

RSVP Preparation Worksheet

The questions in this section are meant to help RSVP projects and/or stations think about the training needs of volunteers providing independent living services. When you have completed this worksheet, consider this information as you review the topic lists and complete your volunteer training schedule.

a) Who are the volunteers that will require training? *(Estimate number or percent in each category.)*

- New volunteers: _____
- Continuing and veteran volunteers: _____

b) Who are the clients to be served? (Level of independent living assistance needed) *(Estimate number or percent in each category.)*

- Independent elderly that benefit from regular assistance or companionship (e.g. social visits, transportation, telephone reassurance, meal delivery, home repairs): _____
- Frail elderly that require regular check-in/assistance (e.g. assistance with meals, mail, household tasks, transportation, companionship): _____
- Very frail elderly or later stage Alzheimer's patients requiring multiple services (e.g. adult day care, hospice, nursing home): _____
- Respite care, in which caregiver clients may not be frail but volunteers assist frail adults: _____
- People with disabilities requiring multiple services (e.g. licensed day program, adult developmental center or group home): _____
- Other: _____

c) Considering the volunteers' level of experience and the clients' needs, what general information will volunteers need at their stage of volunteerism? *(Prioritize by ranking the list below from 1 to 8.)*

- ___ Orientation to RSVP
- ___ Orientation to volunteer station
- ___ Skill-building, practice for likely situations with clients (e.g. job shadowing, communication with clients)
- ___ Awareness or review of community resources
- ___ Review of policy and volunteer responsibilities (e.g. paperwork)
- ___ General health and aging topics; information that will benefit volunteers and clients
- ___ Specialized medical/health topics (MS, Alzheimer's, Parkinson's, ALS)
- ___ Other: _____

d) How will volunteer trainings be conducted this year? *(Estimate number of each type.)*

- 1-on-1 (individually): _____
- Small group training (fewer than 10 people): _____
- Large group training (10 or more people): _____

e) Where will volunteer trainings be conducted this year? *(Estimate number at each location.)*

- Main office: _____
- Volunteer station or other partner agencies: _____
- A mix of sites, with repeated training at multiple sites: _____
- Other: _____: _____