



**AmeriCorps
Seniors**

RSVP

Serving Central MN

Welcome Community Partner!

AmeriCorps Seniors RSVP is a national organization sponsored locally to serve Benton, Sherburne, Stearns and Wright Counties.



MISSION: To foster engagement of volunteers 55+ to improve lives and strengthen communities.

GOALS: To promote positive and healthy aging and meet critical community needs with the help of RSVP volunteers.

COMMITMENT: RSVP strives to offer diverse and inclusive volunteer opportunities that welcome and engage all members age 55+ of our community.

Our services are made possible through these funding sources:

AmeriCorps · Benton County · Cities of St. Cloud, St. Joseph, Sauk Rapids and Waite Park
Great River Energy · Minnesota Board on Aging · Sherburne County · Wright County
Along with local community business, foundations, service organizations and individuals.



Your Contacts

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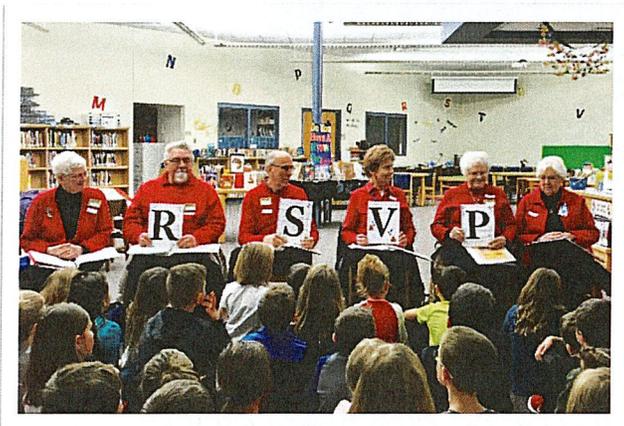
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Website:
RSVPCentralMN.org



What is AmeriCorps Seniors RSVP?

AmeriCorps Seniors RSVP is a national program of AmeriCorps along with the Foster Grandparent and Senior Companion Programs. RSVP pairs adults age 55+ with organizations facing local, regional, and national challenges.

Partner Organizations serve the needs in the local community with the help of volunteers.

RSVP Volunteers choose how, where, and when they want to serve.

This Booklet Includes:

- Community Partnership Program Overview (How It Works)
- Guidelines
- List of Volunteer Skills/Interest Areas
- Sample One-Time and Ongoing Position Descriptions
- Community Partner List
- RSVP Benefits Letter to Share with Existing Volunteers

The Greater St. Cloud RSVP welcomes all adults age 55+ to serve through AmeriCorps Seniors in opportunities that offer inclusion, safety and respect. RSVP, sponsored by the City of St. Cloud, is committed to creating and maintaining a workplace atmosphere that is free of discrimination, harassment, and/or offensive behavior based on an individual's race, color, creed, religion, sex, national origin, pregnancy, age, disability or sexual orientation.

Partnership Overview

Welcome to AmeriCorps Seniors RSVP. We look forward to placing our experienced volunteers with your team.

Our partnership begins with a signed **Memorandum of Understanding** which is renewable every three years. This document outlines how we will support each other. Each year we will ask for an updated **Safety Assurance commitment**. If your mission serves K-12 Education or Food Security, we may ask you to share your service data to report to AmeriCorps Seniors.

Each time you are seeking volunteers you'll submit a **Volunteer Position Description** using our template (Microsoft Word) or through an online request form. This helps us understand and market your needs to RSVP volunteers.

Our program can support you with **Ongoing** and **One-Time** volunteers.

- **Ongoing Volunteers: Daily, Weekly, Monthly, On Call.** When ongoing volunteers say “yes” we'll introduce you and the volunteer (usually through email). The message will direct the volunteer to begin the application process you've shared with us. We'll include contact information so you can get the volunteer started with your onboarding process and coordinate scheduling.
- **One-Time Volunteers: Events, Short-Term Commitments.** When a volunteer answers the call to this type of request, your Description must include all the details needed to show up and complete the job. We will sign up the volunteers and email you a timesheet about a week before the event with the list of names (and phone numbers if the event happens after our business hours). Simply submit a position description 2 or more weeks before volunteers are needed.
- **Please note:**
 - One-Time Volunteers do not complete a background check or application and are placed with you for the one role. If you would like to introduce a One-Time Volunteer to an ongoing volunteer role, you'll make that request through RSVP.
 - We are unable to direct our One-Time volunteers to you through an online sign-up or software system.

RSVP sends you a **Timesheet** which must be made available each time a volunteer is on site. We use the information from the Timesheet to:

- Say thank you to our funders and let them know the difference volunteers make in the world through their service hours.
- Provide transportation reimbursement to volunteers.
- Have an accurate record of service should we need to mobilize RSVP's supplemental insurance for accident or death.

The volunteer supervisor signs and returns the timesheet promptly to the address listed on the timesheet. We can discuss options if you use your own electronic system to record volunteer hours and are able to send us a monthly report with service hours and volunteer transportation requests.

Partnership Guidelines

Here are a few important excerpts from our Memorandum of Understanding for working with RSVP volunteers.

As an RSVP Community Partner, you agree to:

- Provide orientation, training, supervision, feedback and recognition to volunteers.
- Ensure that volunteers do not receive compensation for their service, replace paid staff, engage in political activity, or provide religious instruction.
- Let volunteers and the community know about your partnership with AmeriCorps Seniors RSVP, as applicable.
- Refrain from giving any fees or stipends to volunteers for their service, including their legal guardians, members of their family or friends.
- Avoid volunteer involvement with
 - any political activity, such as voter registration, voter transportation to the polls, electoral activities and efforts to influence legislation.
 - performing duties which would be performed by an employed worker, would supplant the hiring of an employed worker, which result in displacement of an employed worker, or impair existing contracts for service.
 - participating in labor or anti-labor organizations or related activity.
 - any religious instruction, worship services or proselytization

RSVP has a Termination Policy for situations which include

- Breach of confidentiality
- Misconduct
- Physical, mental, or emotional inability to serve
- Failure to accept supervision
- Offensive behavior, sexual harassment or workplace violence
- Consumption of alcohol or illegal drugs immediately prior to or during volunteer service
- Extensive and unauthorized absences

RSVP will follow the process below for termination of an RSVP volunteer, unless the action is so egregious that it requires immediate termination.

- Oral reprimand documented in the volunteer's file
- Written reprimand, signed by the volunteer, which is place in their file
- RSVP membership termination
- Volunteers who are terminated by RSVP may appeal the decision within seven days of the termination notice following a prescribed process which includes a Volunteer Support Committee and the RSVP Advisory Council.

AmeriCorps Seniors RSVP may be a good fit for supporting your existing volunteers ...

- Receive supplemental liability insurance while volunteering;
- Are eligible to request transportation reimbursement from home to/from your volunteer site (up to 20 miles per day);
- Additional volunteer recognition, and more!

RSVP Community Partners

We are proud to partner with, and provide volunteer services to, some of the best service organizations in the area, including:

180 Degrees Youth Shelter	Friends of the Elk River Library	Sherburne Co Historical Society
AARP Tax Aide Program	Friends of the St Cloud Library	Sherburne Co Sheriff's Office
Active Central MN	Good Shepherd Community	Sherburne National Wildlife
All Saints Academy	Granny's Closet	Refuge
Alzheimer's Association	Great River Children's Museum	Social Security Administration
American Cancer Society	Great River Educational Arts	St Benedict's Monastery
American Red Cross	Theatre	St Cloud Area Chamber of
Anna Marie's Alliance	Great River Faith in Action	Commerce
Assumption Community Faith in	Great River Greening	St Cloud Area Fun Singers
Action	Greater St. Cloud Development	St Cloud Area YMCA
Avon Food Shelf, Inc.	Corporation	St Cloud HRA
Becker Food Shelf	Great River Regional Library	St Cloud Rox Project S.A.V.E
Benton County Sheriff's Office	Guardian Angels Care Center	St Cloud StandDown Inc
Big Brothers Big Sisters of Central	Hands Across the World	St Cloud Symphony Orchestra
MN	Havenwood of Buffalo	St Cloud VA Healthcare System
Big Lake Food Shelf	Light the Legacy	St Elizabeth Ann Seton School
Brigg's Lake Chain Association	M Health Fairview Northland	St Joseph Catholic School
Buffalo Community Center	Medical Center	St Joseph Food Shelf
Buffalo Food Shelf	Mid-Minnesota Legal Aid	St Scholastica Convent
CAER Food Shelf	Moments Hospice	Stearns History Museum
Cassia	Monticello Helps Center	STRIDE Academy
Catholic Charities	Mothers of Pre-Schoolers (MOPS)	Terebinth Refuge
Center for African Immigrants &	Open Doors for Youth	Thumbs Up
Refugees	Opportunity Matters, Inc.	Treasure Chest
CentraCare	Options, Inc.	Tri-Cap
Central MN Adult Basic	Paramount Center for the Arts	Tri County Humane Society
Education	ProMedica	United Way of Central MN
Central MN Dementia	Promise Neighborhood of	Veteran Resource Enrichment
Community Action Network	Central MN	Center
Central MN Habitat for Humanity	Quiet Oaks Hospice House	WACOSA
City of Elk River	Recovery Community Network	Women's Fund of the Central
City of Sartell	Resource Training & Solutions	MN Comm Foundation
City of Sauk Rapids	Ridgeview Place Senior Living	Wright County Community
City of St Cloud	Rivers of Hope	Action Program
City of St Joseph	ROCORI Food Shelf	Wright County Health & Human
City of Waite Park	Royal Performance Company	Services
Communication Center	RSVP Office	YMCA of the North
Country Manor	Salvation Army	RSVP Programs:
Cross Center	School Districts: 47 Sauk	Happiness in Action
Edgewood Sartell	Rapids/Rice, 727 Big Lake, 728	Readers Theater
ELEVATE	Elk River, 742 St Cloud, 748	Warm Fuzzies
Fare For All	Sartell/St Stephen,	
Friends of Sherburne National	Senior Community Services	
Wildlife Refuge	Sherburne Co. Area United Way	

View a listing of our Community Partners' most pressing needs in the
RSVP Menu of Volunteer Opportunities
www.RSVPCentralMN.org | rsvp@ci.stcloud.mn.us

VOLUNTEER SKILLS & INTEREST AREAS

There are many ways RSVP volunteers can assist. Below are the areas we invite volunteers to consider sharing when they enroll with AmeriCorps Seniors RSVP. Keep in mind, we are continually adding and modifying opportunities based on YOUR community needs!

Business: *go behind-the-scenes with office or technology skills.*

Accounting
Cashier/Point of Sale
Creative Writing
Customer Service
Data Entry
Grant Writing
Graphic Design
Hand Addressing
Leadership– Advisory & Boards
Mailing Projects
Marketing
Office Assistant
Outbound telephone calls
Receptionist

Carpentry & Mechanical: *build and repair.*

Auto Repair
Carpentry/Construction
Electrician
House Painting
Maintenance/Repairs
Plumber
Woodworking

Community Events: *lead and serve at larger events.*

Discussion Leader
Face Painting
Fundraising Events
Greeter
Public Speaking
Registration
Santa or Mrs. Claus
Tour Guide
Usher

Companionship: *connect one-on-one or in small groups.*

Adult Mentor
Bingo
Cards
Chess
Cribbage
Hospice
Visitor
Youth Mentor

Creative Skills/Hobbies:

Artistic Painting/Drawing
Baking
Cooking for a Family
Cooking for a Group
Crafts
Crocheting
Genealogy
Gift Wrapping
Greeting Card Creator
Hair Stylist
Historical Archives
Knitting
Manicurist
Musical Instruments
Organizing Donations
Photography/Video
Quilting
Sewing/Mending
Singing
Theatrical Production
Woodcarving

Education: *share knowledge with others-small or larger groups.*

Adult Basic Education
Classroom Assistant
Computer Tutor
Early Childhood
Foreign Language/Translation
____(language)
Library/Media Assistant
Readers Theater
Reading for Others
Reading/Math/Science Mentor
Sign Language
Special Education
Food Security: *make sure everyone has enough to eat.*
Food Rescue
Food Shelf
Grocery Shopper
Home Delivered Meals
Meal Service

Health/Recreation/ Wellness:

Blood Mobile
Blood Pressure Tests
Clinical Assistant
Coach
Escort (at larger facilities)
Fitness Instructor
Health Insurance Counselor
Nutrition Education
Spectator Sports
Tournament Assistant

Nature/Outdoors: *share your time in the great outdoors.*

Animal Care
Environmental Issues
Fishing/Hunting
Gardening
Outdoor Activities
Walking
Wildlife

Personal Services: *assist individuals with household duties.*

Childcare
Financial Counseling
Household Chores
Respite
Tax Preparation
Technology Assistance
Yard Care

Transportation/Delivery: *rides for people in need.*

CDL/Driving Company Vehicle
Drive Others in Your Vehicle

Special Interest Areas

Chemical Dependency issues
Court System
Disaster Services
Governmental Affairs
Homeless Issues
Jail Programs
Mental Health
Support those with a disability
Veterans/Military Families
Victim Advocate

Dear Volunteer –

We are proud to be a community partner with AmeriCorps Seniors RSVP. People who are age 55+ can volunteer with us and other organizations through RSVP, at no cost, and receive benefits, including:

- Liability insurance while volunteering;
- Transportation reimbursement from home to/from the volunteer site (up to 20 miles per day);
- Connection to other areas of interest, if desired;
- Opportunities for training and personal development;
- Recognition events... and more!

RSVP volunteers track service hours and transportation costs each time they serve through our check in method, and we verify and submit the records monthly.

By joining RSVP, not only do you receive individual benefits, you support an important, free network of volunteer referral and support for our community!

Choose how to get started with RSVP:

- Register online at RSVPCentralMN.org
- Arrange a meeting with the Coordinator
- Request an enrollment form to be mailed or emailed

Contact Carole McNaughton-Commers
RSVP Program Coordinator for Sherburne & Wright County

Email: carole.mcnaughton-commers@ci.stcloud.mn.us

Desk: 763-765-3036

Cell/Text: 763-635-4505



RSVP One-Time Volunteer Request Form

For RSVP Office Use Only

Objective:

Service Activity:

Volunteer requests are accepted no later than two weeks prior to event or project date(s).

Send forms directly to RSVP Program Staff or to RSVP@ci.stcloud.mn.us

RSVP fosters engagement of volunteers 55+ to improve lives and strengthen communities in Benton, Sherburne, Stearns and Wright Counties. Thank you for your interest in AmeriCorps Seniors volunteers!

Please Complete Below:

Agency Name:

Event or Project Name:

Event Location/Address:

Agency Contact Person:

Agency Contact E-mail and Phone:

Event or Project Date(s):

Shift Time(s):

Number of volunteer(s) per shift:

Volunteer Job Title:

Volunteer Application Required:

Volunteer Responsibilities (specific details of volunteer duties):

Other Information

Any Physical Requirements:

Dress Code:

Parking Instructions:

Check-in Location:

Event Supervisor:

COVID Restrictions:

Do volunteers receive mileage reimbursement during service: yes / no

Is food or beverage provided to the volunteer during service: yes / no