

**Retired & Senior Volunteer Program of Lake County**

25 Public Square, Willoughby, OH 44094

Telephone: (440) 269-3015 Fax: (440) 975-3741 E-Mail: Cristen.Kane@WESchools.org

**STATION APPLICATION**

Preamble: To qualify for consideration as an RSVP station, an applicant agency must:

- Provide meaningful and challenging volunteer assignments which address current, significant, national, state, and local needs.
- Have a designated Volunteer Coordinator or person to supervise volunteers.
- Be a public agency or a private nonprofit organization - 501 (c) 3 status or a proprietary health care agency.
- Be physically located in the service area of Retired and Senior Volunteer Program of Lake County, Ohio
- Fill out station application, job description, and finally Memorandum of Understanding.

**AGENCY BACKGROUND**

I. Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name/Title Volunteer Coordinator: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

II. Mission Statement of Agency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III. Please indicate your agency category and funding source:

A. 501 (c) 3 \_\_\_\_\_ B. Public Agency \_\_\_\_\_ C. Proprietary health care \_\_\_\_\_

**Purpose of RSVP is to create meaningful volunteer opportunities for individuals aged 55 and older. The program seeks to capture the experience, knowledge, and skills that are offered by older Americans.**

\_\_\_\_\_

IV. How do you evaluate the effectiveness/impact of your service? Be specific:

\_\_\_\_\_

\_\_\_\_\_

**VOLUNTEER PROGRAM DESCRIPTION**

I. Services being requested by RSVP- Please check any that apply:

- \_\_\_\_\_ Recruiting volunteers age 55 and over
- \_\_\_\_\_ Finding volunteers with special skills
- \_\_\_\_\_ Program development to better utilize volunteers
- \_\_\_\_\_ Training and assisting staff to effectively involve volunteers
- \_\_\_\_\_ Retaining volunteers
- \_\_\_\_\_ Providing recognition for volunteers
- \_\_\_\_\_ Identifying volunteers to serve as liaisons between agency (station) and RSVP
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_

II. List all volunteer positions that you would like RSVP to recruit:

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III. Please answer the following questions:

Circle:

We have an on-site Volunteer Coordinator	yes	no
We are establishing a volunteer program	yes	no
We have an ongoing active volunteer program	yes	no
We honor our volunteers with a recognition	yes	no
Job descriptions are enclosed	yes	no

IV. Of our total volunteer corps of \_\_\_\_\_ volunteers, we would expect RSVP volunteers to represent:  
(check the one that fits best)

More than 3/4 \_\_\_\_\_, About 3/4 \_\_\_\_\_, About 1/2 \_\_\_\_\_, About 1/4 \_\_\_\_\_, Less than 1/10 \_\_\_\_\_

V. Check all that apply

We would expect RSVP volunteers to work \_\_\_\_\_ weekdays, \_\_\_\_\_ evenings, \_\_\_\_\_ weekends

The average volunteer assignment is \_\_\_\_\_ time(s) per week and \_\_\_\_\_ hour(s) per time.

VI. Are any of the following benefits now offered to volunteers? Please check any that apply.

\_\_\_\_\_ Insurance

\_\_\_\_\_ Reimbursement of travel costs

\_\_\_\_\_ Meals

\_\_\_\_\_ Free parking

\_\_\_\_\_ Other \_\_\_\_\_

If you were to become an RSVP Station, how would this improve (impact) your services?

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Please sign and mail this application with volunteer job description(s) and any brochures about your agency to:

Retired & Senior Volunteer Program of Lake County  
25 Public Square, Willoughby, OH 44094 or Fax (440) 975-3741

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

RSVP office use:

Date application received \_\_\_\_\_

Recommendation: Accept \_\_\_\_\_ Waiting List \_\_\_\_\_ Reject \_\_\_\_\_

Date of status reviewed \_\_\_\_\_

Accept \_\_\_\_\_ Continue \_\_\_\_\_ Reject \_\_\_\_\_

Date of site visit \_\_\_\_\_

Accept \_\_\_\_\_