



City of San Bernardino AmeriCorps Senior RSVP

600 West 5th Street | San Bernardino, CA 92410

O: 909-384-5414 | F: 909-889-0672

Email: castro_da@SBCity.org | graham_ki@SBCity.org



**AmeriCorps
Seniors**

Please print and complete all sections. Forms with original signatures are required for enrollment.

Name _____ **Birth Date** _____

Mailing Address _____ **City** _____ **Zip** _____

Physical Address _____ **City** _____ **Zip** _____

Phone _____ **Cell Phone** _____ **Email** _____

Physical/Medical Limitations: _____

Driver's License # _____ State _____ Expiration Date _____

AmeriCorps Senior RSVP provides a mileage reimbursement for travel between home and volunteer site to the volunteers. Will you be claiming a mileage reimbursement for travel to and from your volunteer location?

Yes _____ **No** _____ **Bus Rider** _____

If yes, please attach a copy of your proof of auto insurance showing active coverage attached?

As a volunteer of AmeriCorps Senior RSVP, you will be covered by accident and personal liability insurance plus a small death benefit while performing volunteer duties. This coverage is automatic and free of cost to you as long as you are an active, enrolled member of AmeriCorps Senior RSVP. Please provide the following information:

Emergency Contact _____ **Phone** _____

Beneficiary for City of San Bernardino AmeriCorps Senior RSVP Supplemental Accident Insurance:

Name _____ **Relationship** _____

Address _____ **Phone:** _____

Employment Experience _____

Special Skills/Interests/Languages _____

Volunteer Experience (Current, Past, Preferred) _____

AmeriCorps Senior RSVP is often asked to provide demographical information pertaining to volunteer members. Please provide the following information.

Are you a Veteran? Yes _____ No _____ If yes, what branch? _____

Are any of your family members actively serving in the military? _____

Gender: Male _____ Female _____

Race/Ethnic Background: White _____ Asian _____ African-American _____ Hispanic/Latino _____

American Indian/Alaska Native _____ Pacific Islander _____ Other _____

FOR OFFICE USE ONLY

Station(s): _____ **Assignment(s):** _____

Vendor #: _____ **EPLS Date:** _____ **Date Entered:** _____

Date Assigned: _____ **By:** _____

Please indicate if City of San Bernardino AmeriCorps Senior RSVP may have permission to use your likeness?

I hereby grant City of San Bernardino AmeriCorps Senior RSVP permission to use my likeness in photograph(s)/video(s) in any and all of its publications or on the world wide web, whether now known or hereafter existing, controlled by AmeriCorps Senior RSVP in perpetuity. I will make no monetary or other claim against AmeriCorps Senior RSVP for the use of these photograph(s)/video(s).

I do not give permission to use my likeness in photograph(s)/video(s) to AmeriCorps Senior RSVP.

Certifications

By signing below, I acknowledge that I have read and understand the following statements:

- I hereby state that I am 55 years of age or older and offer my services as a volunteer for the City of San Bernardino AmeriCorps Senior Retired Senior Volunteer Program. I understand that I am not an employee of the AmeriCorps Senior RSVP, the City of San Bernardino Parks, Recreation and Community Services Department, the volunteer station or the Federal Government and agree to serve without compensation.
- I understand that in my capacity as an AmeriCorps Senior RSVP volunteer I may come into contact with confidential information. I agree to protect this information to the best of my ability and not to disclose it during or after my service as a volunteer has ended.
- I understand that if I use my personal automobile in my volunteer service, I will arrange to keep in effect automobile liability insurance equal or greater to the minimum requirements of the State of California. I will also keep in effect a valid California Driver's license.

AmeriCorps Senior RSVP Volunteer Signature

Date

AmeriCorps Senior RSVP Staff Signature

Equal Employment Agency – The City of San Bernardino AmeriCorps Senior RSVP is an equal opportunity Agency. Enrollment is done without regard to race, color, religion, national origin, sex, age or disability. AmeriCorps Senior RSVP provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact AmeriCorps Senior RSVP at (909) 384-5414.

Thank you for any information you have provided. Your information is never sold, shared, or used outside of the City of San Bernardino AmeriCorps Senior RSVP, City of San Bernardino Parks, Recreation and Community Services Department or the Corporation for National and Community Service.

Return completed registration
**(Original Signatures
Required on the Form)**

AmeriCorps Senior RSVP
600 West 5th Street
San Bernardino, CA 92410

For Questions contact:
Daniela Castro 909-384-5414
Castro_Da@SBCity.org

BENEFITS OF JOINING RSVP

AmeriCorps Senior RSVP is one of the largest volunteer networks in the nation for people 55 and over. You can use the skills and talents you've learned over the years, or develop new ones while serving in a variety of volunteer activities within your community. As in any traditional volunteer program, AmeriCorps Senior RSVP Volunteers serve without pay. The major benefits that volunteers receive are difficult to measure. Senior volunteers report that they receive the following benefits in their volunteer work:

- The satisfaction of serving others, especially the less fortunate.
- Making a contribution to their community.
- Being part of a team that is solving problems.
- Having one's skills and knowledge recognized by others.
- Spending one's time in constructive and useful endeavors.
- Improved mental outlook – Increased self-esteem.
- Spending less time thinking about aches, pains or illness.
- Finding companionship and meeting new people.
- Having something to look forward to – Becoming future oriented again.

AmeriCorps Senior RSVP does provide a few tangible benefits to volunteers.

One benefit is **FREE** membership (and participation) in a nationally recognized volunteer program – which is part of the AmeriCorps Senior. As such, the service they provide is reported on up to the federal government level. Each year, America Corps Senior engages roughly 220,000 older adults in service through its Foster Grandparent, Senior Companion, and RSVP programs, enriching their own lives and benefiting the communities they serve. Last year our local AmeriCorps Senior RSVP volunteers contributed over 50,000 hours of service. Other tangible benefits include:

INSURANCE

All registered (**ACTIVE**) AmeriCorps Senior RSVP volunteers are automatically covered by supplemental accident, personal liability and excess automobile insurance. This insurance is **FREE** to all of the AmeriCorps Senior RSVP Volunteers. It supplements the volunteer's already existing insurance; it does not replace the need for individual health insurance and automobile insurance.

RECOGNITION

All persons giving volunteer service to the community deserves to be recognized and commended for the generous gift of the time they provide. It is this project's policy to hold an annual awards and recognition luncheon event for all its participants in March. Attendance is **FREE** for any of our registered (**ACTIVE**) AmeriCorps Senior RSVP Volunteers. Goodie bags are provided for all attendees. Recognition is given for the years of service each volunteer has provided and for the amount of hours served each year. Other individual recognition maybe given to volunteers throughout the year from various sources including: AmeriCorps Senior RSVP, City of San

Bernardino and/or agency staff, who try to find and provide frequent occasions, as funds and time allow, to make the volunteers feel special and to show appreciation for what they do.

REIMBURSEMENT POLICY

Recognizing that older persons are often on fixed incomes and may need financial assistance to cover out-of-pocket expenses involved in their volunteer work, AmeriCorps Senior RSVP has devised a plan to reimburse those who need and request it. Each RSVP Program establishes its own policy. The policy is subject to change according to the availability of funds. The City of San Bernardino AmeriCorps Senior RSVP has adopted the following policy regarding reimbursements:

TRANSPORTATION REIMBURSEMENTS

If requested, AmeriCorps Senior RSVP will reimburse a volunteer for their roundtrip mileage from home to the volunteer station. Some mileage may be allowed for volunteer related travel as well, check with the AmeriCorps Senior RSVP staff. Volunteers riding bus may request \$.50 – per mile – up to \$10.00 per month maximum. **Those using their own vehicle are able to request \$.25/mile up to \$10.00/month (based on mileage calculated from Google Maps).** They must also have a current driver's license, vehicle registration and insurance. Failure to meet any one of the (3) requirements will be cause for ineligibility and make their reimbursement invalid. Eligibility will not resume until such time as proof of possession is provided to the AmeriCorps Senior RSVP staff. **Submission made while ineligible will not be paid after the fact.** Please have timesheets into the office by the 1st Thursday of the month next. **All AmeriCorps Senior RSVP Volunteers and Supervisors** are asked to submit their monthly timesheets (request for reimbursement) by the 1st **Thursday of the next month.**

- Reimbursements will be made on a quarterly (3 month) basis only.
- Checks will be limited to \$10.00/month max. Accrual towards a max limited of \$30.00/quarter max.
- All timesheets must be correctly completed, including signatures for both the volunteer and the site supervisor or their designee and with hours listed on the day the volunteering took place. Circle YES or NO at bottom right as to whether you are requesting reimbursement or not. If none circled, we will assume no request is made.
- Reimbursement will usually only be given to **(1) household member. Spouses who work different schedules will be able to each receive reimbursement while funds allow.**
- Reimbursement amounts **under \$10.00** will be held on a month by month basis by the AmeriCorps Senior RSVP staff, until \$10.00 has accrued and then paid. (per City of San Bernardino Finance Department)

PLEASE CONTACT CITY OF SAN BERNARDINO AMERICORPS SENIOR RSVP STAFF WITH QUESTIONS AT:
5TH STREET SENIOR CENTER
600 West 5th Street, San Bernardino, CA 92410
office: 909-384-5414/Fax: 909-889-0678

UPDATED 7/21