

[This is only a sample. Projects are encouraged to customize as appropriate]

RSVP Volunteer Assignment Description Sponsor Name

Assignment Title: _____

Date Assigned: _____

Service Area: _____

TO THE VOLUNTEER STATION SUPERVISOR: RSVP volunteers should be assigned where they can make an impact on your agency and the community.

Please complete this form thoughtfully, documenting your need, the activities you want the volunteer to perform, the desired results of those activities, and the impact you hope those results will have on your agency and the community. Example: *Student cannot read and is falling behind grade level (problem); volunteer is asked to tutor (activity); desired result is that student will learn to read (accomplishment); and therefore be promoted with his class (impact).*

Please be as specific and direct as possible. Please go over it with the volunteer to be sure he/she understands the required activities and the desired results.

NEED THAT WARRANTS THIS VOLUNTEER ASSIGNMENT:

VOLUNTEER SERVICE ACTIVITIES:

ANTICIPATED ACCOMPLISHMENT(S) AS A RESULT OF ACTIVITIES LISTED ABOVE:

ANTICIPATED IMPACT OF ACCOMPLISHMENT(S):
(This is not the same as accomplishment; see example above.)

Signature: Volunteer Station Supervisor

Signature: RSVP Volunteer

Signature: RSVP Project Director