



RSVP
Northern Virginia
VOLUNTEERS 55+ IMPACTING
THEIR COMMUNITIES

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AMERICORPS SENIORS VOLUNTEER HANDBOOK 2024-2027



MESSAGE FROM OUR MANAGER



Dear AmeriCorps Seniors Volunteer,
Welcome to RSVP-Northern Virginia (RSVP)!

Thank you for joining one of our nation's largest volunteer networks for people aged 55 and older. Established nationally in 1971, AmeriCorps Seniors RSVP (Retired & Senior Volunteer program) has a rich history of empowering older adults to respond to critical community needs across the country.

In Northern Virginia, RSVP volunteers increase the capacity of public and non-profit organizations in and around Fairfax County (Central), Arlington County, and the cities of Fairfax, Alexandria, and Falls Church. RSVP taps into the skills, experience, and interests of Northern Virginians aged 55 and older.

We hope to guide each AmeriCorps Seniors volunteer to a comfortable and meaningful experience geared at service. We look forward to you sharing your time, skills, and talents with our community.

This Volunteer Handbook provides an overview of our program, as well as the guidelines and procedures that ensure a positive and meaningful experience for the volunteers and partner organizations (called Volunteer Stations by RSVP). Please read through this material and feel free to contact RSVP staff or your volunteer station if you have any questions.

RSVP is excited to be a gateway for service to your community, as well as part of your journey as you grow in your own individual interests, talents, and relationships as a volunteer. We also offer social and recognition opportunities that build connections among the community of volunteers and volunteer stations who serve our region.

RSVP extends to you our personal best wishes for your success and happiness as a volunteer. We look forward to working with you!

Stacey Iden

Program Manager, RSVP-Northern Virginia

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OVERVIEW



History of RSVP

RSVP is a program of AmeriCorps Seniors through AmeriCorps, a federal organization that supports the American culture of citizenship, service, and responsibility through national service initiatives. Established in 1971 and now one of the largest volunteer programs in the nation, RSVP engages people aged 55 and older in a diverse range of volunteer activities. AmeriCorps Seniors volunteers, through Foster Grandparent, Senior Companion, and RSVP programs, serve with organizations dedicated to the improvement of communities. Today, RSVP is one of America's largest volunteer networks for older individuals, with more than 200,000 members serving across the country.

RSVP in Our Community

The RSVP program in Northern Virginia was launched in 2013 through a partnership of three local volunteer centers: Volunteer Fairfax, Volunteer Alexandria, and Volunteer Arlington. This regional program, now solely sponsored by Volunteer Fairfax, links individuals to volunteer opportunities, while also strengthening the capacity of area organizations to make a long-term impact on the community. The program relies on positive and collaborative relationships with both volunteers and community organizations, referred to as volunteer stations.

RSVP-Northern Virginia has taken the honeybee as the symbol of an army of seniors dedicated to working on behalf of the collective. Across the ages, many civilizations have revered the honeybee for its virtues, including industry, community, cooperation, perseverance, determination, and wisdom. These virtues are seen in RSVP volunteers and acknowledged with gratitude.

Volunteer Fairfax as Sponsoring Organization

Volunteer Fairfax serves as the sponsor for RSVP-Northern Virginia and is legally responsible for fulfilling all project management activities necessary to accomplish the purposes of the program. A few key responsibilities include:

- 1.** Focus AmeriCorps Seniors RSVP resources on activities that will have a positive impact on critical human and social needs within the project service area, and in compliance with AmeriCorps performance measure requirements.
- 2.** Develop and manage one or more volunteer stations to provide a variety of placement opportunities that appeal to persons aged 55 and older.
- 3.** Make special efforts to recruit and place into AmeriCorps Seniors volunteer service individuals from diverse races, ethnicities, sexual orientations, or degrees of English language proficiency, veterans and military family members, persons with disabilities, and hard-to-reach populations and groups in the community.
- 4.** Provide AmeriCorps Seniors volunteers with required cost reimbursements, including insurance and recognition of their service.
- 5.** Secure community participation in local project operation by establishing an advisory council.
- 6.** Provide levels of staffing and resources appropriate to accomplish the purposes of the project and carry out its project management responsibilities.



RSVP Grant Funding

AmeriCorps invests in partnerships with non-profit, faith-based, and Tribal organizations, and state service commissions, to get things done for America. RSVP is AmeriCorps-supported and receives a federally funded AmeriCorps grant award to support the program. Additional required non-federal funding is garnered through cash and in-kind contributions required to be raised by the sponsor in support of the grant.

Though the grant requires the submission of an annual application, work plans and narratives demonstrate the impact the grant will have over a three-year period. RSVP grant awards support programming from April 1 through March 31 during each year of the three-year grant, and program funding is received annually and awarded on a cost reimbursement basis.



WHAT RSVP VOLUNTEERS CAN EXPECT

Member Benefits

Studies show that volunteering helps people live longer, more meaningful lives. In addition to meeting friends who share the same passion for service, benefits to AmeriCorps Seniors volunteers serving with RSVP include:

- Flexibility and variety in service activities;
- Personalized matching with meaningful opportunities at local/national non-profits and agencies;
- Free access to accident medical coverage, volunteer liability, and automobile liability insurance;
- Optional mileage reimbursement;
- Group service activities, including social and recognition events;
- Leadership opportunities to support outreach and special events;
- Access to new volunteer opportunities, news, and events; and,
- A chance to share your 55+ years of skills and experience and explore new talents!



Opportunities to Make an Impact

RSVP partners with organizations, referred to as volunteer stations, that meet identified community needs. RSVP volunteers are assigned to volunteer stations and work with these organizations to promote their mission and services and to demonstrate positive impact on the community.

RSVP volunteers can also participate in group-service types of activities that benefit the partner volunteer stations. During the 2024-2027 grant cycle, RSVP volunteer service is centered on impacting the following focus areas:

- **Food Collection, Food Distribution, and Food Pantry Support:** Food collection, distribution, and pantry support activities increase food security among economically-disadvantaged individuals.
- **Capacity Building:** Volunteer and donations management and resource development activities build and leverage capacity that increase operational efficiency, effectiveness, and/or program reach of partner organizations.
- **Disaster Services:** Disaster preparedness and response activities support the local community during disasters and emergencies.
- **Economic Opportunity:** Job training activities support employment among immigrants, beginning level English writing and literacy adult learners, and under or unemployed individuals.
- **Education:** Tutoring and other classroom support activities improve student performance of pre-kindergarten and K-12 students.
- **Companionship:** Companionship activities, such as friendly calls or pen pal projects, increase social support and capacity for independent living among older adults and individuals with disabilities.
- **Transportation:** Transportation activities assist homebound or older adults and individuals with disabilities to live independently by providing access to medical appointments, grocery shopping and other necessary transport needs.



AMERICORPS SENIORS PLEDGE



I will get things done for America – to make our people safer, smarter, and healthier.

When faced with a pressing challenge, I will bring Americans of all generations together to strengthen our communities.

When faced with children at risk, I will help them stay in school and on track for a brighter future.

When faced with older adults in need, I will provide support and compassion so they may age with grace and dignity.

Working for the greatest good, I will use my lifetime of experiences to improve my country, my community, and myself through service.

I am an AmeriCorps Seniors volunteer, and I will get things done.

STANDARDS AND GUIDELINES FOR **RSVP VOLUNTEERS**



Absences and Tardiness

RSVP volunteers are expected to be reliable, dependable, and on time while performing their volunteer duties. If you are unable to report, or if you will arrive late, please contact your volunteer station supervisor as soon as possible. Giving the supervisor as much advance notice as possible will allow them to arrange for someone to cover your position.

Annual Volunteer Records Update

RSVP volunteers are responsible for updating their enrollment records whenever pertinent information changes. Volunteers are encouraged to contact the RSVP Volunteer Specialist throughout the year to report updates. Annually, you will be given the opportunity to review and update your enrollment record by completing a survey that collects changes to your personal information.

Civil Rights and Non-Discrimination

RSVP treats all persons with dignity and respect while providing a pleasant, healthful, comfortable, equitable, and inclusive environment free from intimidation, hostility, or other offenses which might interfere with volunteer performance. RSVP will not tolerate any form of discrimination or harassment, and when identified, will take immediate action.

STANDARDS AND GUIDELINES FOR RSVP VOLUNTEERS

Discrimination or harassment may include slurs and other verbal or physical conduct that relates to an individual's race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, military status, or any other characteristic protected under federal, state or local law when such behavior has the purpose or effect of interfering with volunteer service performance or creating an intimidating, hostile, or offensive environment.

Complaints concerning any violation or possible violation must be reported immediately to your assigned supervisor, ideally within 10 business days of the offending conduct. If you believe that a complaint cannot be addressed by your supervisor, you must contact an RSVP staff member.

Volunteers who wish to file a discrimination complaint with AmeriCorps directly may do so by sending an email message to eo@americorps.gov or by leaving a voice message on the Civil Rights Hotline at 1-202-606-3461. Calls to the hotline will be returned within 24 hours. Discrimination claims that are not filed within 45 days of the occurrence of the alleged discriminatory event may not be accepted for investigation if a formal complaint is filed.

Confidentiality when reporting any harassment or discrimination, or participating in a related investigation, will be protected to the greatest extent possible, as provided by law. RSVP prohibits retaliation or reprisal against any volunteer, who in good faith, raises discrimination or harassment concerns or participates in filing a complaint.

Confidential Information

RSVP volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they have access while serving as an AmeriCorps Seniors volunteer. As a volunteer, you may be privy to information that is confidential in nature and cannot be shared with anyone, including family, friends, or acquaintances. Your volunteer service with RSVP assumes an obligation to maintain confidentiality. You may be asked by your volunteer station(s) to sign a confidentiality agreement and compliance with that agreement may be a condition of volunteering at that station.

Criminal History Checks

RSVP does not require criminal history checks as part of the enrollment and onboarding process to become an RSVP volunteer. If, through your volunteer assignment, you will have contact on a recurring basis with children, frail adults, persons with disabilities, or other potentially vulnerable populations, you may be required by that station to participate in a criminal history check and/or background screening, and this will be coordinated through the volunteer station that requires it.

Disciplinary Action and Dismissal

RSVP has a written disciplinary procedure for volunteers that aims to encourage improvement in individual conduct and performance and provides an appeal process if a volunteer wishes to appeal against any disciplinary decision. As an RSVP volunteer, it is important that you adhere to the rules and procedures of the RSVP program or assigned volunteer station(s) and satisfactorily perform your volunteer assignment(s). Unacceptable behavior may lead to warnings and/or dismissal from the program. A volunteer may be dismissed for the following reasons:

- Misconduct or inappropriate behavior;
- Unsatisfactory performance;
- Breach of confidentiality;
- Willful violation of security or safety rules, failure to observe safety rules, or failure to wear required safety equipment;
- Being intoxicated or under the influence of controlled substances while volunteering;
- Unauthorized possession of dangerous or illegal firearms;
- Theft of property;
- Threatening, intimidating, or coercing fellow volunteers, the public, RSVP staff, or volunteer station staff; and/or,
- Dishonesty, willful falsification, or misrepresentation on your volunteer enrollment form or other volunteer records.

Disaster and Emergency Management

During a disaster or emergency, you must follow all community, office, or building disaster preparedness and response plans and monitor local or state news sources for the most up-to-date information and emergency services guidance. RSVP volunteer efforts during a local or state emergency will be coordinated through RSVP and Volunteer Fairfax staff.

Dress Code

As an RSVP volunteer you should dress in a comfortable, practical, and conservative manner, conducive to the volunteer work that you will be performing. Uniforms or specific attire are not required by RSVP; however, partner volunteer stations may have specific attire required of their volunteers. It is your responsibility to understand and adhere to dress requirements while representing RSVP as a volunteer. Occasionally, RSVP will provide t-shirts or logo wear for volunteers, and, when appropriate, you are encouraged to wear these items while volunteering on behalf of RSVP.

Eligibility

To be an AmeriCorps Seniors volunteer serving with RSVP-Northern Virginia, an individual must:

- 1.** Be 55 years of age or older (you will be asked to verify your age upon enrollment);
- 2.** Agree to serve without compensation;
- 3.** Reside in or near Fairfax County (Central), Arlington County, or the cities of Fairfax, Alexandria, and Falls Church; and,
- 4.** Agree to abide by all requirements of the RSVP program and of your volunteer station assignment(s).

When you become an AmeriCorps Seniors volunteer you do not become an employee of RSVP, the volunteer station, AmeriCorps Seniors, or the Federal Government.

Enrollment Process

To become an RSVP volunteer, you must submit an enrollment form, participate in an information/orientation session, and take part in an interview to discuss interests and opportunities to connect as a volunteer.

Health and Safety

It is important that the environments where RSVP volunteers serve be healthy and safe. RSVP volunteer stations complete an accessibility and safety checklist, so RSVP is aware of the physical environment where volunteers are serving. During a community health crisis, reasonable health- and safety-related protocols will be established to address the welfare of RSVP volunteers and it is important that you adhere to the requirements.

Holidays and Service Schedules

As an RSVP volunteer, you will have the opportunity to provide volunteer service during the days and evenings, and on weekends, and holidays. Please coordinate directly with your assigned volunteer station(s) supervisor regarding your schedule and any schedule adjustments or leaves of absence.

Insurance and Beneficiaries

It does not happen often, but it is possible that a volunteer may be injured, or injures someone else, while performing their volunteer duties. One of the benefits of volunteering with RSVP is that you are provided with insurance protection in case such a thing happens to you. RSVP volunteers have access to accident, personal liability, and excess automobile insurance coverage. This insurance is excess insurance, not primary insurance, and noncontributing to any other insurance. This coverage is automatic and free to you as long as you remain active and fully enrolled as an AmeriCorps Seniors volunteer in RSVP.

AmeriCorps Seniors volunteers must provide proof of auto insurance showing active coverage, designation of a beneficiary, driver's license number and expiration date, and signature and date on their volunteer enrollment form to be covered under this insurance. When filing a claim, the volunteer must also submit a monthly timesheet showing the volunteer activity they were performing when the injury occurred.

If you need to file a claim or want more information about insurance coverage, contact the RSVP staff.

Media Release

RSVP uses images, photographs, video clips, voice, or likeness, in their promotional materials and publicity efforts and these items may be retouched or enhanced and may further be used in publications, print ads, electronic media, or other media now known or hereafter created. During the enrollment process, you will have the opportunity to provide signature consent for RSVP to use your photos.



Membership Status

As an RSVP volunteer, you must serve at least once per calendar year, or as frequently as your volunteer assignment(s) requires. If you need to take a break from service, you should contact your volunteer station supervisor(s) and the RSVP Volunteer Specialist to assist you in moving to inactive member status. If circumstances warrant withdrawal from RSVP, your intended resignation date will serve as your official ending date. If you move to inactive status, you may re-activate your membership at any time by submitting a timesheet or emailing the RSVP Volunteer Specialist.

Mileage Reimbursement

As funding allows, RSVP volunteers are eligible to receive assistance with the cost of transportation to and from volunteer assignments and for official project activities, including orientation, training, and recognition events. Mileage driven for volunteer organizations is not eligible for RSVP reimbursement. For example, a volunteer can claim mileage for driving from their home to an agency client's home and back, but not for driving that client from their home to and from a doctor's office.

Volunteers are encouraged to use the least expensive means and route of transportation and to carpool whenever possible. When carpooling in a personal vehicle, only the driver of the vehicle may request reimbursement.

If you drive your vehicle, you may request reimbursement at a rate of 40 cents per mile up to 100 miles per month, for a maximum of \$40 monthly. If you use other forms of transportation, you are eligible to be reimbursed for the actual fare price if the total reimbursement request does not exceed \$40 monthly and receipts for the fare are submitted.

Reimbursement requests and receipts must be submitted on and attached to the monthly timesheet and hours must be verified by the supervisor for each volunteer station location where mileage reimbursement is requested. You should have your supervisor(s) sign your timesheet before submitting it to RSVP; however, if getting a signature is not possible, the RSVP Volunteer Specialist will assist in collecting the required verification. RSVP staff will confirm the miles and map the route from the volunteer's home to the service location and the map allows for up to a 5-mile discrepancy if you do not take the same route each time you travel.

If you wish to request mileage reimbursement, you must have a current driver's license and auto insurance information on file. Processing reimbursement claims may take up to six weeks or longer if RSVP staff need to retrieve verification from the volunteer station(s). You may sign up for direct deposit which can significantly reduce the time it takes to receive reimbursement.

Note: RSVP does not report your mileage to the Internal Revenue Service. Volunteer cost reimbursements are not subject to any tax or charge and are not treated as wages or compensation for purposes of unemployment insurance, worker's compensation, temporary disability, retirement, public assistance, or similar benefit payments of minimum wage laws.

Open Door Policy

RSVP promotes an environment whereby volunteers can talk freely and discuss issues or concerns so that appropriate action may be taken. If you have issues or concerns that involve your volunteer station(s), you should first communicate with your direct supervisor at the station. However, you may communicate with the RSVP staff if you are more comfortable in doing so or cannot find an appropriate resolution with your volunteer station supervisor(s).

Personally Identifiable Information

RSVP values the trust volunteers place in the program and adheres to the highest privacy standards in gathering, using, and safeguarding volunteer information such as date of birth, driver's license number and insurance information, email address, etc. RSVP will keep your volunteer records in secure files to protect all personally identifiable information (PII) and we will not rent, trade, sell, or share any information about you without your expressed prior written permission.

Prohibited Volunteer Activities

Because RSVP is a federally funded program of AmeriCorps Seniors, our policy states that members are prohibited from engaging in the following activities while volunteering:

- **Political Activities:** AmeriCorps Seniors volunteers must not participate in activity that will influence the outcome of any election to political office while they are volunteering with RSVP.
- **Religious Activities:** AmeriCorps Seniors volunteers must not participate in any religious or sectarian activity while they are volunteering. This includes giving religious instruction, conducting worship services, or engaging in any form of proselytizing at volunteer stations.
- **Displacement of Employees:** AmeriCorps Seniors volunteers must not perform any service or duty or engage in any activity which would otherwise be performed by an employed worker or which would supplant the hiring of workers.
- **Fees for Service:** AmeriCorps Seniors volunteers cannot receive a fee for services from service recipients, their legal guardians, family members, or friends.

Provision of Reasonable Accommodation

RSVP activities are accessible to persons with disabilities and RSVP provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. If you would like to request special accommodation to participate in programs and activities, contact the RSVP Volunteer Specialist.

Special Volunteer Recognition

RSVP believes that your service should be recognized and that volunteers like you should be applauded for all the work you do. Each year, RSVP will host an annual recognition event and other small activities and celebrations that acknowledge volunteer efforts, and you are invited to participate. Occasionally, there may be opportunities for RSVP to single you out for exceptional or special service based on criteria that has been established for milestone and achievement recognition.

Time Reporting and Timesheets

As a federally funded program, RSVP is required to maintain records of the hours and types of service provided by AmeriCorps Seniors volunteers, and monthly timesheets are used to do so. As an RSVP volunteer, you are encouraged to complete and submit timesheets following the instructions provided on Pages 20-21 of this handbook.

Training

AmeriCorps Seniors RSVP programs require partner volunteer stations to provide regular and ongoing training for volunteers regarding their specific assignments and on safety protocols while serving as volunteers. As an RSVP volunteer, you will be invited to participate in training at your volunteer station(s), and there will be opportunities through RSVP for you to participate in additional periodic training on topics relevant to volunteer service and engagement.

Whistleblower Protection and Grievance

RSVP volunteers, partners, and staff are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As an RSVP volunteer, you must comply with all applicable policies and regulations, and practice honesty and integrity in fulfilling your responsibilities. RSVP has an established grievance procedure to raise concerns or complaints and if, you report a violation in good faith, there will be no harassment, retaliation, or adverse consequence toward you.

VOLUNTEER STATION RESPONSIBILITIES



A volunteer station is an organization that meets critical community needs and accepts the responsibility for assignment and supervision of AmeriCorps Seniors volunteers in health, education, social service, or related settings. RSVP matches volunteers with volunteer stations that serve in and around Fairfax County (Central), Arlington County, and the cities of Alexandria, Fairfax, and Falls Church. Each volunteer station must:

- 1.** Provide assurance that it is a public or private non-profit organization, proprietary health care organization, or governmental organization;
- 2.** Develop volunteer assignments with assignment descriptions that impact critical human and social needs, and regularly assess those assignments for continued appropriateness. A copy of the volunteer assignment(s) should be given to each volunteer when assigned;
- 3.** Provide for the safety and accessibility of volunteers. The volunteer station will complete an accessibility checklist and safety checklist initially when partnering with RSVP, and subsequently upon request. If the volunteer station has multiple sites, checklists must be completed for each location;
- 4.** Interview and make final decision on assignment of volunteers. If unable to determine an appropriate assignment, inform RSVP so that the volunteer can be referred to another organization;
- 5.** Assign a staff supervisor responsible for day-to-day communication with oversight of RSVP volunteers within the volunteer station. The assigned staff member will provide timely approval of timesheets and mileage reimbursement for volunteers and will also assess the impact of volunteers in addressing community needs. If the volunteer station has multiple programs or departments where volunteers are placed, a contact person is required for each program or department;
- 6.** Conduct any necessary criminal history or other screenings, in accordance with the volunteer station policies;

VOLUNTEER STATION RESPONSIBILITIES

- 7.** Obtain a Letter of Agreement for any in-home volunteer assignments (ex. Friendly Visitors). The Letter of Agreement shall comply with all federal, state, and local regulations;
- 8.** Comply with all applicable civil rights laws and regulations including reasonable accommodation for AmeriCorps Seniors volunteers with disabilities;
- 9.** Provide assigned RSVP volunteers with the following support:
 - a.** Orientation to the volunteer station and appropriate in-service training;
 - b.** Materials required for assignments, i.e., uniform, photo ID, etc.;
 - c.** Supervision and assistance while on assignments;
 - d.** Appropriate recognition;
 - e.** Provision for adequate safety while on assignments;
- 10.** Keep records and prepare reports as required by RSVP, including station rosters and surveys to determine outputs and outcomes;
- 11.** Investigate and report any accidents or injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing;
- 12.** Specify and display that RSVP volunteers are participants in the volunteer station's program in all publicity featuring such volunteers; and,
- 13.** Undertake such other responsibilities as may be necessary to the successful performance of RSVP volunteers in their assignments or as agreed to in the Memorandum of Understanding.



VOLUNTEER TIMESHEET and REIMBURSEMENT FORM

Reporting Hours

Monthly timesheets are an important part of measuring the value of your impact.

As a federally funded program, we are required to maintain records of the hours and types of service provided by AmeriCorps Seniors volunteers. Your timesheet also helps us to make sure you receive recognition for your hours of service.

Volunteer timesheets are due to the RSVP Volunteer Specialist **by the fifth of each month**. You may keep track of your hours at home, or your supervisor may provide a safe place for you to keep your timesheet onsite. You can email, mail, or even take a picture on your phone to send in your monthly timesheet.

IMPORTANT

***TIMESHEETS ARE DUE BY
THE FIFTH OF EACH MONTH:***

Email:

rsvp@volunteerfairfax.org

Mail:

RSVP-Northern VA
c/o Volunteer Fairfax
12015 Route 50
Suite 225
Fairfax, VA 22033

Phone:


703-403-5360

Requesting Reimbursement

RSVP volunteers are eligible to request mileage reimbursements per the mileage reimbursement guidelines on Page 15 of this handbook.

Reimbursement requests should be submitted on the monthly timesheet. If you wish to receive reimbursement, your hours must be verified by the supervisor for each volunteer station location where you are requesting mileage reimbursement. Volunteers should have their supervisors sign their timesheet before submitting it to RSVP. However, if getting a physical signature is not possible, the RSVP Volunteer Specialist can collect the verification for you. Allow six (6) weeks for your reimbursement checks to arrive and longer if RSVP staff have to get confirmation for you.

Sample Volunteer Timesheet



RSVP
Northern Virginia
VOLUNTEERS 55+ IMPACTING
THEIR COMMUNITIES

RSVP Volunteer Information

Name: _____

Service Month/Year: April 2024

Address: _____

Email/Phone: _____

RSVP-NV Timesheet & Reimbursement Form

ALL VOLUNTEERS:
Please submit the following information by the 5th of each month to kcoon@volunteerfairfax.org (Use a second sheet if needed)

Date of Service (MM/DD)	Name of Volunteer Station	Brief Description of Service Activity	# of Hours	Miles Driven (to/from assignment only; \$.40/ mile up to 100 miles)	For Office Use Only:
					Hours/mileage confirmation requested:
					Confirmation received:
Totals			0	0	

Would you like mileage/meal reimbursement? Yes No

By typing my name below, I attest that the information recorded above is true and accurate; supervisor signature is only required for mileage reimbursement.

RSVP Volunteer Name _____ Date _____

Station Supervisor Signature _____ Date _____

RSVP Staff Signature _____ Date _____

Please email or mail this form by the 5th of each month: RSVP Volunteer Specialist: kcoon@volunteerfairfax.org
12015 Route 50, Suite 225 | Fairfax, VA 22030 | (p) 703.403.5360

GETTING STARTED

Ready to join RSVP and serve as an AmeriCorps Seniors volunteer? Here is how to get started:

- 1. Attend a one-time, one-hour RSVP orientation** to learn about current volunteer opportunities, RSVP member benefits, and volunteer guidelines and policies.
- 2. Complete a volunteer enrollment form**, which will help us find opportunities that meet your skills, interests, and availability.
- 3. Participate in a one-on-one phone meeting with our RSVP Volunteer Specialist** to explore current volunteer opportunities. (Please allow up to one week after you have submitted your Volunteer Enrollment Form for this meeting to be scheduled.) At your meeting, you will receive more details about the positions and point-of-contact for each volunteer station of interest to you.
- 4. Connect with the contact(s) provided by the Volunteer Specialist at the volunteer station(s) that you have decided are the best fit for you.** The volunteer station may invite you to an orientation or interview to determine if this opportunity is a mutually good fit. This is where RSVP will hand you off to the volunteer station, but know **WE ARE ALWAYS HERE FOR YOU.** If you decide the volunteer opportunities are not a good fit, or you want to be involved with additional opportunities, please contact us at any time.

FAQs

How do I change or add a volunteer assignment?

Want a change of scenery or an opportunity to learn new skills? We are happy to work with you to explore new volunteer assignments at any time. Please contact the RSVP Volunteer Specialist for assistance in finding a different or additional opportunities. (Remember that there is no limit on the number of volunteer hours or assignments you take on.)

I have a friend who is interested in joining RSVP. Who should they contact?

It's no surprise that good people are connected with other good people. We encourage you to help us spread the word about the program and invite others to participate. If you know someone who would like to join RSVP, please have them contact the RSVP Volunteer Specialist.

Something came up and I can't attend my service activity. What do I do?

If you're unable to attend your volunteer assignment, please let your volunteer station supervisor know as soon as possible. Individuals and organizations are counting on you, so please make sure you are aware of the cancellation guidelines for each organization where you serve.

How often do I need to volunteer to remain an active RSVP member?

We ask that RSVP members volunteer at least once per calendar year (or as frequently as their volunteer assignment requires). We try our best to place volunteers in assignments that are a good fit with individual schedules, so please let us know if your availability changes. Membership will be put into inactive status if you are inactive for 365 consecutive days. That means, if you have not turned in an RSVP timesheet (with your volunteer hours) within the past year, we will move your membership to inactive. You can re-activate your membership at any time by turning in a month RSVP timesheet or emailing the RSVP Volunteer Specialist.

How can I meet other RSVP members?

In addition to your volunteer assignment(s), RSVP offers social and group service events for volunteers throughout the year. Upcoming events will be posted on our website and in our regular RSVP communications. We also encourage you to get to know your fellow volunteers throughout your time of service.

I am volunteering with another organization that I am connected to outside of RSVP, can I receive RSVP benefits for this other activity?

AmeriCorps Seniors volunteers may only receive member benefits, such as insurance coverage and mileage reimbursement, while serving with designated volunteer stations (volunteer stations with which RSVP connects you). We are always looking to expand our partnerships, so please let us know if you would like to recommend a new organization that might benefit from RSVP volunteers.


What do I do if I feel that my workstation is not following RSVP policies?


It is very important to us that you have a positive and meaningful volunteer experience. RSVP volunteer stations have signed a Memorandum of Understanding to agree to all program requirements. If you feel that a station is violating any part of this agreement, please contact RSVP staff.




Written policies that support the information contained in this handbook are available upon request to an RSVP staff member.

CONTACT US

 Phone: 703-403-5360

 Email: RSVP@volunteerfairfax.org

 12015 Route 50, Suite 225
Fairfax, VA 22033

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[@rsvpnova](https://www.instagram.com/rsvpnova)

