

AmeriCorps Seniors RSVP of Montgomery County, MD Volunteer Information



Welcome to AmeriCorps Seniors **Retired and Senior Volunteer Program (RSVP)**. RSVP is a Federal grant program through AmeriCorps connecting older adults age 55+ with volunteer opportunities to meet community needs.

RSVP Volunteer Code of Ethics

Volunteers are expected to respect the policies of the volunteer station and perform their assignments in a business-like manner. The business of volunteer stations and their clients should be treated as confidential.

Volunteer Responsibilities

- Report all incidents regarding personal injury to your station supervisor and RSVP promptly.
- Notify the volunteer station if you will not be available during your assigned shift.
- Remember to “sign in” or otherwise document your volunteer hours when you volunteer so that your time is recorded.
- Notify the RSVP office of changes in your mailing address, telephone number, e-mail address, life insurance beneficiary or volunteer assignment.

Non-Discrimination

If you feel that you have been subject to discriminatory practices, you have the right to file a written complaint with the RSVP Program Manager within 180 days following an alleged discrimination. Your identity shall be kept confidential to the extent possible to investigate the complaint and take corrective action if necessary.

Americans with Disabilities

With respect to the Americans with Disabilities Act (ADA), we will consider reasonable accommodations when requested. All RSVP stations are required to complete a survey to determine their accessibility. Please ask your RSVP Coordinator to identify the level of accessibility of a station if required.

Volunteer Separation and Appeal Process

Though it rarely occurs, RSVP may separate a volunteer for causes including, but not limited to, extensive or unauthorized absences, misconduct, or inability to perform assignments or accept supervision. If the volunteer wishes to appeal the separation, a written appeal may be submitted to the Montgomery County Volunteer Center Manager for review; the volunteer will be notified of the decision within thirty days of receiving the request for appeal.

Montgomery County Volunteer Center

12900 Middlebrook Road, Suite 1600 Germantown, Maryland 20874 240-777-2600
www.montgomeryserves.org

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What Legal Limitations Apply to the Operation of the RSVP Program?

[45 CFR §2553.91](#)

RSVP Volunteers and Political Activities

Federal guidelines mandate that RSVP volunteers shall not act in any way which results in RSVP being identified with political activities. Specifically, volunteers do not engage in, and grantee funds are not used for, any of the following activities, to the extent they are prohibited in the applicable program regulations: electoral activities, voter registration, voter transportation to polls, and efforts to influence legislation.

RSVP grant funds are not used to finance labor or anti-labor organizations or related activity.

RVSP Volunteers and Religious Activities

RSVP volunteers do not give religious instruction, conduct worship services, or engage in proselytization as part of their duties and, 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.

RSVP Volunteers Cannot Engage in Activities that would Otherwise be Performed by Employed Workers

Volunteers do not engage in any activity which would otherwise be performed by an employed worker or which would supplant the hiring of or result in the displacement of employed workers or impair existing contracts for service.

RSVP Volunteers and Compensation

Volunteer does not receive a fee for service from service recipients, their legal guardian, or members of their family, or friends.

Neither the grantee nor any volunteer station requests or receives compensation from the beneficiaries of RSVP volunteers.

Any volunteer station financial support of the RSVP Program is not a precondition for that station to obtain volunteer service.

RSVP of Montgomery County, MD

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