



**AmeriCorps  
Seniors**

# RSVP Volunteer Handbook

A Program of Family & Community Services, Inc.

Revised 9/30/2021

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## About AmeriCorps Seniors

AmeriCorps Seniors volunteers make a difference in their communities. For decades, volunteers age 55+ have been serving their communities through AmeriCorps Seniors programs, led by the Corporation for National and Community Service, the federal agency for service, volunteering, and civic engagement. Each year, AmeriCorps Seniors engages more than 200,000 older adults in volunteer service through its Foster Grandparent, Senior Companion, and RSVP programs, enriching the lives of the volunteers and benefiting their communities.

AmeriCorps Seniors offers several ways to get involved:

[The Foster Grandparent Program](#) connects volunteer's ages 55 and better with children and young people with exceptional needs. Foster Grandparents go into schools or childcare facilities to assist teachers by mentoring at-risk children in one-on-one relationships. Foster Grandparents help students with reading, math and basic skills, including socializing and communication skills. In many cases these children lack the basic resources at home to help them with their school work and Foster Grandparents can help fill that void. The Foster Grandparent also offers compassion and the most valuable possession of all: their time. You don't have to be a teacher-you just need to have a loving heart and a desire to help these children succeed.

[The Senior Companion Program](#) brings together volunteers ages 55 and better with adults in their community who have difficulty with the simple tasks of day-to-day living. Senior Companions serve one-on-one with the frail elderly and other homebound persons called "clients" who have difficulty completing everyday tasks and who need extra assistance in order to continue to live in their own homes and familiar surroundings. Senior Companions help out on a personal level by assisting with shopping and light chores, interacting with doctors, or just making a friendly visit. Senior Companions may also offer short periods of relief, or respite, to the primary caregiver. Clients and caregivers are never charged for the services provided by a Senior Companion.

[RSVP](#) connects volunteers ages 55 and over with service opportunities in their communities that match their skills and availability. There are no educational, income, or experience requirements. RSVP offers a wide variety of volunteer opportunities such as assisting at food pantries, mentoring children, assisting homebound seniors and enhancing the capacity of Non-profit organizations. RSVP volunteers put their unique talents to work to make a difference. RSVP volunteers are placed within community agencies, called stations, and receive training specific to the duties at that station. The number of hours are based on the station's needs and the RSVP volunteer's availability, so volunteers may choose an assignment that fits their schedule. On-going and episodic

opportunities are available.

### Non-Discrimination and Accessibility

CNCS and Family & Community Services, Inc. (F&CS) Inc. AmeriCorps Seniors share a policy to provide equal opportunity for all. We do not discriminate in any aspect of employment or service because of race, color, sex, national origin, religion, age, mental or physical disability (including HIV/AIDS), sexual orientation, or any other improper criterion.

We also strive to include people with disabilities. Please let our staff know if there are accommodations we can provide in accordance with the ADA and Section 504.

### Workplace Harassment

F&CS will not tolerate any form of harassment of its staff members or volunteers in the workplace by other employees, clients, volunteers, customers, suppliers, vendors, independent contractors or general public.

Complaints of any form of harassment should be reported immediately to your Station Supervisor, Coordinator or Director. A volunteer may bypass any person in the reporting process who is the alleged harasser. Complaints will be investigated promptly and thoroughly, and appropriate action will be taken. To the greatest extent possible, given the particular circumstances, the confidentiality of the individuals either submitting the charges or named in the charges will be maintained. No volunteer will be retaliated against for reporting harassment or for participating in an investigation.

### The National Service Initiatives

CNCS has a goal to strengthen national service so that participants engaged in CNCS-supported programs consistently find satisfaction, meaning and opportunity while increasing their impact on community need. To that end, CNCS has developed six initiative areas in which to focus volunteer efforts in order to maximize CNCS's value with grantees, partners and participants.

These six areas and goal areas within those initiatives are as follows:

- Education
- Veterans and Military Families
- Healthy Futures
- Economic Opportunity

- Environmental Stewardship
- Disaster Services

F&CS AmeriCorps Seniors Programs embrace these initiatives as our programs continue to grow and be a premier volunteer program in Northeast Ohio.

For more information on the history of National Service, please visit the CNCS website at: [http://www.nationalservice.gov/about/role\\_impact/history.asp](http://www.nationalservice.gov/about/role_impact/history.asp)

## **Benefits of Volunteering**

Each person who chooses to volunteer does so for his or her own personal reasons. Perhaps you have chosen to join AmeriCorps Seniors because:

- It provides a way to be useful, to help others and to do good deeds
- The work is enjoyable and makes one feel needed and appreciated
- Volunteerism is good for the heart. It increases your self-esteem and competence as well as lessens stress and depression
- Studies show that people who volunteer live longer, healthier and happier lives
- It's a time in life to "give back"
- Some programs, like the Senior Companion Program, respond to the greatest needs of seniors. Someday, you may be in need of this aid
- You can help someone not as healthy or as fortunate as you
- Principles of Volunteering

Whatever your reason is for volunteering, volunteering is always a choice. We also believe that your time benefits the community as well as you, that you are meeting important human, social and environmental needs in the community and that you are an active participant in your community. For this, we thank you!

## The Responsibilities of the AmeriCorps Seniors Staff

We're here to help you!

We want your volunteer experience to be satisfying and meaningful for you. To that end, we are here to answer your questions, share in your successes and help you should issues arise during your service. Here are just some of the responsibilities of the AmeriCorps Seniors staff:

- All applicants will be interviewed in-person or over the phone so that we understand your skills and goals and so that we may help you become familiar with your program
- National Sex Offender checks will be conducted for all applicants to ensure the safety of volunteers and the people we serve (Criminal background checks may need to be conducted for volunteers who will work with vulnerable populations).
- Confidentiality of each volunteer's personal information will be maintained and retained in locked filing cabinets and will not be shared with outside sources (with the exception of the enrollment form which shall only be shared with the volunteer station)
- Inform the member of any performance measurement goals related to that member's duties
- Provide members with supplemental accident as well as personal and excess automobile liability insurance coverage
- Provide conflict resolution assistance should problems arise between the volunteer, station, client and/or program.
- Reasonable accommodation will be made as requested for individuals with disabilities.

## Volunteer Stations

### What is a Volunteer Station?

"Volunteer station," also referred to as "volunteer site", is a term we use to refer to a nonprofit organization or government institution that has a written agreement with Family & Community Services Inc. to provide volunteer assignments for RSVP members. Nearly 200 regional organizations have requested the assistance of RSVP volunteers, providing you with endless opportunities to make a difference.

Each volunteer station has a designated station supervisor who also serves as the RSVP contact for that station. He or she will provide you with information about how you may be most helpful and, in return, will listen and work to accommodate your needs as a volunteer. The relationship between a volunteer and the station is one that will grow and enable the volunteer to be a valuable part of the station's accomplishments. Please contact your local RSVP Program Coordinator for a list of current volunteer opportunities. Don't see an opportunity that meets your needs? Let us create a custom volunteer opportunity for you! Feel free to share information with your friends and family members who may also be interested in sharing their time and talent. Our experienced Program Coordinators would be happy to assist them as well.

### Volunteer Station Responsibilities:

- To provide safe working conditions for volunteers
- To provide orientation and training for volunteers
- To designate a staff member to serve as supervisor to the RSVP member and to serve as a liaison to the program
- To report volunteer hours (monthly or quarterly) to the RSVP Office
- To verify and sign all volunteer time and reimbursement forms
- To recognize the achievements of RSVP volunteers and to identify them as RSVP volunteers serving through Family & Community Services.



## Volunteer Rights and Responsibilities

### Volunteer Rights

All AmeriCorps Seniors members have the following rights:

- To do meaningful and satisfying work in a safe environment
- To be carefully assigned to projects which meet your interests and needs
- To be trained appropriately for your work
- To receive supervision and guidance throughout your community service experience
- To show initiative and leadership
- To voice your opinion and have input into program planning and implementation.
- To be made to feel welcome and to be treated with respect at your station
- To have your service hours documented (certificate or letter)
- To be covered by supplemental insurance
- To have access to a grievance process
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act of 1988

### Volunteer Responsibilities

Though unpaid, volunteers still have responsibilities. As a volunteer you must be prepared to fulfill your volunteer commitment as agreed with your supervisor. The AmeriCorps Seniors program asks each volunteer to please observe the following principles while performing any volunteer assignment:

- Respect the days and hours agreed upon for your assignment.
- Always notify your supervisor if you cannot report for service, will be late or must leave early. We realize that emergencies and conflicting commitments will arise.
- Be truthful when reporting your hours of service.
- Cooperate with station staff and other volunteers.
- Follow the policies set forth by RSVP and the volunteer station
- If a problem should arise with regard to the assignment, speak with the station supervisor and/or the RSVP Coordinator.
- If you will be away for an extended period of time, or if you choose to discontinue serving at a particular volunteer station, please inform the agency where you volunteer and the RSVP Coordinator in advance.
- If, while working at your volunteer assignment, you encounter confidential information concerning the volunteer station, its employees, and/or the people it serves, you must maintain the confidentiality of that information.

- Please keep the RSVP Coordinator informed of any changes in your phone number, your address, and your ability to serve as a volunteer via the Volunteer Enrollment Update form.
- Positively represent RSVP and Family & Community Services, Inc. through your professionalism and commitment.

### Unallowable Volunteer Activities

For all staff and volunteers of RSVP, the following activities may not be pursued while working or serving as an RSVP volunteer (per the HATCH Act):

- Political Activities (including partisan or non-partisan activities, endorsement, funding, voter registration, transportation, legislation or proposals, etc.).
- Volunteers shall not express preferences or seek to influence decisions concerning any candidate, political party, election issue, or voting decision while on service hours.
- RSVP volunteers shall not replace paid workers or perform any duty or engage in any activity which would otherwise be performed by an employed worker or which would prevent the hiring of or result in the displacement of employed workers
- Family & Community Services, Inc. will not request or receive any compensation from RSVP volunteers or from beneficiaries for services of RSVP volunteers.
- Labor and anti-labor activity
- RSVP volunteers and/or staff shall not give religious instruction, conduct worship services or attempt to convert anyone to one's own religion while on RSVP time.
- Under no circumstances shall RSVP volunteers receive a fee for service from service recipients, their legal guardian, members of their family, or friends.

Please note: This applies only to the time you are acting as an RSVP volunteer. This does not apply to your personal life.

## Volunteer Hours and Benefits

### Hours Requirements

For an RSVP volunteer to remain enrolled with active status, volunteers must serve a minimum of one time per year. Every hour you volunteer is a valuable contribution that needs to be documented for our reports. Our funding sources require that we compile statistics and describe the activity of the RSVP volunteers and these statistics are, in the end, reported to Congress. Also, the complementary insurance benefit provided to you is valid only when you are an active volunteer, serving a minimum of one time per year. Reporting hours is also important in our efforts to recognize every volunteer's contribution.

Your time sheet is a very important tool for RSVP, the volunteer station, and the volunteer. This form allows us all to keep track of the hours served. Volunteers can keep track of their own hours on an individual time sheet that is provided by the RSVP office, or a station time sheet that covers all volunteers. All time sheets must be signed off on by the station supervisor.

### Supplemental Insurance

AmeriCorps Seniors covers all active members, **while they are volunteering**, with three types of insurance, (1) excess accident medical coverage, (2) excess personal liability and (3) excess automobile liability.

1. Excess Accident Medical Coverage Insurance
  - All volunteers are covered for personal injury occurring during volunteer assignments. This insurance applies while traveling directly to and from the volunteer station and while participating in a volunteer assignment, orientation, actual volunteer service, meal periods while volunteering, recognition attendance, training, and Advisory Council meetings. These benefits apply only in excess of your own insurance. Accidents and/or injuries should be immediately reported to the RSVP office.
2. Excess Personal Liability
  - This coverage protects volunteers for a personal injury or property damage liability claim directly related to the performance of their volunteer duties.
3. Excess Automobile Liability
  - Protection under this form of insurance covers the volunteer for bodily injury or property damage liability arising from the use of their own vehicle in connection with volunteer work at a station. This

coverage is in excess of the auto insurance the volunteer carries as an individual.

This insurance provides some help in the event of an accident but is not a substitute for any insurance you may now carry. To be covered under our insurance policy, you must provide us with an emergency contact and beneficiary on your volunteer enrollment form. If you are driving, you must provide us with your valid driver's license and automobile insurance. **It is the responsibility of the volunteer to update beneficiary and driver's license, and insurance information as changes occur.**

### Reporting Accidents

If you have an accident while volunteering, you must immediately report it to your station supervisor. For any type of claim, you will also need to report the accident to your local RSVP staff. If you have an accident claim, you will need to complete a "proof of loss" form and submit it to your local AmeriCorps Seniors office along with copies of itemized medical bills.

### Travel Reimbursement

In some instances, RSVP will provide travel reimbursement to volunteers who must travel as part of their service duties. Volunteers should speak to the RSVP Program Coordinator for further information. F&CS mileage reimbursement is currently \$.25/mile and may change as dictated by budgetary constraints

## **Volunteer Status, Separation and Grievance Procedure**

### **Volunteer Status Policy**

AmeriCorps Seniors volunteers are volunteers who complete an enrollment form and are successfully placed in a volunteer position with an RSVP Volunteer Station. There are no restrictions based on education, income or experience. Volunteers must maintain an updated membership form and regularly submit volunteer service hours. Any time a volunteer's basic information changes, the volunteer should complete an AmeriCorps Seniors Volunteer Enrollment Update form. A volunteer may choose to temporarily inactivate or close his or her enrollment in RSVP at any time.

### **Active Volunteers**

RSVP volunteers must maintain an updated volunteer enrollment sheet (RSVP volunteers must serve a minimum of one time per year to remain active).

### **Inactive Volunteers**

Suspending service and reporting due to illness, travel, or other needs.

If a volunteer will be unable to volunteer for a period of time, the volunteer shall inform the RSVP office or station supervisor.

For RSVP, after twelve months at inactive status a volunteer will be contacted to see if he or she is able to return to active status before having enrollment closed.

Once a volunteer's status is deemed as inactive, they are no longer considered enrolled in service. If the volunteer chooses, they may re-enroll, however, if the gap in service is longer than 30 days, the entire enrollment process (including all relevant background checks) must be repeated.

### **Closed/Terminated Volunteers**

A volunteer enrollment may be closed for any of the following conditions:

- Inactivity
- Reporting fewer than the minimum hours of service. An RSVP volunteer who reports no hours of service during a year does not meet the minimum requirements for maintaining membership.
- Failure to maintain updated information
- Misconduct deemed severe or excessive by the management team and in

consultation with the State Program Specialist. Examples of misconduct include but are not limited to the following: theft, embezzlement, dishonesty, disclosing confidential information, inappropriate interactions with a student, client, or program manager/coordinator, falsification of records/documents.

- Volunteer retires or is asked to retire
- Volunteer requests to close enrollment

### Volunteer Counseling Report

Should a volunteer have deficiencies in performance, conduct or violates an F&CS, Inc. or RSVP policy, the RSVP Coordinator will meet with the volunteer to deliver a Volunteer Counseling Report. This report will be maintained in the volunteer's file.

### Process for Termination

In the event that it is determined a volunteer needs terminated from service, the following will occur:

- The RSVP Coordinator will contact and arrange a meeting with the volunteer and station supervisor.
- The volunteer will be provided a Volunteer Counseling Report regarding the issue for termination as well as a copy of AmeriCorps Seniors Policy 625 for the grievance process.

### Process for Grievances

A volunteer is expected to consult with his/her RSVP Coordinator regarding any action, occurrence or attitude either expressed or implied which is perceived as unfair or inequitable during RSVP service. If a satisfactory agreement for resolution cannot be made through regular supervisory channels, the volunteer may appeal to the F&CS Human Resources Director within 7 business days, in writing, with a copy to his/her RSVP Coordinator and the Director of RSVP.

If a volunteer files a written grievance with the Human Resources Director and no satisfactory solution is reached within 7 working days after the grievance is received, the Human Resources Director will forward the written grievance to the Executive Director. If a volunteer brings a grievance forward, the Executive Director's decision will be final. This policy is based on F&CS Procedure No: HR3600.

RSVP Director  
Gerard Kelly  
(330)480-0352

RSVP Assistant Director  
Sarah Capretta  
(567)393-6446

AmeriCorps Seniors Office  
Kent, Ohio  
(330)677-3939

## **Volunteer Retirement**

F&CS, Inc. values the service of the RSVP volunteers and recognizes that it can be a demanding responsibility which requires a significant amount of energy and time from volunteers. As a member, you may reach a point in your life when the demands of service become too great. Conversely, the RSVP staff may at some point recognize that the stress of service may be too great for you. If this happens, the RSVP staff are here to help you transition to retirement.

Some indications that you may be ready to retire include the following:

- Declining mental or health status that impacts your duties
- Not looking forward to going to the service site
- Being bothered by the noise and activity level at the site
- Feeling irritated by the clients or children served
- Becoming grouchy, argumentative or overly sensitive with the staff
- Being unwilling to accept directions from the staff
- Preferring to sit silently rather than engage with the public, clients or children
- Falling asleep on duty
- Not enjoying or participating in activities that were previously pleasurable
- Being very tired or glad to leave at the end of the day.

Should you be considering retirement from service or should the RSVP staff observe that retirement should be considered, a meeting will occur between you and the RSVP staff of that program. The staff member may also decide to interview the station supervisor or station staff to help determine your status. Our focus will be on behalf of the program to provide quality service. While we feel loyalty and affection for our volunteer, all parties must assess if service shall continue. At times, maybe re-training, a new assignment, making a reasonable accommodation for a disability or a vacation from service may be all you need to re-fuel. However, should concern regarding retirement still exist, another meeting can be held. At all times, your dignity and respect for your service shall be at the forefront of any retirement discussions.

## Program Evaluation and Guidance

### Program Evaluation

In order to maintain our programs, RSVP must demonstrate the impact we are having within our communities to the Corporation for National and Community Service. Each federally funded grant has performance measures that we must report on periodically. These program measures are customized for each program. For example, for RSVP, we may measure how many seniors and low-income individuals are assisted by RSVP volunteers working with a medication access program to secure discounted or free prescriptions.

Your volunteer assignment/position description is meant to prepare you for the duties at your station. It may also be directly linked to a performance measure. If it is, you may, throughout your service year, be asked to partake in a survey regarding your duties. We hope that you will take the time to complete this paperwork so that we may better demonstrate the vital work our volunteers do to meet the critical issues facing our communities. Please feel free to discuss any of this further with your county's RSVP staff or the Director of RSVP, as we are always open to improving our impact.

### Advisory Council

Federal regulations for all AmeriCorps Seniors programs mandate that community participation in the program shall be secured by way of an Advisory Council. This council shall be comprised of individuals who are:

- Knowledgeable of human and social needs of the community
- Competent in the field of community service and volunteerism
- Who have interest in and knowledge of the capability of older adults
- Capable of helping the sponsor meet its administrative and program responsibilities including fund-raising, publicity and impact programming
- Reflective of the diverse composition that reflects the demographics of the service area.

At F&CS, each county has an Advisory Council from the local community whose members participate in a minimum of quarterly meetings to provide input into the direction of local programming. We are grateful to each person's commitment of their time and expertise's in helping our programs continue to grow and improve.



## **Tips for a Satisfying Volunteer Experience**

### Tips for a Satisfying Volunteer Experience

- Be open and honest regarding your expectations, goals and skills.
- Accept only realistic assignments and have a clear understanding of the job. Ask clarifying questions!
- Carry out your duties promptly and reliably.
- Accept guidance and direction from RSVP and station staff and volunteers.
- Remain open to constructive feedback from your supervisor and others.
- Participate in required trainings.
- Follow the organization's dress code.
- Respect confidentiality.
- Discuss satisfactions, dissatisfactions and suggestions for upgrading or changing of your volunteer assignments with your station supervisor or RSVP Coordinator.
- Be punctual, and notify your station supervisor of absences as much in advance as possible.
- Be alert, sober and drug free while volunteering.
- Contact RSVP for a new assignment if the one you have is no longer a good fit or if you'd enjoy an additional assignment.

Contact us any time with your questions and suggestions!

## Code of Ethics & Handbook Acknowledgment

Volunteer Name: \_\_\_\_\_

I recognize that as a representative of Family & Community Services, Inc. and of AmeriCorps Seniors that I assume certain accountability and responsibilities that include:

1. I will ensure confidential treatment of all information including information about clients, students, or the public served.
2. I will interpret "volunteer" to mean that I have agreed to work without compensation in money, except for any mileage reimbursements.
3. I promise to take an attitude of open-mindedness, interest, and investment towards my position and I will demonstrate a willingness to be trained.
4. I will approach my service with professionalism and with high standards for customer service and for my safety as well as the safety of those I serve.
5. I realize that I may have assets that my co-workers may not have and that they may have assets I do not have. I will not let this make me feel inadequate, but will endeavor to assist in developing good teamwork.
6. I will treat all individuals whom I serve with respect and consideration at all times.
7. I will maximize the quality of life of those I serve by providing quality care in the most appropriate and least restrictive environment and by encouraging independence.
8. I will not use the possessions of anyone I serve for my personal use nor will I accept money or tips from anyone I serve or their families.
9. I will not consume alcoholic beverages or use medicine or drugs (except for treatment of a medical problem) while on service hours.
10. I will keep my volunteer station and the AmeriCorps Seniors office current with respect to changes I may see in the health or well-being of individuals served.
11. I will be truthful in the reporting of my hours to the station supervisor

and/or the AmeriCorps Seniors office.

12. I will complete required paperwork for AmeriCorps Seniors as needed and I will alert my program's office to any changes in my personal information or beneficiary.
13. I will wear my I.D. Badge.
14. I understand that this handbook as well as AmeriCorps Seniors policies are subject to change and may supersede the information contained within this handbook. (RSVP volunteers will be notified via the station supervisor or RSVP Coordinator for any relevant policy changes.) I understand that I can request an updated handbook if needed.
15. I understand that if I use my vehicle for service that I shall keep it clean and maintained.
16. If I claim transportation reimbursement and I drive, I understand that I must keep my driver's license and automobile insurance current and I will provide the AmeriCorps Seniors office with updated copies of my license and insurance. I understand that transportation reimbursement is subject to change as grant budgets allow.

I, \_\_\_\_\_, have received, read and will abide by the Code of Ethics and the handbook for AmeriCorps Seniors volunteers. This handbook has been reviewed with me by the AmeriCorps Seniors Staff for my program. I may request a signed copy of the Code of Ethics for my records.

\_\_\_\_\_ Print Volunteer Name

\_\_\_\_\_ Volunteer Signature

\_\_\_\_\_ Date

\_\_\_\_\_ AmeriCorps Seniors Staff

\_\_\_\_\_ Date



**AmeriCorps  
Seniors**

**RSVP**

**VOLUNTEER UPDATE AND STATUS CHANGE FORM**

Date: \_\_\_\_\_ County: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Beneficiary and/or Emergency Contact:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Is your emergency Contact the same as beneficiary: Yes \_\_\_ No \_\_\_

Where are you currently volunteering: \_\_\_\_\_

Change of Status: Active: \_\_\_ Returning Date: \_\_\_\_\_

Inactive: \_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Terminated: \_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Resigned: \_\_\_ Date: \_\_\_\_\_

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Administrative Use Only:  
Staff Notes:

\_\_\_\_\_

\_\_\_\_\_

Date update completed in Volgistics: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## Volunteer Prohibited Activities

**§ 2553.91 What legal limitations apply to the operation of the RSVP volunteer Program and to the expenditure of grant funds?**

**(a) Political activities.**

(1) No part of any grant shall be used to finance, directly or indirectly, any activity to influence the outcome of any election to public office, or any voter registration activity.

(2) No project shall be conducted in a manner involving the use of funds, the provision of services, or the employment or assignment of personnel in a matter supporting or resulting in the identification of such project with:

(i) Any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election; or

(ii) Any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election; or

(iii) Any voter registration activity, except that voter registration applications and nonpartisan voter registration information may be made available to the public at the premises of the sponsor. But in making registration applications and nonpartisan voter registration information available, employees of the sponsor shall not express preferences or seek to influence decisions concerning any candidate, political party, election issue, or voting decision.

(3) The sponsor shall not use grant funds in any activity for the purpose of influencing the passage or defeat of legislation or proposals by initiative petition, except:

(i) In any case in which a legislative body, a committee of a legislative body, or a member of a legislative body requests any volunteer in, or employee of such a program to draft, review or testify regarding measures or to make representation to such legislative body, committee or member; or

(ii) In connection with an authorization or appropriations measure directly affecting the operation of the RSVP Program.

**(b) Nondisplacement of employed workers.** A RSVP volunteer shall not perform any service or duty or 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.

**(c) Compensation for service.**

(1) An agency or organization to which RSVP volunteers are assigned, or which operates or supervises any RSVP program, shall not request or receive any compensation from RSVP volunteers or from beneficiaries for services of RSVP volunteers.

(2) This section does not prohibit a sponsor from soliciting and accepting voluntary contributions from the community at large to meet its local support obligations under the grant or from entering into agreements with parties other than beneficiaries to support additional volunteers beyond those supported by CNCS.

(3) A RSVP volunteer station may contribute to the financial support of the RSVP Program. However, this support shall not be a required precondition for a potential station to obtain RSVP volunteers.

(4) If a volunteer station agrees to provide funds to support additional volunteers or pay for other volunteer support costs, the agreement shall be stated in a written Memorandum of Understanding. The sponsor shall withdraw services if the station's inability to provide monetary or in-kind support to the project under the Memorandum of Understanding diminishes or jeopardizes the project's financial capabilities to fulfill its obligations.

(5) Under no circumstances shall a RSVP volunteer receive a fee for service from service recipients, their legal guardian, members of their family, or friends.

**(d) Labor and anti-labor activity.** The sponsor shall not use grant funds directly or indirectly to finance labor or anti-labor organization or related activity.

**(e) Fair labor standards.** A sponsor that employs laborers and mechanics for construction, alteration, or repair of facilities shall pay wages at prevailing rates as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, 40 U.S.C. 276a.

**(f) Nondiscrimination.** A sponsor or sponsor employee shall not discriminate against a RSVP volunteer on the basis of race, color, national origin, sex, age, religion, or political affiliation, or on the basis of disability, if the volunteer with a disability is qualified to serve.

**(g) Religious activities.**

(1) An RSVP volunteer or a member of the project staff funded by CNCS shall not give religious instruction, conduct worship services, or engage in any form of proselytization as part of his/her duties.

(2) A sponsor or volunteer station may retain its independence and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use CNCS funds to support any inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part.

**(h) Nepotism.** Persons selected for project staff positions shall not be related by blood or marriage to

other project staff, sponsor staff or officers, or members of the sponsor Board of Directors, unless there is written concurrence from the Advisory Council or community group established by the sponsor under subpart B of this part, and with notification to CNCS.