP at any time. Discussion of individual separations will occur among RSVP staff, Volunteer Station staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station or termination if necessary. Volunteer stations must notify RSVP when a volunteer has been removed from service.

RSVP GRIEVANCE PROCEEDURE

The RSVP program has a formal grievance procedure. A formal grievance to the RSVP Program, Foster Grandparent Program, or Senior Companion Program must be made to the Weber Human Services, Volunteer Services Supervisor. This grievance must be formally sent through letter or e-mail to the following address or email:

Weber Human Services- Volunteer Services - 237 26th Street - Ogden UT 84401

charitym@weberhs.org