



**Cape May County**  
**Senior Corps / RSVP**



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Dear SENIOR CORPS/RSVP Volunteer:

Welcome to SENIOR CORPS/RSVP (Retired Senior Volunteer Program). You have just joined the largest volunteer service group under the Corporation for National and Community Service Trust Act 1993 in the United States. Volunteers in this program are commended for the services they provide to their community and their country. You bring a life time of experience to helping others.

This Senior Corps/RSVP Handbook was prepared to acquaint you with all aspects of our program in Cape May County. We hope you find it helpful in answering questions about SENIOR CORPS/RSVP.

If you have any questions, please feel free to contact the SENIOR CORPS/RSVP office at 886-3400 or at our location:

SENIOR CORPS/RSVP  
Social Services Building  
4005 Route 9 South  
Rio Grande, NJ 08242

Mailing Address: County Administration Building  
4 Moore Road DN 620A  
Cape May Court House, NJ 08210

**SENIOR CORPS/RSVP VOLUNTEERS MAKE THE DIFFERENCE IN CAPE MAY COUNTY**

Sincerely,

Joan J. Rowland  
Program Director

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**ATTACHED FORMS:**

- Volunteer Enrollment Form
- Volunteer Monthly Time Record

**PURPOSE/MISSION**

The SENIOR CORPS/RSVP is authorized under the Corporation for National and Community Service (CNCS) Trust Act of 1993 and is therefore a part of the largest volunteer network in the nation for people 55 and over. RSVP Senior Corps connects people with the organizations that need them the most. Volunteers receive guidance and training so they can make a contribution that suits their talents, interests, and availability. Service opportunities are as diverse as the communities in which volunteers serve.

**The Mission of the RSVP and the CNCS is to improve lives, strengthen communities and foster civic engagement through service and volunteering.**

**The History of SENIOR CORPS/RSVP in Cape May County**

In 1974 RSVP came to Cape May County and was sponsored by the Cape May County Board of Chosen Freeholders. Over the past 40 years the RSVP Program of Cape May County has grown from 90 volunteers in 11 volunteer stations to 220 volunteers in 28 stations who provide over 50,000 hours of service each year. RSVP volunteers work in health and nutrition, education, counseling, emergency preparedness, transportation, tax preparation assistance and many other areas.

The first RSVP Director was Jeremy B. Clark (1974 – 1975) followed by James Walsh (1975 – 1986), Rosalie Timmins (1986), Linda Taylor-Day (1987 – 2008), Vivian Lee Shupert (2008 – 2013) and at present, Joan Rowland (2013 - ). SENIOR CORPS/RSVP volunteers give their time and talents to improve the lives of all those who live in Cape May County. Without this dedication and assistance our County would be unable to continue many valuable services.

**Annual RSVP Recognition Luncheon**

Each year the Freeholders of Cape May County and the RSVP Program Director express their sincere appreciation for the contributions made by RSVP volunteers by hosting a recognition luncheon event. All active RSVP volunteers are invited to attend this celebration of their service to their communities.

### **Volunteer Opportunities:**

As a SENIOR CORPS/ RSVP volunteer, you may choose from a variety of volunteer opportunities such as meal delivery to homebound individuals, mentoring preschool children, preparing tax forms, working with the frail elderly, coaching health education programs, helping your community prepare, respond, or recover from disasters and many more. The RSVP Program Director will guide you through this process and set up an interview with the RSVP Station Supervisor (SS) who will further discuss what volunteer activities are available. The majority of RSVP volunteer activities are within CNCS guidelines meaning that they are activities meant to meet targeted goals and measured by RSVP volunteer conducted surveys. You will be provided with a written description of the activities you will be expected to perform. The RSVP Director and the RSVP SS are always available to guide and monitor volunteers in meeting the service activity's goals. All trainings required for an assignment will be provided free of charge. RSVP volunteers **do not** receive monetary compensation for their service. Mobile Meals volunteer drivers are compensated for mileage accrued on their personal car when delivering meals to home bound clients.

### **Volunteer Hours**

The amount of time a volunteer chooses to spend serving at his or her assigned station is mutually agreed upon by the SS and the volunteer. Volunteer hours are recorded on a monthly time sheet which is provided to the volunteer by the Station Supervisor. All time sheets must be signed by the volunteer and the Station Supervisor and sent to the RSVP office by the 10<sup>th</sup> of the following month. (A copy of the time sheet is included in this handbook). A volunteer is considered inactive if he or she has not served any hours within the present calendar year. Medical reasons are valid absences.

### **CNCS Prohibited Volunteer Activities**

**Activities that are prohibited while a volunteer is on site performing their assignments are as follows:**

Engaging in electoral activities, voter registration, voter transportation to polls, efforts to influence legislation, partisan political activities or advocating for or against political parties.

Assisting, promoting or deterring union organizing, or impairing existing contracts for services or collective bargaining agreements.

While serving as an RSVP volunteer an individual is prohibited from conducting religious instruction, conducting worship services, or engaging in proselytization as part of their duties. If the sponsor is an organization that conducts inherently religious activities, those activities are offered separately, in time and location, from the programs or services funded under the Corporation grant.

### **Volunteer Separation**

*Voluntary separation* occurs when a volunteer resigns or retires. Volunteers are encouraged to give their station supervisor and or the RSVP Program Director notice of intent to resign stating the reason for leaving and the intended last day of work. A volunteer who does not serve any hours for three consecutive months without contacting his or her supervisor may be considered to have abandoned the position and voluntarily resigned from volunteer involvement.

*Involuntary separation* occurs when a volunteer is discharged by their Station Supervisor or RSVP Program Director for (but not limited to) extensive unauthorized absences, misconduct, or inability to perform assignments and accept supervision. On or before the volunteer's last day of service, an exit interview should be conducted to ascertain why the volunteer is being discharged. A written explanation for the separation will be provided to the volunteer and kept on file with the RSVP Program Director.

### **Volunteer Grievance Procedure**

The Senior Corps/RSVP goal is to secure equitable solutions to the issues which may arise affecting RSVP volunteers. Any volunteer believing that he or she has suffered an injustice through the actions of a volunteer station supervisor or another volunteer must first discuss the problem with his or her immediate supervisor in an attempt to resolve the problem. If no solution can be found, a grievance can be filed with the Senior Corps/RSVP Director. Appeals for adverse actions are also subject to the sponsor's policies.

### **Volunteer Insurance**

**Accident Insurance** – Under this policy all SENIOR CORPS/RSVP volunteers are covered for personal injury occurring during their volunteer assignment. The insurance applies while traveling directly to and from and while participating in an activity sponsored by SENIOR CORPS/RSVP.

**Personal Liability** – This coverage protects volunteers for personal injury or property damage liability claims arising out of performance of their volunteer duties. The limit of liability is \$100,000 for each occurrence.

**Excess Auto Liability** – The limits for bodily injury and property damages combined is \$500,000 and are in excess of the automobile insurance carried as an individual.

**THIS INSURANCE DOES NOT DUPLICATE EXPENSES PAID BY MEDICARE OR ANY OTHER VALID COLLECTIBLE INSURANCE COVERAGE OR SUBSTITUTE FOR ANY INSURANCE YOU MAY NOW CARRY.**