

KING COUNTY RETIRED AND SENIOR VOLUNTEER PROGRAM

GUIDELINES FOR REIMBURSEMENT

RSVP WILL REIMBURSE (for those who could not otherwise volunteer)

1. Costs incurred by registered/reporting RSVP volunteers for mileage from home to station and back home ONLY.
2. Additional mileage incurred for providing transportation for another registered RSVP volunteer who reports hours for the same date and location.
3. Up to 20 miles round trip per day and up to 150 miles per month.
4. Actual bus fare or senior van fare (to \$15 per month).
5. The cost of a senior bus pass for volunteers over 65 who use public transportation.
6. A minimum of two hours volunteer time is required to receive reimbursement.
7. The amount of reimbursement per mile is variable based on the total number of miles requested by volunteers in any given month.

RSVP WILL NOT REIMBURSE:

1. If time report is not signed by station manager and volunteer and the yes box on the report is not checked.
2. If station report is not received in RSVP office by the due date (the 1st of the month) for miles incurred during the previous month.
3. For errands directed by station.
4. For grocery shopping or medical appointments.
5. For transporting other seniors (other than RSVP volunteers).
6. For trips out of King County.
7. For less than 10 miles per month.
8. For entertainers where payment for mileage or entertaining is received by volunteers.

KING COUNTY RSVP VOLUNTEER MILEAGE REIMBURSEMENT POLICY

It is the policy of the King County RSVP to provide mileage reimbursement to its volunteers using the following formula:

1. A fixed amount of funding for mileage reimbursement is established at the beginning of each year. This set figure is then divided by 12 to determine how much will be spent each month.

FOR EXAMPLE:

\$24,000 for mileage reimbursement for the year divided by 12 months = \$2,000 per month.

2. To determine the cents-per-mile rate, the amount of reimbursement funding set aside for each month (in our example, \$2,000) is divided by the total number of approved miles driven by volunteers in each month, after bus fare and pass requests are deducted from the total dollars available for the month.

FOR EXAMPLE:

\$300.00 for bus fares is subtracted from \$2,000. The remaining \$1,700 is divided by 10,000 (the number of volunteer miles for the month). = \$ 0.17 reimbursement per mile.

3. The cents-per-mile rate will fluctuate each month, determined by the number of volunteer bus fares and miles requested in a month. However, the amount spent each month on mileage reimbursement will remain the same.
4. This formula enables RSVP to know in advance how much we intend to spend on mileage reimbursement. As a result, the director can build a predictable, stable budget.
5. RSVP can, of course, increase the amount of money spent on mileage reimbursement per month if funding permits.

WHAT IS RSVP?

RSVP is a program designed to help meet critical community needs by linking people over 55 to volunteer opportunities that respond to those needs and by supporting and recognizing their volunteer service. For seniors who already volunteer at one of the more than 130 agencies with which RSVP works, benefits are provided free to all registered and reporting volunteers. RSVP just asks that volunteer hours are reported by the agency to us by the first of the month. All the volunteer must do is fill out an RSVP registration form.

HISTORY:

RSVP is a national program funded by The Corporation for National Service, the federal volunteer agency. The Corporation for National Service also funds AmeriCorps, the Foster Grandparent Program and the Senior Companion Program. RSVP was established by President Nixon in 1971 after the White House Conference on Aging which determined that seniors were, and still are, a great source of volunteer help. The Corporation for National Service provides about 50% of our funding. RSVP also receives United Way funds, King County funds, plus donations from corporations and private individuals.

The Seattle RSVP was established in 1972 and administered by United Way. In 1973, East King County RSVP began and was sponsored by the City of Bellevue. These two programs merged in January 1978 to form the King County RSVP sponsored by the Seattle-King County Chapter of the American Red Cross.

The Fremont Public Association (FPA) became the local sponsoring agency for the King County RSVP in January 1994. FPA, 1 of 31 Washington State community action agencies, has a mission to creatively and effectively respond to the broad range of needs of low income people and the community. RSVP is 1 of over 20 innovative programs at FPA that serve nearly 40,000 people in King County each year.

Having a local administrating agency is part of RSVP's federal mandate. The Fremont Public Association provides administrative services, fund development support, advocacy, accounting services and personnel administration to RSVP.

The King County RSVP has over 2,300 volunteers serving in more than 130 agencies including hospitals, senior center nutrition projects, food banks, crime prevention organizations, and education programs. In 1994, volunteers working in RSVP agencies contributed over 486,000 hours of community service to help agencies deliver much needed community services in King County.

Please see other side of this page for more information.

YOUR MEMBERSHIP IN THE RETIRED AND SENIOR VOLUNTEER PROGRAM PROVIDES YOU WITH THE BENEFITS LISTED BELOW.

- * Volunteer placement in an agency of your choice.
- * A free quarterly copy of our publication, Senior News, mailed to your home.
- * Travel reimbursement to and from your volunteer position if necessary (bus pass, bus fare or mileage).
- * Supplemental insurance coverage while volunteering, and to and from your volunteer site.
- * An invitation to our annual recognition event.
- * Yearly recognition of your volunteer service with appropriate pins and certificates.
- * A source of help should any problems arise regarding your volunteer work.
- * The opportunity to be part of a nonprofit organization dedicated to promoting a positive image of retirees as active, vital members of the community.

Your membership, at no cost to you, supports this worthwhile purpose.

BY SUPPORTING THE RETIRED AND SENIOR VOLUNTEER PROGRAM YOUR AGENCY RECEIVES THE FOLLOWING BENEFITS.

- * Being part of an organization dedicated to providing meaningful volunteer opportunities to senior citizens, promoting a positive image of retirees as active, vital members of the community.
- * Having your volunteer opportunities listed free in our publication, Senior News, which currently reaches at least 10,000 senior citizens in Seattle/ King County quarterly.
- * Referral of senior volunteers in your agency.
- * Publicity for your agency through the Senior News with visuals and timely articles.
- * Management consulting services available through Retired Executive Volunteers (REV), a project of RSVP.
- * Workshops offered during the year to maximize your agency's potential.
- * Technical support and assistance in your annual volunteer recognition.
- * Technical assistance for your existing volunteer program or help in developing one to suit your agency's needs.
- * Invitation to our annual recognition event for all agencies and volunteers registered with RSVP.

RSVP Mission

To meet critical community needs by recruiting and linking people 55 and over to volunteer opportunities that respond to those needs, and to support and recognize their volunteer service.

POTENTIAL VOLUNTEER PACKET

You are Invited brochure
Business Card
Volunteer Letter from Coordinator
RSVP Fact Sheet/Benefit Sheet
Registration Form
Current Newspaper
Mission and Quotes

POTENTIAL AGENCY PACKET

Business Card
REV Brochure
Agency Letter from Coordinator
RSVP Fact Sheet
Agency Benefits Letter
Current Newspaper

WELCOME PACKET

Business Card
Invite a friend slip
Insurance Brochure
Volunteer Handbook
Welcome Letter
Reimbursement Guidelines
RSVP Membership Card

Thank you for your interest in the Retired and Senior Volunteer Program! Enclosed are materials that outline the program and a newsletter that lists some of the current volunteer opportunities.

In addition to placing you in an appropriate volunteer assignment, RSVP is able to provide benefits to support you in your volunteer position. The community benefits as well from the skills and expertise only **you** can bring to a volunteer assignment.

Please complete the enclosed registration form and return it to me at the main address shown below. If you have any questions about the form or any of the materials enclosed, please feel free to call.

Sincerely,

Katherine Segura, Seattle Program Coordinator
Retired and Senior Volunteer Program (RSVP)

Enclosures

Thank you for your interest in the Retired and Senior Volunteer Program! Enclosed are materials that outline our program, as well as benefits offered free of charge to our volunteers.

In order to provide the best possible service to our volunteers and the organizations with whom we work, we must limit the number of agencies we have. Currently we have attained this level, however, we do add new agencies and drop inactive ones during the year.

If after reading the materials RSVP sounds like it would be a good match with your agency, give me a call.

Sincerely,

Katherine Segura, Seattle Program Coordinator
Retired and Senior Volunteer Program (RSVP)

Enclosures

Dear RSVP Volunteer:

Welcome! As a member of the Retired and Senior Volunteer Program, you have joined a task force of over 2,200 dedicated volunteers serving throughout King County. Our volunteers are actively involved in services addressing basic human needs in our community. Without this contribution, many agencies would be forced to provide reduced services. You are a valuable part of this effort. By volunteering nearly 500,000 hours of service annually, RSVP volunteers do much to dispel myths about aging and improve the public image of retired people.

RSVP exists to help you find fulfillment in your volunteer work. We also provide you with insurance coverage while you are volunteering (see enclosed sheet). Transportation reimbursement is provided for those who otherwise cannot afford to volunteer. Also, our quarterly newspaper, Senior News, will be mailed to you with information of particular interest to seniors.

RSVP is the only agency where the collective contribution of the senior volunteers is recorded. We ask that you report your hours of service on a monthly basis. This assures your eligibility for the benefits mentioned above while providing a permanent record of your volunteer contribution. If you volunteer at more than one agency, we need to know about all of your hours separately at each agency. To receive credit for your hours of service, your report must be in our office **by the first of the month** for the hours you provided the previous month. Check with your agency to learn how to handle this.

The enclosed sheets provide more information about our program. Please feel free to speak with the staff at the agency where you volunteer, or call me at 727-0321 if you have any questions or comments.

Thank you for joining the RSVP family.

Sincerely,

Katherine Segura
Seattle Program Coordinator

Enclosures