

Appendix 8: SAMPLE FORM

Projects are encouraged to customize as appropriate.

All project forms should comply with Senior Corps requirements as well as grantee policies.

Sample Annual Safety Assurance Email

This is a sample of the type of email a sponsor may use to annually assess volunteer placements to ensure the safety of volunteers. An email assurance from each volunteer station is one way to be in compliance with [45 CFR §2553.23\(c\)\(3\)](#).

Dear [Station Supervisor].

As an RSVP partner station, we rely on you to adequately provide for the safety of RSVP volunteers serving at your non-profit organization.

Please respond to this email confirming that appropriate measures are in place to ensure the safety of RSVP volunteers serving at your station. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training, etc.

If you have any questions or concerns, please contact me.

Thank you,

RSVP Project Director