

# RSVP

## VOLUNTEER BENEFITS

**1. MILEAGE REIMBURSEMENT:** Upon request, RSVP provides limited reimbursement for mileage driven **within Skagit County** to and from your RSVP sponsored volunteer site. The rate is currently .25/mile up to 120 miles/month (reimbursement maximum \$30 per check), and is set by the RSVP Advisory Council, subject to change based on program revenues. Requests for mileage expense must be on a **white** Time & Expense Record along with your hours, signed by you AND a supervisor at your volunteer site, and submitted to the RSVP office monthly.

**2. INSURANCE:** All active RSVP volunteers are covered by three kinds of insurance while they are performing their volunteer duties, and while traveling to and from their volunteer site. To be considered "active", volunteer hours must be turned in at least quarterly. These are all secondary insurance coverage and will not duplicate payment you may receive from Medicare or other insurance you may have.

A. Accident Insurance: covers medical expenses for personal injury occurring while traveling to and from, and while volunteering. In addition this insurance will pay \$2500 to your beneficiary for loss of life occurring within one year of an accident.

B. Personal Liability Insurance: provides \$1,000,000 per occurrence protection from liability claims for personal injury or property damage related to the performance of the volunteer's tasks.

C. Excess Auto Liability Insurance: protects volunteer drivers against injury and property damage liability claims related to volunteer activities. **Drivers MUST carry Washington State minimum auto liability insurance in order to be covered by this RSVP insurance.** (Request the "Volunteers Guide to Accident and Liability Insurance" for more info on coverage and exclusions.)

**3. NEWSLETTER:** All volunteers receive newsletters with updated information about new volunteer opportunities, program news, events of interest to volunteers, and related topics.

**4. RECOGNITION EVENT:** All active RSVP volunteers are invited to attend, free of charge, an annual Recognition Event with food, prizes, awards, and entertainment.

**5. PLACEMENT:** It is the goal of RSVP to identify or develop volunteer opportunities that match the special skills and particular interests of individual volunteers.

**6. Being an RSVP volunteer means you are part of a **United Way** agency!**

# *RSVP WANTS YOUR HOURS!!!*

**WHY REPORT YOUR VOLUNTEER HOURS TO RSVP?** Because it's our job to know where our volunteers are and what they are doing. Here are several reasons why:

In order to keep RSVP accident and liability insurance coverage in force, and to receive mileage reimbursement\*, you must be an "active" volunteer—that means not only are you volunteering, but we also get a timesheet showing your hours at least quarterly.

RSVP is the only program that documents the contributions of seniors to the larger community. Be counted for what you do! Last year we had 865 volunteers report almost 122,000 hours at 90 different agencies, and those are only the ones who reported! We know there are many more who do not report their hours.

Your hours help us raise funds and expand RSVP's role in the community. Federal, state, and local funding sources all require proof of results. Your timesheets provide that proof—they show how much RSVP volunteers are doing, and help keep the program in business.

To be eligible to attend the annual RSVP Recognition Event (with food, fun, and fabulous prizes), and to receive the RSVP Newsletter, you must turn in at least one hour during the year.

## TIMESHEETS & MILEAGE:

Be sure to.....Sign your timesheet

Put down where you volunteer, and generally what you do

Have the station supervisor or coordinator sign it (if you want mileage)

Submit it to the RSVP office before the end of the month, via mail, e-mail, or drop by (e-mail for hours only).

Let us know if you need more timesheets

**\*For mileage reimbursement, it is especially important that you turn in timesheets once a month. We can only pay for up to 120 miles per request. So, if you drive lots of miles, and turn in 2 or 3 months at one time, we can still only pay for 120 miles.**

(Forget to turn in timesheets? Turn them in anyway! ... **the hours still count but are limited to three months back**).