**Thank you for your interest in RSVP**

**FAQ** (Frequently Asked Questions): Or “What Should I Know Now?”

**Q.** **WHAT’S NEXT?**

**A.** RSVP staff will work with you to find the types of activities and location you wish to participate in. If you already have an assignment, you are good to go! But stay in touch, please.

**Q.** **WHAT IS MY TIME COMMITMENT TO RSVP?**

**A.** Volunteers with the Sedgwick County RSVP Volunteer Program can choose the amount of time they would like to serve. Volunteer assignments can be weekly, monthly, or on a more varied schedule. The amount of time the volunteer serves is up to the volunteer, and is negotiated with the volunteer workstation. You may also volunteer at more than one site.

**Q.** **WHAT ARE YOUR EXPECTATIONS OF ME AS AN RSVP VOLUNTEER?**

* Report your volunteer time each month.
* Stay in contact with the RSVP office to change your personal information, request a change or additional assignments/opportunities or seek assistance
* Like in other settings, when you are scheduled to work at your volunteer site please arrive on time, call in if you can’t volunteer that day, dress according to the site and activity you are involved in, and let them know if you are having any difficulties on the volunteer site.
* Respect the privacy and confidentiality of the persons you are serving at the work site and/or in their home. Please don’t discuss participants’ personal lives with family, friends, etc. outside the site setting.
* Report unresolved concerns about a volunteer site or activity to RSVP staff.
* When in doubt ask for help.
* You may be asked to participate in a program or satisfaction survey periodically

**Q.** **HOW WILL MY TIME BE RECORDED?**

**A.** Each month you or your work station will complete a RSVP Timesheet listing the dates, hours and type of activity you performed that month. Timesheets are due to RSVP by the 7th of each month. RSVP staff or your workstation will let you know which type of timesheet to use. Timesheets may be submitted as an email attachment, faxed or mailed.

**Mail to:** Sedgwick County RSVP

 271 W 3rd, Suite 500

 Wichita, KS 67202

**Email**: scrsvp@sedgwick.gov

**Fax:**  (316) 660-1936

Your time is entered into our Volunteer database and used for several types of local and state reports, personal recognition and overall grant funding for the program.

**Q.** **WHAT ARE THE BENEFITS OF BEING AN RSVP VOLUNTEER?**

**A.** RSVP offers several benefits in addition to the personal satisfaction of helping others in your community. These include:

* **VOLUNTEER INSURANCE – All active RSVP volunteers**

This insurance is provided at no cost to the volunteer by the Sedgwick County RSVP Volunteer Program. The insurance includes: excess accident medical coverage, excess volunteer liability insurance, and excess automobile liability insurance. This insurance is provided by The CIMA Companies, Inc.

 **Excess Accident Medical Coverage**: This coverage is in excess of Medicare, Medicaid, and any other insurance that you have in place. The excess accident medical coverage will pay up to $25,000 for medical treatment, hospitalization and licensed nursing care required as the result of a covered accident.

 **Excess Volunteer Liability Insurance:** All registered volunteers (collectively) of an organization are provided with excess volunteer liability insurance at a limit of $1,000,000 per occurrence (subject to an annual aggregate for each named organization). This policy provides protection if you are liable for bodily injury or property damage arising out of the performance of your duties. You must maintain your own auto liability coverage at least equal to the minimum requirements required by the State of Kansas. **Volunteer insurance does not cover any automobile deductibles or any damage to your vehicle.**

 **Excess Automobile Liability Insurance:** This coverage provides an extra layer of protection for you as a registered volunteer driver while performing your duties. This insurance applies only after your own insurance is exhausted. You are protected for bodily injury or property damage claims arising out of your activities (including driving directly between your home and your workstation).

In case of injury you **must** notify your workstation supervisor and the Sedgwick County RSVP office. A claim form will be sent to you to be completed and returned to the Sedgwick County RSVP office. You should include all bills and the Explanation of Benefits from Medicare. The Sedgwick County RSVP insurance will pay expenses in excess of benefits paid by Medicare or your health insurance or your auto insurance.

* **TRANSPORTATION RECOGNITION PROGRAM**

The intent of the RSVP mileage reimbursement is to help ensure volunteers the opportunity to participate in community involvement, including persons who live on fixed incomes. Sedgwick County RSVP asks that reimbursement be requested only if this incentive would enable the volunteer to serve. This determination is made by the volunteer in good faith.

Mileage Reimbursement Policies:

1. Volunteer must complete an RSVP registration form with current driver’s license information provided.
2. Only RSVP approved volunteer sites are eligible for mileage reimbursements.
3. Timesheets must be signed by the volunteer site supervisor, and must be submitted by the 7th day of each month for the previous month’s reimbursement.
4. Mileage is reimbursed at a rate of $0.14 per mile.
5. No reimbursement will be made until the mileage payment reaches $10.00. Mileage payments will not exceed $15.00 per month.
6. RSVP will not reimburse for mileage outside of Sedgwick County.
7. Miles do not carry over month to month.
8. **Mileage reimbursement funds are grant funded and limited. Sedgwick County Dept. on Aging RSVP reserves the right to close the mileage reimbursement program if grant funds are fully expended.**

* **ANNUAL APPRECIATION BANQUET -- All active RSVP volunteers**

This luncheon is hosted each May for volunteers, workstation supervisors, community representatives, and Sedgwick County Division on Aging to celebrate and honor the accomplishments of Sedgwick County RSVP volunteers.

* **PRESIDENT’S VOLUNTEER SERVICE AWARD**

The President’s Volunteer Service Award, is a national honor offered in recognition of volunteer service. The award was established in 2003, and is available on an annual basis to individuals, groups, and families who have met or exceeded requirements for volunteer service and have demonstrated exemplary citizenship through volunteering. Each year the Sedgwick County RSVP Volunteer Program recognizes a volunteer who has volunteered over 10,000 hours of service with the President’s Volunteer Lifetime Service Award. Special mention of volunteers who achieve the following levels are made in the Sedgwick County RSVP annual banquet program: Gold Award (500 or more hours of service), Silver Award (250 to 499 hours of service) and the Bronze Award (100 to 249 hours of service), annually.

**Q. ARE THERE LIMITATIONS TO MY ACTIVITIES OR PARTICIPATION?**

A. Yes. Due to federal sponsorship of Senior Corps/RSVP there are limitations related to political and religious activities.

**POLITICAL ACTIVITIES:**

While performing sponsored Sedgwick County RSVP duties, RSVP staff and RSVP Volunteers may not:

* Engage in political activities designed to influence the outcome of an election
* Participate in partisan or nonpartisan political activity associated with a candidate or contending faction or group
* Take any action, when serving in such capacity, with respect to a partisan or nonpartisan political activity that would result in the identification or apparent identification of Sedgwick County RSVP with such activity
* Engage in activities designed to finance or support labor or anti-labor organizations or related activity

**RELIGIOUS ACTIVITIES:**

* Sedgwick County RSVP volunteers and project staff may not give religious instruction, conduct worship services, or engage in any form of proselytization as part of their duties

**NON-COMPENSATION FOR SERVICES:**

Under no circumstances may a Sedgwick County RSVP volunteer receive a fee for service from service recipients, their legal guardian, members of their family, or friends. No person, organization, or agency may request or receive any compensation for services of Sedgwick County RSVP.

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