



Commonwealth of Massachusetts
COUNTY OF NORFOLK
Office of the County Commissioners
RSVP VOLUNTEER PROGRAM

614 High Street, Dedham, Ma 02027-0310

Commissioners
Francis W. O'Brien, Dedham, Chairman
Joseph P. Shea, Quincy
Peter H. Collins, Milton

Clerk: Walter F. Timilty, Milton



RSVP Director
Robert Pierson

Norfolk County RSVP Volunteer Program

Your Invitation to Respond to Your Community!

Member Handbook 2018

Locally Sponsored by the Norfolk County Commissioners
Federal Funding by Corporation for National and Community Service



NORFOLK COUNTY RSVP VOLUNTEER PROGRAM

Your Invitation to Respond to Your Community

614 High St PO Box 310 Dedham, MA 02027



Tel: 781-329-5728

Fax: 781-326-6480

Email: rsvp@norfolkcounty.org

Web: norfolkcounty.org/rsvp

Welcome to Norfolk County RSVP

Our Mission: Engaging adults 55 plus in volunteer service to meet critical community needs within Norfolk County while providing meaningful experiences that will enrich their lives.

What is RSVP?

Norfolk County RSVP is a community service program for volunteers who are 55 and over. RSVP works with municipal, non-profit, and healthcare agencies to recruit and match volunteers with programs that meet community needs.

RSVP receives federal grant funding through the Corporation for National and Community Service and is locally sponsored by the Norfolk County Commissioners.

RSVP recruits volunteers, assesses their availability and skills, and then matches the interests, skills, and experience of the individual with the best volunteer placement. Over 300 RSVP members are serving over 60 public and non-profit organizations in Norfolk County. RSVP provides training and recognition to motivate and show appreciation for our members.

Programs include: **Veterans Support and Transportation, Elementary School Reading and Tutoring, Meals on Wheels, Friendly Visiting at Home** and other volunteer efforts designed to meet community needs.

An RSVP member may choose to serve in volunteer positions that fall outside of the key initiative areas. Our goal is to help each RSVP member find a meaningful volunteer placement that matches and fulfills individual goals, interests, skills, and schedule.

Become an RSVP Member

Persons with 55+ years of life experience are eligible to be an RSVP member.

1. Contact RSVP and request an application.
2. Return your completed, signed application to our office.
3. If you are already volunteering at one of our stations, we will alert the station that you have joined RSVP.
4. If you are looking for a new volunteer placement, we will contact you to arrange an in-person or phone interview to discuss your interests, skills, and schedule, and share current volunteer opportunities with you. When you have selected a position or positions that appeal to you, we arrange an interview at the volunteer station.
5. Volunteer positions require a criminal records background check. This will be addressed by RSVP or the station before you begin to volunteer.



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Benefits for RSVP Volunteers

Personalized support: RSVP provides support to arrange meaningful volunteer positions that match your goals, interests, and schedule. Individuals who already volunteer at one of our Volunteer Stations may become an RSVP member at any time. To find the right volunteer opportunity, RSVP staff conducts interviews to evaluate your volunteer goals, suggest volunteer opportunities, and facilitate a first meeting with the Volunteer Station. An RSVP volunteer who wishes to find a new placement for any reason should contact the RSVP staff to be connected to another opportunity.

Life Enrichment: RSVP works with volunteer stations to create meaningful positions for RSVP members. RSVP volunteers are invited to participate in trainings and workshops that support service, including wellness, literacy, mentoring, and more. We continue to add new opportunities that volunteers will find rewarding.

Advisory Committee: Contact for comments/ideas or request to join if you'd like to shape the future and events of RSVP.

Group Impact on the Community: Joining Norfolk County RSVP adds your service to the efforts of other people volunteering time and energy to improve and strengthen the community. As a group, we are better able to effect needed change.

Social Networking: RSVP-sponsored workshops, training, and recognition events connect you to a network of like-minded peers.

Mileage Reimbursement: Mileage reimbursement is an optional benefit. Eligible miles are mileage incurred in a volunteer's travel to and from their home to their volunteer site. Norfolk County RSVP reimburses volunteers at the rate of \$.40 per mile up to a maximum of \$40.00 or 100 miles per month. Volunteer drivers in the 'Rides for Vets' Program can receive reimbursement for up to 300 miles per month. In order to receive mileage reimbursement, you must submit a valid copy of your driver's license to the office. If you do not drive, you may receive reimbursement for alternative travel expenses (such as taxi, train or bus fares) to and from your volunteer site. Checks are sent the month after the end of each quarter (please see schedule below). Mileage reimbursement checks are not taxable, but you cannot deduct the same miles as a charitable expense on your tax return.

Supplemental Accident Insurance: RSVP provides all volunteers with free supplemental accident insurance while traveling to and from their volunteer site. If you should have an accident while volunteering, please contact the office immediately.

Annual Recognition Luncheon: Norfolk County RSVP invites all of our volunteers to join us for our Annual Recognition Luncheon. It includes a wonderful meal, gifts, door prizes and entertainment.



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RSVP Partner Sites

RSVP Partners are public agencies, private non-profit organizations, or proprietary health-care agencies or organizations that accept the responsibility for assignment and supervision of RSVP members. Partners sign a Memorandum of Understanding with RSVP outlining the responsibilities of each party and Volunteer Stations provide orientation, in-service instruction, and special training for RSVP members as needed. Partners also capture the volunteer hours and report them monthly to RSVP. RSVP welcomes conversations with local organizations interested in becoming RSVP Partners.

RSVP Contact and Staff Information

Norfolk County RSVP
614 High Street, Suite 201
P.O. Box 310
Dedham, MA 02027-0310

Tel: 781-329-5728

FAX: 781-326-6480

Email: rsvp@norfolkcounty.org

Robert Pierson, Director: Veterans & Food programs, media, partnerships, CNCS grant

Cris Goldsmith, Volunteer Coordinator: School programs, outreach, training

Sally O'Connell, Information Specialist: Time sheets and mileage reimbursement

Our website shows volunteer opportunities, a volunteer application and volunteer photos.

www.norfolkcounty.org/rsvp

RSVP Priority Partners

Veterans Support and Transportation

RSVP has over 40 volunteers providing rides to Veterans through the RSVP Rides for Veterans program. Another 60 active volunteers serve at VA hospitals, run our Veterans Book Club, support incarcerated Veterans and Veterans in hospice or mentor Veterans in Norfolk County's Veterans' Treatment Court and knit or crochet afghans for Veterans.

Elementary Reading and Tutoring

RSVP has over 50 active volunteers in public elementary schools providing one-on-one or small group reading and math tutoring for students. Volunteers work with teachers in classrooms and other settings, typically serving one day per week for 2 to 3 hours.

Meals on Wheels

RSVP has over 50 active volunteers at Meals on Wheels programs in Norfolk County and other Food insecurity support programs. Meals on Wheels volunteers prepare lunches in a local kitchen or deliver them to approx. 10 homebound elders per route.



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List of Norfolk County RSVP Partners – December 2018

1000 Southern Artery Station - Quincy
Academy Avenue School - Weymouth
American Red Cross – Dedham
Avon Council on Aging
Beth Israel Deaconess Hospital - Milton
Boston VA Healthcare System
Braintree Department of Elder Affairs
Canton Council on Aging
Cleveland School- Norwood
Dedham Council on Aging
Dedham Food Pantry
Donald Ross School - Braintree
Donovan Elementary School - Randolph
East Elementary School – Sharon
Elm Street School - Walpole
Elizabeth G. Lyons School - Randolph
Ellis Nursing Center - Norwood
Endicott Greenhouse - Dedham
Franklin Senior Center
Freeman-Kennedy School - Norfolk
Greenlodge School - Dedham
HESSCO Elder Services - Sharon
HopeHealth Hospice- Brockton
Interfaith Social Services - Quincy
Lawrence Pingree School - Weymouth
Manet Community Health - Quincy
Martin Young School - Randolph
Milton Food Pantry

Massachusetts Dept. of Corrections
Needham Community Farm
Needham Traveling Meals
Needham Public Schools
Newbridge-on-the-Charles - Dedham
Norfolk County Probate and Family Court
Norfolk County RSVP Home Friendly Visiting
Norfolk County RSVP Rides for Veterans
Norfolk County Sheriff's Office
Norfolk County RSVP Veterans Book Club
Norwood Hospital
Oakdale School – Dedham
Old Colony Hospice – W. Bridgewater
Old Post Road School - Walpole
Quincy Community Action Program (QCAP)
Quincy Council on Aging
Quincy District Court
Riverdale School - Dedham
Sanger Center for Compassion – Quincy
Salvation Army Food Pantry - Quincy
South Shore Elder Services -Braintree
South Shore Center for the Blind
Tri-Valley, Inc
Trustees of the Reservation - Sharon
Walpole Council On Aging
Wilkins Elementary School – Stoughton
Weymouth Elder Services



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NORFOLK COUNTY RSVP TIMESHEET

Timesheets must be submitted to the RSVP office by the 7th of the following month.

Month and Year: _____ Name: _____

Volunteer Address: _____

Phone: _____ Email: _____

DATE	VOLUNTEER ACTIVITY	HOURS	MILES
<i>If you need more room, use additional back side of sheet, and enter total hours, meals, and miles from attached sheets on this line →</i>			
TOTAL			

Supervisor Signature Date

Site Name

Volunteer Signature Date

Station Address