



AMERICORPS SENIORS -RSVP

Opportunities, Inc

VOLUNTEER HANDBOOK

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What's Expected of the Volunteer

As a volunteer, you are expected to show a commitment to AmeriCorps Seniors RSVP's goals and policies. You are expected to complete training, as needed, for your volunteer assignment. You are expected to accept supervision, maintain confidentiality, be dependable and always show professionalism. For proper credit, you need to report volunteer hours on a timely basis.

What You Can Expect from Us

As a volunteer you can expect orientation into the AmeriCorps Seniors RSVP Program. You will be placed in a suitable and meaningful volunteer assignment based on the needs in your community and the information you provided on the application form. You will be given a description of the duties expected of you at your volunteer site.

You will receive a quarterly newsletter from the RSVP office and be given the opportunities to contribute to the newsletter. You will have regular contact with the RSVP staff. You can expect recognition for the volunteering you do as well as an opportunity to develop new friendships.

How To Let Us Know What You are Doing

RSVP is proud of the volunteer service you provide to your community. The services you contribute are extremely valuable. It is our objective to maintain an accurate account of all members' volunteer activity each month. The number of hours contributed by RSVP members are tabulated and forwarded to the National RSVP office on a regular basis.

Volunteers may choose assignments that may be considered short term. Such as in some community's meals on wheels volunteers deliver for one month / year. Other short-term assignments may be disasters, annual veteran programs and pantry drives. Please let us know if you think your assignment is short term and we will keep that in your file. Many volunteers serve on a regular basis, and it is extremely important that you report your volunteer hours each month. We have accepted diverse ways each station may choose to submit hours.

Timesheets

The funding provided by AmeriCorps for funding of the Retired Senior Volunteer Program, and other funding partners require the sponsor to maintain time sheets that display the actual hours served by each volunteer. Timesheets are essential for documenting volunteer services for purposes of accident, personal liability and excess automobile liability insurance and legal representation. To process claims, the carrier must be assured that the volunteer was serving at the time of an accident. This insurance is provided free to the volunteer by RSVP. Time sheets may appear to be a bother and a nuisance, but they are essential.

Stations may vary in their method of submitting hours. Time Sheets may be submitted as group or individual and may be submitted by fax, text e-mail or phone. Phone submissions must be directed to RSVP personnel.

Your Car and You

RSVP Volunteers who drive their own vehicle to and from their volunteer assignment, and or serve as a volunteer drive, such as meals on wheels, are required to keep in effect the minimum automobile liability coverage required by Oklahoma State Law.

*Note: The supplemental accident and automobile insurance coverage provided by RSVP to registered member is valid **only** if you carry the minimum automobile liability coverage required by state law.*

If you should happen to have an accident, contact the RSVP office as soon as possible to let us know about your accident.

RSVP encourages you to always drive defensively and responsibly. To ensure safe driving, RSVP encourages you to:

- Wear your seat belt, as well as require passengers to wear their seat belts, always.
- Obey all traffic laws.
- Always have your license with you when driving.
- Keep doors locked when driving as well as when you park your vehicle.
- Avoid driving when tired or taking medication that causes drowsiness

Volunteer Insurance Coverage

RSVP provides supplemental insurance coverage at no cost to you. This policy DOES NOT take place of your private insurance policy. Please see our enclosed brochure relating to Accidental Medical, Vehicle and Personal Liability for more information. If you volunteer assignment requires you to drive DURING your assignment, please submit current copies of your driver's license and vehicle insurance verification

Mileage Reimbursement

Mileage claims can be submitted and will be paid if the budget allows. Please contact the RSVP Director for questions concerning claims. The advisory council meets quarterly and will discuss

the budget and availability for travel claims. For tax purposes, volunteers may want to submit mileage and we can keep up to date records of their mileage totals. To do this please use our standardized form and record the odometer readings, date, assignment, and number of miles.

Prohibited RSVP Activities

Volunteers and grantee staff do not engage in, and grantee funds are not used for, any of the following activities, to the extent they are prohibited in the applicable program regulations:

- a. Electoral activities,
- b. Voter registration,
- c. Voter transportation to polls, and
- d. Efforts to influence legislation

Volunteers do 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

Neither the grantee nor any volunteer station requests or receives compensation from the beneficiaries of AmeriCorps Senior volunteers

Any volunteer station financial support of the AmeriCorps Seniors project is not a precondition for that station to obtain volunteer service

An AmeriCorps Seniors volunteer does not receive a fee for service from service recipients, their legal guardian, or members of their family, or friends

Grant funds are not used to finance labor or anti-labor organizations or related activity

RSVP volunteers cannot be employees of the sponsor (Opportunities) the volunteer station, AmeriCorps, or the Federal Government.

While serving as an RSVP volunteer an individual is prohibited from conducting religious instruction, conducting worship services, or engaging in proselytization as part of their duties. If the sponsor is an organization that conducts inherently religious activities, those activities are offered separately, in time and location, from the programs or services funded under the AmeriCorps grant.

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