



Retired and Senior Volunteer Program Fact Sheet

About RSVP

Miles City RSVP is sponsored by the City of Miles City and serves Custer and Rosebud Counties. RSVP was established, in this area, in 1982. RSVP engages and promotes its members, age 55 and over, in a productive lifestyle that includes matching volunteers and their many talents to meet identified community needs. Volunteers choose when, where, and how often to volunteer in a variety of volunteer opportunities such as: education, feeding the hungry, healthcare, public safety, community leadership, responding to natural disasters, helping other seniors, taking tickets at school events, and providing police support throughout Custer and Rosebud Counties.

About RSVP Volunteers and Workstations

The requirements for eligibility as a member of RSVP are minimal.

- One must be 55 years of age or older,
- Willing to serve your community,
- Willing to accept instruction and supervision as required,
- Capable of serving in a designated assignment in the RSVP service area, and willing to serve without a wage.

Hours served vary depending on the RSVP member. There are no restrictions on the basis of education, income, experience, citizenship, race, creed, belief, color, national origin, sex, handicap, or political affiliations.

There are no membership dues or fees for either volunteers or workstations.

Accident, Personal Liability and Excess Liability Insurance covers all volunteers to and from their workstation and while they are at the workstation.

Free taxi-service is provided to volunteers if there is a need.

About RSVP Location, and Contact Information

RSVP offices are located at the VA Medical Center.

Mailing Address: 210 S. Winchester Rm 225 ; Miles City, MT 59301
Telephone: (406) 234-0505 FAX: (406) 234-0554
E-mail: rsvp05@midrivers.co

RSVP SPONSOR

City of Miles City is the sponsor of the Miles City RSVP Program.

RSVP DIRECTOR

Betty Vail is the RSVP Program Director.

VOLUNTEER COORDINATOR/ASSISTANT

Dolly Howell currently serves as Administrative Assistant/Volunteer Coordinator.

ADVISORY COUNCIL

An Advisory Council, of nine to fifteen members, provides input and support in areas of fundraising, publicity, volunteer recruitment, volunteer recognition, and program evaluation. The Advisory Council meets on the 3rd Wednesday of the month. Anyone is welcome to attend.

CORPORATION FOR NATIONAL SERVICE

State offices for the national organization are located in Helena, Montana. This office oversees the management of the program to meet federal requirements.

PROGRAM FUNDING

RSVP is funded partially (70%) through the Corporation for National Service. This grant is applied for annually by the Director. Additional funds (30%) for the program come from fundraising, match monies, and in-kind donations.

VOLUNTEER TIME SHEET POLICY

- The time sheet is a very important tool for RSVP, the workstation, and the volunteer. This form allows RSVP and the volunteer stations to keep track of the hours served. This information documents the contribution RSVP volunteers are making and is a requirement by the Corporation for National and Community Service.
- For the volunteer, the time sheet is vital to ensuring receipt of the program benefits of secondary insurance and if applicable, to reimburse Badlands Cab.
- Time sheets must reflect accurate hours.
- Timesheets are turned into RSVP by the workstation supervisor by the 5th day following the month.
- Timesheets are kept at the workstation and submitted monthly by the workstation supervisor. Volunteers are responsible for signing the time sheet each time they volunteer. It should be noted that some workstations have their own timesheets and in an effort to make their jobs easier that timesheet may be submitted to the RSVP office. It should also be noted that some workstations have volunteers sign in using a time clock. This is also acceptable.

Volunteer Reimbursement Policy

Meal Reimbursement:

- Due to limited resources, City of Miles City RSVP does not reimburse for meals associated with volunteer assignments.

Travel Reimbursement:

- Cab Fare paid for those volunteers that do not have transportation or if the weather is such that it would be a hazard to drive one's self to the workstation. In these cases the volunteer will call Badlands Cab to request transportation. Badlands Cab will bill RSVP.
- It should be noted that dates on workstation timesheets MUST match the date of the cab ride. Cab rides can only be paid for actual travel to/from your volunteer workstation.

Volunteer Separation and Appeal Process

Volunteer Separation

- Volunteers, who are consistently inactive for one year (July 1 to June 30), will be withdrawn from active volunteer status. These volunteers may be re-activated upon resumption of volunteer service.
- The RSVP director may separate a volunteer from the program for cause, including, but not limited to, extensive or unauthorized absences, misconduct, inability to perform assignments, or inability to accept supervision.
- A volunteer station may separate or ask the RSVP director to separate a volunteer for cause, including, but not limited to, extensive or unauthorized absences, misconduct, inability to perform assignments, or inability to accept supervision. Separation may also be based on termination of volunteer assignment or when the volunteer assignment is no longer meaningful or satisfying to the RSVP volunteer.

Appeal Procedure

- Any appeal of an adverse action affecting an RSVP volunteer must be in writing to the RSVP Director with a copy to the Chairperson of the Advisory Council.
- The Chairperson of the Advisory Council will conduct an investigation with the necessary individuals, including the RSVP director and the volunteer making the appeal. Other persons involved may be included as well as other volunteers at the workstation involved, RSVP staff and workstation personnel.
- The Advisory Council Chairperson will respond in writing to the appealing volunteer within three weeks. The Chairperson will state that either he/she agrees with the findings for termination or disagrees. Should the Chairperson state that he/she disagrees with the findings, he/she will also state what action is to be taken to correct the situation.



You've gained a lifetime of experience. We are glad you have agreed to put your skills and talents to good use by volunteering through RSVP.

RSVP is America's largest volunteer network for people age 55 and over. You have joined nearly 500,000 volunteers across the United States that are tackling tough issues in their communities.

City of Miles City's RSVP volunteers (261) served 19,140 hours from July 1, 2010 to March 31, 2011 at 57 volunteer workstations. This equals \$398,686 in donated time to organizations in our community.

RSVP offers a full range of volunteer opportunities with thousands of local and national organizations. With RSVP, you choose how and where you want to serve. You choose the amount of time you want to give. And you choose whether you want to draw on your skills or develop new ones. In short, you find the opportunity that's right for you.

With RSVP, you'll receive pre-service orientation, training from the organization where you serve, and supplemental insurance while on duty.

And remember: When you volunteer, you're not just helping others—you're helping yourself. Volunteering leads to new discoveries and new friends. Plus, studies show that volunteering helps you live longer and promotes a positive outlook on life.

Thank you for joining RSVP and getting involved.

RSVP
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