

RSVP
POTENTIAL Site Evaluation Form

DATE:

AGENCY NAME:

CONTACT PERSON:

ADDRESS:

PHONE:

EMAIL:

WEBSITE:

AGENCY DATA:

In Service since:

Main Source of Funding:

Population Served:

Paid Staff:

Other:

PROGRAMS:

Total Volunteers: _____

55 to 65 yr old Vols: _____ 65+ yr old Vols: _____

What methods do you use for recruitment?

Describe your process for orientation and training of volunteers:

Attach job descriptions for volunteer positions or explain plans for creating job descriptions (let us know if you would like assistance):

How do you evaluate your volunteers?

How do you recognize your volunteers?

What is the expected commitment that volunteers make to your organization?

What geographic locations are available for volunteers to serve in?

How do you track volunteer service? Do you use measurable goals and objectives that demonstrate community impact over time? Are you willing to share these measures with RSVP on registered volunteers?

If selected as an RSVP Partner organization you would need to turn in monthly timesheets for registered RSVP volunteers and collaborate with RSVP staff to share relevant information on volunteers. Is there any reason this would be a problem for your organization?

What else should we know about your organization?

QUESTIONS ABOUT RSVP:

NEED FOR STAFF TRAINING/ORIENTATION ABOUT SENIORS: