



Irene Gomez-Bethke Papers.

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Grand

Are you a

RSVP



Are you someone who —

has lived long enough to know what love is?
has extra hugs to share?
likes to show children how?
is a good listener?
likes to make new friends young and old?
enjoys trying new things?

If you are, you would probably make a good RSVP

Grandfriend

(612) 827-8158

The Retired Senior Volunteer Program
3614 Bryant Avenue South
Minneapolis, MN 55409



RSVP is sponsored by Senior Citizen Centers of Greater Minneapolis, a non-profit community service agency for older adults.



Partially funded by United Way.

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Grandfriends make happy days.

Grandfriends are people over 60 who become child day care volunteers through RSVP. They share their time, experience, and most of all, their love with children in child day care settings.

It's a happy day for children when there is an extra adult around to play games, read stories, or just listen.

It's a better day for the day care mom or teacher when there are extra hands to help out, when a child is given individual attention, or when someone comes to share a unique talent.

And it's a rewarding day for the Grandfriend volunteer whose love and life experiences are welcome over and over again.

Grandfriends make an important difference.

Today many children grow up far away from grandparents and other relatives. Moreover, many children have both parents working, or may live with only one parent. While RSVP Grandfriends cannot change the complex social/economic factors that require child day care, they can make a big difference in the lives of today's children. Grandfriends can help children get as good a start in life as possible . . . and that's important.

RSVP offers two ways to be a Grandfriend:

One way is to be present 3 to 4 hours each week at the same family day care home or a child day care center. Children come to know and anticipate the arrival of their Grandfriend on a certain day every week.

Another way is to share personal talents such as music, clowning, story telling or puppeteering. This kind of a Grandfriend goes from place to place on a pre-planned schedule and is always a welcome surprise.

Grandfriends enjoy life.

RSVP Grandfriends are not responsible for planning programs or supervising children — that's the job of the professional staff. Instead, Grandfriends are free to share in the wonder and delight of children, make new friends, go new places and explore new ideas. In other words, RSVP Grandfriends enjoy life.

A winning team.

RSVP (The Retired Senior Volunteer Program) works to enhance the lives of people 60 and over by providing a wide range of volunteer opportunities.

One of the most delightful of these opportunities is the Grandfriend Program. All RSVP volunteers are eligible for free supplemental insurance coverage, reimbursement for incidental costs, and regular recognition events.

The Hennepin County Community Services Department and RSVP are jointly responsible for the Child Day Care Senior Volunteer Program, which matches the talents of senior volunteers to the needs of child care sites in the community. Together they have created a team of winners.

Join the winners.

Child Day Care volunteer service is guaranteed to keep you thinking young. Whether you like to repair toys or to sing Rock-a-Bye-Baby, there is always room for one more Grandfriend.

Call RSVP today (827-8158) to learn how you can become part of this heart warming program.

To find out more:

CALL 827-8158

OR WRITE:

Child Day Care Coordinator
RSVP

3614 Bryant Avenue South
Minneapolis, MN 55409

Grandfriend



**First Bank
Minneapolis**

First National Bank of Minneapolis
First Bank Place
P.O. Box A512
Minneapolis, MN 55480
612-370-4141

Urban Development Department

October 14, 1985

TO: ✓Irene Gomez-Bethke
George Beulke
Dorothy Lamberton
Jim Rummel

FROM: Bobbie Boelter

MEETING NOTICE

RSVP Nominating Committee Meeting

Wednesday, October 23, 1985
10:30 a.m.

First Bank Minneapolis
Urban Development Department
Conference Room
515 Marquette, Suite 100

Parking provided at 2nd Avenue and 5th Street under bank plaza.
Take first drive under bank building after passing 2nd Ave. on left
side. Bring parking ticket for stamping.

Go to information counter on main banking floor for directions to
the Urban Development Department.

If you need to reach me my phone number is 370-4299.

Ted Christman chair.

Nominating Committee

Policy:

8:00 November 5 Election
Tuesday - Day
R.S.U.P. Center -

Agenda -

1. Policy for Volunteer Advisory Committee -
2. Recommendations for new candidates
3. Identify who will be on board -
4. Officers.

Recommendations
Ron Ajda

RSVP

Retired Senior Volunteer Program

3614 Bryant Av. S., Minneapolis, MN 55409 (612) 827-8158

September 13, 1985

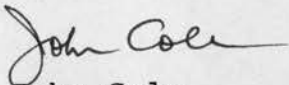
Dear Advisory Council Member:

Enclosed is your invitation to the Retired Senior Volunteer Program Recognition Banquet to be held October 10, 1985.

We hope you will join us as our guest and if possible, make this an enjoyable event for those we honor by volunteering your services. Attached is a list of the jobs to be done to make this recognition a success.

If you are able to assist us, or just planning to attend, please call the RSVP office at 827-8158.

Sincerely,



John Cole
Program Coordinator

JC:ekb
Enc.



Sponsored by
Senior Citizen Centers of Greater Minneapolis, Inc.

1985 Recognition Banquet
Volunteer Jobs

Set up

- Arrange registration area
- Arrange centerpieces
- Place centerpieces
- Place favors
- Hang signs
- Display doorprizes

Registration

- Check in volunteers and their guests
- Collect guest fee

Hosts/Hostesses

- Maintain order in registration lines
- Direct (encourage) people to go the social hour
- Direct flow and maintain order when we move downstairs to the banquet

Ticket Takers

- Take tickets for door prize drawings

Table Guides

- Direct flow in banquet room as people come in; fill in partially filled tables, if possible.

Door Prize Runners

- Deliver door prizes to winners and record names.

RSVP

Retired Senior Volunteer Program

3614 Bryant Av. S., Minneapolis, MN 55409 (612) 827-8158

August 5, 1985

TO: RSVP Advisory Council Members

FROM: Jean Brennan, Vice Chairman

The August Advisory Council meeting is cancelled due to lack of agenda items.

A meeting will be held on September 20, at 12:30 p.m.

Also, please remember that the recognition luncheon will be on October 10. We would like all council members to attend and, if possible, to help. General assistance of several kinds, including setting-up, registration, pick-up of door prizes and table items will be needed between 9:00 and 2:00 on October 10.

JB



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RSVP ADVISORY COUNCIL

July 19, 1985

Agenda

I. Welcome and Introductions

II. Minutes of May 17, 1985 meeting.

III. Staff Report

Child Day Care Project

IV. Committee Reports

Recognition - Debra Eng

Update on planning

Evaluation - Romeyn Clarke

Proposed program evaluation for 1985

Planning - Jean Dunn

Expansion to Scott County

V. Other Business

The meeting will be held at 3614 Bryant Ave. S., Minneapolis, at 12:30 pm
Please call the office at 827-8158 if you are unable to attend.

Advisory Council Minutes

RSVP ADVISORY COUNCIL MINUTES

MAY 17, 1985

Present: Ted Christman, Chair; Lucille Aberle, Irene Gomez-Bethke, George Beulke, Sr. Jean Brennan, Romeyn Clarke, Jean Dunn, Debra Eng, Frank Johnson, Harold Keefe, Meinard Kooiker, Dorothy Lamberton, Leslie Zimbrick.

Staff: Jim Rummel, Director: Nancy Caswell, Child Day Care Program; John Cole, Leslie McMurray. Karl Dansky, SCC Executive Director (ex officio member).

- I. The meeting was called to order by Ted Christman at 12:35 p.m. Lucille Aberle was introduced as a new member of the Advisory Council. The minutes of the previous April 17th meeting were approved as submitted. Approval was moved by Leslie Zimbrick and seconded by Frank Johnson.

II. Staff Reports

RSVP Revenues and Expenses for the first quarter of 1985 were distributed and discussed by the Council. Questions were raised about several line items in the budget. Jim Rummel explained the amount budgeted for the year was simply divided by 12 months, and that the portion budgeted for the month was not necessarily the amount of expected expenditures. An example was the line item for "volunteer expenses" which includes costs for volunteer recognition. The actual expenditures for recognition take place in the fall with the Annual Recognition Event. On the budget sheet however, an equal amount is budgeted for each month.

Jim Rummel pointed out that despite the increase of volunteer mileage reimbursement to \$.20/per mile, the increase in this line item is minimal. This would indicate that there may be room for growth, and that the program can support reimbursement for more volunteers despite the increase in the amount of reimbursement. Jean Dunn asked about telephone costs, and Jim Rummel explained that these were not continuing costs but were incurred during his office of presidency of NARSVPD.

One item which will be monitored is the non-budgeted expense of insurance costs for the agency. .

A statistical count of RSVP volunteers for the end of March 1985 was distributed. Jean Dunn raised several questions on

Advisory Council Minutes

how figures were derived. Romeyn Clarke questioned how the cost per hour of volunteer service related to previously quoted Child Day Care Figures estimating the cost of volunteers at \$100.00 per/volunteer per year. Nancy replied that the Child Day Care projected costs were figured differently from the rest of the program costs.

Nancy Caswell followed up questions from the previous meeting on Cost Sharing Guidelines for the Child Day Care Program. These guidelines have been approved by the Child Day Care Advisory Committee. She noted the guidelines provide a financial incentive to those Centers using more volunteers.

Nancy Caswell also reported on several placements : one involves a deaf senior woman volunteer, and another placement required making transportation arrangements for the volunteer. The YWCA Children's Center has indicated they feel positively about the program and are requesting placement for more volunteers.

Mary Wiser of Courage Center will be leading a workshop for the Child Day Care Volunteers on June 27, 1985.

Jean Dunn asked whether the Child Day Care Program was still considered a pilot program. It is still a demonstration project. Jean suggested that RSVP look for ways to encourage other RSVPs to work in child day care settings.

III. Committee Reports

John Cole reported for the Recognition Committee. A successful recognition breakfast for Tax Counseling Volunteers was held on May 7, 1985. There were 289 people invited with 140 people attending. The event was held at the Normandy. There was a 10% cost increase in the breakfast but the quality of the service was agreed to have been superior to previous locations. There was also a 10 % increase in attendance. Advisory Council members in attendance included Frank Johnson, Dorothy Lamberton, Debra Eng, and Leslie Zimbrick. Each member agreed that the event was a success. Frank Johnson said he was pleased that volunteer opportunities for the rest of the year were distributed to the tax counseling volunteers.

The Recognition Banquet is currently scheduled for October 10, at the Leamington Hotel. The price per serving will be \$8.75. In 1983 the price was \$8.00. The recognition committee will report as plans unfold for the banquet.

On going recognition efforts are underway to give volunteers who have been enrolled in the program 1 year a recognition pin. The pins are

Advisory Council Minutes

orange ovals with the RSVP logo, and are used nationally.

Jean Dunn reported from the Planning Committee. Jim Rummel has met with Eileen Moran in Scott County to discuss the possibility of establishing an RSVP program in Scott County.

The response was positive and both parties seemed to be in agreement on mutual responsibilities. The program will be administered by the Mpls RSVP and a part-time staff person would be hired. Funding can be requested after assurance that the project is mutually desired by Scott County and SCC. Karl Dansky spoke on the possibilities of United Way funding for the project and indicated that United Way is looking favorably on initiatives in Scott and Carver Counties. Current discussions in the MN legislature will determine the possibilities of using state expansion grants for initiatives in Scott County. Lucille Aberle asked whether the center for RSVP in Scott county would be in Shakopee. Jim replied that Shakopee would be a likely location given that it is the county seat.

After discussion by the Council, Jean Dunn moved that the Council support the process of establishing an RSVP program in Scott County following a request from Scott County for such a program. All plans are dependent upon proper funding.

Leslie Zimbrick asked for an update from the committee on the need for new office space. Karl Dansky replied that the facilities committee of the SCC Board is still examining alternatives.

Jim Rummel announced that the program received a certificate from the State Department of Revenue in appreciation for help with the tax counseling program.

Jim reported that possibilities for increased state funds for RSVPs in MN is dependent on current discussions and decisions at the Legislature. Two members of the House are requesting an additional \$40,000 for RSVP.

Jim Rummel announced that since Romeyn Clarke has been elected Secretary of the SCC Board, a new representative member from the RSVP Advisory Council can be selected. This matter will be discussed at the next Advisory Council meeting.

The Meeting was adjourned by Ted Christman.

RSVP

Retired Senior Volunteer Program

3614 Bryant Av. S., Minneapolis, MN 55409 (612) 827-8158

TO: RSVP ADVISORY COUNCIL MEMBERS

FROM: Ted Christman, Chair

The scheduled Advisory Council meeting of June 21, 1985 has been cancelled due to lack of an agenda.

The Council will reconvene on:

JULY 19, 1985

12:30 P.M.

3614 Bryant Ave. So.

If you are unable to attend the July meeting, please inform the RSVP office.



Sponsored by
Senior Citizen Centers of Greater Minneapolis, Inc.

RSVP ADVISORY COUNCIL MINUTES

July 18, 1985

PRESENT: Sr. Jean Brennan, Vice Chair, George Beulke, Roberta Boelter, Debra Eng, Harold Keefe, Meinard Kooiker, Susan McCauley.

Staff: Jim Rummel, Leslie McMurray

- I. Sr. Jean Brennan opened the meeting in the absence of Ted Christman, who is taking a LOA from his position as Chair of the Advisory Council. The minutes of the May 17th meeting were approved as submitted. The motion for approval came from Harold Keefe, and Roberta Boelter seconded.

II. Staff Reports:

Jim Rummel presented a report prepared by Nancy Caswell on the Child Day Care project. Several areas of concern were discussed including day care teachers' inexperience in working with volunteers and the need for a strong recruitment effort to reach the year end goals for the project. The Advisory Council was asked to give suggestions for recruitment, and to use all resources available to help publicize the program and recruit active volunteers. Roberta Boelter announced that she would put a notice in the First Bank newsletter announcing the volunteer job openings. Harold Keefe said he would look into possibilities for publicizing the program in Sperry communications. George Beulke said that he would see if the Creekside Chronicle would put in a notice of the Child Day Care program.

Jim Rummel outlined several plans for intensified recruitment efforts in the coming year. Currently a brochure is being developed for the program, and possible ads are being developed for such forums as ACTIVE SENIOR magazine. PSA's are issued regularly on TV and radio. Harold Keefe suggested developing a brochure which could be posted in public areas. George Beulke suggested that summer is usually a slow period for volunteer recruitment.

Jim Rummel announced that preliminary 6 month budget report showed RSVP to be \$2,100 in the black.

- III. Jim Rummel announced that a meeting was held with John Wetzel and Romeyn Clarke to discuss the plan for the Evaluation Committee in 1985. The Committee has decided to develop a questionnaire for RSVP volunteers to assess degrees of satisfaction, strengths, and problem areas. The survey will also ask volunteers to indicate if they are interested in different or additional assignments. John Wetzel has offered to lend the support services necessary to complete this project. The Advisory Council unanimously supported a motion giving approval to the direction of the Evaluation Committee, and supporting continuation of the survey. Harold Keefe moved that the proposal be approved and George Beulke seconded. Jim Rummel announced that the survey will be formulated in mid-August and that anyone interested in helping on this project is welcomed and should contact him.

Planning Committee

Jim Rummel reported that the Planning Committee met and reviewed the developments of the expansion proposal for Scott County. Jim distributed a preliminary budget outline and discussed possible sources of funding and requests for funding made to create a half-time staff position working Scott County. He reported on discussions with Debra Detterman of Scott County, and the request for expansion money from United Way, and the Minnesota Board on Aging. Roberta Boelter asked if approval for the plan was forthcoming from ACTION. Jim Rummel replied that approval for expansion was expected. Scott County will be providing support in-kind, in the form of clerical support, supplies, space, and equipment. The plan for expansion will call for recruitment of 30-50 volunteers in Scott County. The proposal has been approved by the SCC Board of Directors for inclusion in the 1986 SCC United Way request.

Roberta Boelter moved that this plan be approved by the Council and Debra Eng seconded the motion. The Council was unanimous in it's support of the proposal.

Recognition Committee

Debra Eng reported from the Recognition Committee that plans are set for the Recognition Banquet to be held at the Leamington on October 10th. The menu is still being developed, but will feature roast pork. The banquet will have a futuristic theme and a slogan will be decided upon by the committee. Leslie McMurray reported that over \$200.00 worth of gift certificates have been obtained for use as door prizes. She requested the members of the Council who are aware of resources for donations and gift merchandise call her at the RSVP office. Several suggestions were made by members of the Council.

The meeting was adjourned by Sr. Jean Brennan.

The next Advisory Council meeting will be held on August 16, 1985.

RSVP ADVISORY COUNCIL MEETING
AGENDA

May 17, 1985
12:30 p.m.
3614 Bryant Ave. So.

- I. Welcome and Introductions
- II. Minutes of April 19, 1985 meeting
- III. Staff Reports:
 - First quarter budget
 - Program
- IV. Committee Reports
 - Recogniton - Debra Eng
 - Planning - Jean Dunn

Other Business

If you are unable to attend, please call the RSVP office at 827-8158.

Minutes of RSVP ADVISORY COUNCIL
April 19, 1985
12:30 p.m.

*Next Meeting
Fri May 11, 1985
3:00-4:00 pm
5-17-85
12:30pm*

Present: Sr. Jean Brennan, Vice-Chair; Lucille Aberly, George Beulke, Irene Gomez-Bethke, Roberta Boelter, Romeyn Clarke, Jean Dunn, Frank Johnson, Harold Keefe, Bill Kossila, Meinard Kooiker, Dorothy Lamberton, Mary Tesarek, John Wetzel, Leslie Zimbrick.

Staff: Jim Rummel, Director; Nancy Caswell, John Cole, Leslie McMurray, Sally Peterson.

- I. Sr. Jean Brennan called the meeting to order at 12:30 pm. Roberta Boelter introduced Lucille Aberly who is a First Bank retiree considering joining the Advisory Council. Harold Keefe moved that the minutes of the March 15, 1985 meeting be accepted by the Council. John Wetzel seconded; the motion passed.
- II. Jim Rummel reported on staff issues. Currently all RSVP volunteers are covered by a supplemental insurance policy. When a volunteer meets certain income guidelines, and has Medicare, many health providers have a commitment to absorbing the excess costs incurred after Medicare has been paid out. Recently several health care providers have requested that RSVP supplemental insurance pay the difference between Medicare costs and the amount billed. Jim explained his policy of refusing to submit a claim when the hospital would normally be paying the difference between an expense and a Medicare payment. The rationale is that claims submitted under these conditions benefit the health care provider and do not necessarily benefit the volunteer. Because of the frequency of specific insurance claims which border on these issues, Jim asked for discussion of this policy for handling these claims.

Several members raised questions about the current supplemental insurance which covers volunteers to and from their volunteer assignments. Dorothy Lamberton questioned how payment for insurance was handled. Bill Kossila asked about the type of coverage provided. Harold Keefe asked about the volunteers' potential for expense if RSVP did not submit a claim and the hospital in turn billed the volunteer. Irene Gomez-Bethke suggested that legal issues be examined before endorsing a policy for handling such cases. Jean Brennan suggested that a committee to study the issue in more depth be formed and report back to the Council. Frank Johnson concurred.

RSVP ADVISORY COUNCIL MINUTES
April 19, 1985

that the issue needed more study and thought. Irene Gomez-Bethke and Harold Keefe will work with Jim Rummel to further explore issues related to handling insurance claims for volunteers.

Jim Rummel reported on requests for increased state funds. He briefly related the context and precedent for the request from the state association of RSVP Directors. The currently budgeted \$200,000 has not been increased in the past five years. A proposed increase did not survive the governors' budget, and the budgeted amount remained at \$200,000. The House Sub-Committee however approved an increase of \$107,000 which is available to current and new projects. A letter of support for this increase is being requested by the state directors association, to be sent to the House Appropriations and Senate Finance Committees. Ted Christman and Jim Rummel will send this letter if the Council approves. Irene Gomez-Bethke moved that the letter be sent and Frank Johnson seconded, the motion passed.

III. Committee Reports.

Child Day Care Committee: Roberta Boelter reported on the Child Day Care Advisory Committee. She distributed the guidelines for accepting new stations which would apply to child day care centers. John Wetzel questioned how the cost sharing policy was decided upon and whether details about the policy were communicated to the station. Nancy Caswell answered that costs were estimated to be \$100.00 per volunteer per year. A gradual reduction occurs as centers use more volunteers. A cost sharing guideline will be presented at the next Council meeting. Roberta Boelter moved that the guidelines for accepting new Child Day Care stations be accepted by the Council. Irene Gomez-Bethke seconded the motion; passed.

Nancy Caswell reported that she, Shirley Hendrickson and John Cole met with three Family Day Care Providers to discuss working with RSVP volunteers. The three providers were eager to work with volunteers and are located in St. Louis Park, Brooklyn Park, and Bloomington. Each provider has submitted a job description and is awaiting placement of volunteers.

John Cole reported that a brochure for the Child Day Care Program is being developed, and said that the brochure will

become a basic tool for publicizing the program. Currently, he is seeking resources for printing, photography, graphics etc... to help offset the costs of the brochure.

Jim Rummel reported that the Committee on Corporate Retirees has met and has completed a request to ACTION for funds to develop volunteer opportunities for professional, managerial, and skilled volunteers. These positions will draw upon volunteers' expertise, and will be long term positions that can serve as extensions to his/her career field(s). Currently RSVP has placed a machinist on a volunteer instructor assignment and a social worker with the SCC Centers program. Recruitment for these non-traditional positions will require liasons with professional, educational, and trade groups in the area. The grant request is for \$3,000.

Roberta Boelter suggested that it was important to coordinate RSVP efforts with MAPS, and discussed the Corporate/Maps relationships. Harold Keefe suggested that the RSVP initiative may complement existing programs such as VIE or MAPS, rather than compete with these services. Jim Rummel suggested that the goals of the RSVP initiative are specifically oriented towards longterm assignments and placements, whereas the goals of MAPS are for short term assignments. Discussion followed.

John Cole reported from the Recognition Committee. He announced the recognition breakfast for the Tax Counselors will be held at the Normandy on May 7, 1985, at 9:00.

Plans are being made for the larger RSVP Recognition Banquet in the fall. Currently, sites and times are being arranged.

The meeting was adjourned by Sr. Jean Brennan.

The next RSVP Advisory Council meeting will be held at 3614 Bryant Ave. S, at 12:30 on May 17, 1985.

RSVP ADVISORY COUNCIL MEETING
AGENDA

May 17, 1985
12:30 p.m.
3614 Bryant Ave. So.

- I. Welcome and Introductions
- II. Minutes of April 19, 1985 meeting
- III. Staff Reports:

- First quarter budget
- Program

IV. Committee Reports

- ✓ Recogniton - Debra Eng - *\$25,65 costs 10% higher than last year.*
- Planning - Jean Dunn

Other Business

If you are unable to attend, please call the RSVP office at 827-8158.

Child Day Care Project

Guidelines for Accepting New Stations

Public agencies, private non-profit organizations and duly licensed proprietary and non-profit child care facilities requesting to become an RSVP station must be carefully evaluated. Guidelines to be used in the evaluation are as follows:

1. An agency, program, or child day care center seeking to become an RSVP station and/or requesting that existing volunteers be enrolled in RSVP, must be willing to share the cost of supporting present and future volunteers.
2. The potential station must be located in Hennepin County with special consideration given to programs operating in suburban Hennepin County.
- 3. A child day care center requesting to be a station must be licensed by the state of Minnesota.
4. The training and orientation in child day care centers should be designed to include information relating to the subject of child abuse. Attention will be given to the stability of the program, the level of supervision, recognition, and support offered to the volunteers.
5. The volunteer assignments, outlined in a written job description, must be appropriate for a volunteer, encouraging regularity and commitment. A suggested minimum time commitment would be 3 - 4 hours per week.
6. Priority considerations will include non-profit programs and/or those child care centers providing Hennepin County subsidized slots under Title XX. Accessibility to public transportation or ability to assist with or arrange transportation for volunteers will also be given consideration.
7. A child day care station is expected to share 70% of the costs of supporting RSVP volunteers. A detailed schedule of cost-sharing charges is attached.
8. Variances may be allowed when circumstances require.

"my school"
Robbinsdale

Child Day Care Project
70% Cost Sharing Guidelines *

I Family Day Care (Resource Volunteers)

Charge per visit

- 1 provider - \$5.00
- 2 providers - \$4.00 each
- 3 providers - \$3.00 each
- 4 providers - \$2.50 each
- 5 or more - \$2.00 each

Fees encourage providers to gather together with children

Charge to Day Care Centers using Resource Volunteers - \$5.00 per visit

II Day Care Associations (volunteers serving as receptionist, van drivers, toy lending library)

Charge based on expected level of volunteer participation - 50 hours per quarter (Charges will be adjusted for significant deviation from this)

Cost = \$100 a year (\$25.00 a quarter) per volunteer

- No charge until placement of volunteer is assured
- A volunteer is considered inactive with 3 months inactivity
- No charge for an inactive volunteer

III Child Day Care Centers (Grandfriend or Toy Repair)

Cost adjustment structure to provide incentive to utilize an increasing number of volunteers. Charges based on expected level of volunteer participation - 40 hours per quarter. (Charges will be adjusted for significant deviation from this). The nature of the assignment is reflected in lower hours.

Cost = \$100 a year (\$25.00 a quarter) for first volunteer

- No charge until placement assured
- No charge for any month volunteer is inactive

Number of Volunteers

Cost Per Quarter Per Volunteer

1	\$25
2	\$24
3	\$23
4	\$22
5	\$21
6	\$20
7	\$19
8	\$18
9	\$17
10	\$16

* Based on estimated average annual cost per volunteer of \$140.00.

RSVP REPORT

March, 1985

1. Number of active Volunteers	(CDC) <u>21</u>	
	<u>1376</u>	
	Total <u>1397</u>	
2. Number of inactive Volunteers	(CDC) <u>3</u>	
	<u>125</u>	
	Total <u>128</u>	
a. Number of follow-up inactives <u>22</u>		
b. Number of known inactives <u>55</u>		
3. Number of enrolled Volunteers (end of month)	(CDC) <u>21</u>	
	<u>1504</u>	
	Total <u>1525</u>	
4. Number of Volunteers (new) enrolled this month	(CDC) <u>0</u>	
	<u>17</u>	
	Total <u>17</u>	
5. Number of Volunteers reinstated this month	<u>1</u>	
6. Number of Volunteers withdrawn this month	<u>34</u>	
7. Number of volunteer hours this month (CDC) <u>177</u>	To-Date <u>504</u>	
	<u>23654</u>	<u>66,061</u>
Total <u>23831</u>	Total <u>66,565</u>	
8. Number of volunteer sites reporting this month	<u>109</u>	
9. Names of volunteer sites new/withdrawn this month		
<u>NONE</u>		
10. Number of Advisory Committee meetings this month	<u>1</u>	
11. Number of Advisory Sub-Committee meetings this month	<u>1</u>	
12. Total costs incurred this month	\$ <u>18,305</u>	
13. Total costs incurred to date	\$ <u>47,693</u>	
14. Cost per hour of volunteer service this month	<u>76</u> ¢	
15. Cost per hour of volunteer service to date	<u>.72</u> ¢	
16. Volunteer expenses incurred this month		
(cash) <u>3611.13</u>	(CDC) \$ <u>35.60</u>	
(in-kind) <u>1179.80</u>		
Total \$ <u>4790.93</u>	\$ <u>35.60</u>	
GRAND TOTAL	<u>\$4826.53</u>	

RSVP REVENUE AND EXPENSES

AS OF 03/31/85

1984

REVENUE	1985 BUDGET	1985 ACTUAL	1985 VARIANCE	ACTUAL COSTS
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CASH CONTRIBUTIONS

GENERAL	\$3,000	\$2,734	\$266	\$1661
FOUNDATIONS	\$750	\$0	\$750	0
SPECIAL EVENTS	\$0	0	0	0
SUSTAINING DR	\$625	\$ 624	\$1	\$18
IN KIND	\$3,284	\$3,505	(\$221)	\$3505
UNITED WAY	\$1,625	\$1,626	(\$1)	\$1341
HENNEPIN CTY.	\$16,935	\$16,935	0	\$14,188
MISC GOVT GRTS	\$25,440	\$26,025	(\$585)	26,107
MEMBERSHIPS	0	0	0	0
NET PROGRAM	0	0	0	0
NET SALES	0	0	0	0
INVESTMENTS	\$75	0	\$75	0
MISCELLANEOUS	0	0	0	0
TOTAL	\$51,734	\$51,449	\$285	\$46,820

EXPENSES

SALARIES	\$23,628	\$23,458	\$170	\$21,295
EMPLOYEE BENEFIT	2,625	1,695	930	2,044
PAYROLL TAXES	2,031	1,988	43	1,836
PROFESSIONAL SVC.	0	931	(931)	0
SUPPLIES	200	143	57	304
TELEPHONE	1,250	1,482	(232)	2134
POST/PRT/PUBLI	1,288	1,231	57	1552
OCCUPANCY/INSUR	700	1,049	(349)	668
TRAVEL	575	246	329	295
CONFERENCES	475	177	298	467
VOL. EXPENSES	18,350	14,511	3,839	13,926
DUES	12	0	12	0
EQUIPMENT	500	616	(116)	1,022
PROG./MISC	100	166	(\$66)	52
TOTAL	\$51,734	\$47,693	\$4,041	\$45,595

Surplus/ (Deficit) \$3,756

R.S.V.P.
PLANNING COMMITTEE MEETING
Wednesday, May 1, 1985

MEMBERS PRESENT: Jean Dunn, Chair
Jean Brennan
Frank Johnson

RSVP STAFF PRESENT: Jim Rummel

The committee met to review the evaluation report done by John Wetzel and to identify the long term and short term planning issues recommended in that report.. The following items will be worked on by the planning committee:

Short Term:

Upgrading of office space: Committee will meet with Senior Citizen Services Executive Committee to discuss possible alternatives for additional space.

Professional recruiting literature: Committee will work with John Cole on the recruitment tools he is developing

Long Term:

Clarification of role with sponsor: Planning Committee and Executive Committee of SCS to formalize or re-evaluate this relationship

Review of Long-range plan submitted to ACTION: Jim Rummel provided copies of this plan and the committee will review and determine strategies for completion of goals

Coordination with other Committees: suggestion was made that Planning Committee Chair meet with Chairs of the Day Care Project Committee and the Corporate Retiree Committee to determine if there are issues of mutual interest needing joint attention.

Committee will meet with John Cole at 11:30 a.m. on May 17th. to review the recruitment tools he is currently developing.

COMMITTEE MEMBERS NOTE:

Committee meetings will be scheduled for 11:30 a.m. preceeding our regular Advisory Council meetings. Please make a note to attend.

R.S.V.P. Council Mtg.
Recognition Com. Chair Debra Eng
Disc. on Budget at the Normandy
total cost. \$925.65, Costs 1090 higher than last yr.

209 - R.S.V.P.

83 - Tax Counselors

317 Volunteers who mint awards

Planning Com. Mtg. Leon Dunn Chair.
Short / Long Term.
Issues.

Dakota; Burnsville U.W. Sew. Area
Legal Service Anoka

Motion: At the request of Scott County
staff is directed to raise SC in opening
a satellite R.S.V.P. contingent on U.W. funding

H / S. \$70,000 R.S.V.P.
40,000 increase

\$200 m

270 or \$310 m. possibility

January 1985

I will assist on the following Committee:

- _____ PLANNING COMMITTEE - Responsible for long and short range planning. Develop annual goals and objectives for the program. Review progress toward achieving goals.
- _____ EVALUATION COMMITTEE - Plan and implement annual evaluation of the program.
- _____ COMMITTEE ON CORPORATE RETIREES - To explore the feasibility of cooperating with corporations in providing a service of recruiting and placing their retired employees as volunteers.
- _____ RECOGNITION COMMITTEE - Objective is to assist staff in providing public recognition of RSV's community service.
- _____ MEMBERSHIP COMMITTEE - Recruit and nominate new members for the Council. Nominate officers of the Council.

Signed

RSVP

Retired Senior Volunteer Program

3614 Bryant Av. S., Minneapolis, MN 55409 (612) 827-8158

To: RSVP ADVISORY COUNCIL MEMBERS
From: Ted Christman, Chair

The scheduled Advisory Council meeting of February 15, 1985 has been cancelled due to lack of an agenda.

The Council will reconvene on:

MARCH 15, 1985
12:30 pm
3614 Bryant Ave. S.

It is hoped that all committees will have met before March 15 in order to develop planning for 1985. If you have not yet done so, please complete the enclosed committee assignment form and return to the RSVP office.

If you are unable to attend the March 15 meeting, please inform the RSVP office.



Sponsored by
Senior Citizen Centers of Greater Minneapolis, Inc.

1985 RSVP ADVISORY COUNCIL

Retired Senior Volunteer Program of Greater Minneapolis

Grantee: Senior Citizen Centers of Greaster Minneapolis, Inc.

Chairperson

Ted Christman
3030 Irving Ave. S.
Mpls. MN 55408

823-8542

General Mills
Retired

Vice-Chairperson

Sr. Jean Brennan
830 2nd St. NE
Mpls. MN 55413

379-1370

Catholic Elder Care
Coordinator of Volunteers

Irene Gomez-Bethke
4649 Decatur Ave. N.
New Hope, MN 55428

537-0469

Executive Director
Instituto de Arte Y Cultura
de Minnesota

George Beulke
9912 10th Ave. S.
Bloomington, MN 55420

888-8470

Member and Volunteer Supervisor
Creekside Community Center

Roberta Boelter
First Bank Place
Mpls. MN 55480

370-4299

First Bank Minneapolis
Urban Development Department

Romeyn Clarke
2258 Knapp Ave.
St. Paul, MN 55108

645-7359

Retired Social Worker

Harold Draving
3560 Edmund Blvd.
Mpls., MN 55406

722-9178

Consultant - Hearing and
Sight Loss Services

Jean Dunn
7323 58th Ave. N.
Crystal, MN 55428

536-0327

NW Hennepin Human Services Council
Assistant Director

Debra Eng
Trevilla of Robbinsdale
3130 Grimes Ave. N.
Robbinsdale, MN 55422

588-0771

Trevilla of Robbinsdale
Volunteer Coordinator

James T. Hartnett
6029 Kaymar Dr.
Edina, MN 55435

935-1172

Soo Line Railroad, Retired

Frank Johnson
6344 Wentworth Ave. S.
Mpls., MN 55423

869-0427

Consultant-Hearing and
Sight Loss Services

RSVP Advisory Council
1985
Page Two

Harold Keefe 5320 Humboldt Ave. S. Mpls., MN 55435	926-5319	Sperry Corporation, Retiree
Mrs. Meinard Kooiker 3245 22nd Ave. S. Mpls., MN 55407	722-1804	Retired Social Worker
William Kossila 5341 Abbott Ave. S. Mpls., MN 55410	922-7674	Honeywell, Retired Honeywell Retiree Volunteer Project
Dorothy Lamberton 5101 Sheridan Ave. S. Mpls., MN 55410	926-3851	Minneapolis Community College Instructor
Susan McCauley 1929 2nd St. NE Mpls., MN 55418	781-6011	Director, Senior Programs at Eastside Neighborhood Services
Mary Tesarek 11409 Oakvale Minnetonka, MN 55343	938-2908	Suburban Community Services
Elva Walker 110 5th Ave. SE Mpls., MN 55414	378-1465	MN Board on Aging and Volunteers Intervening for Equity
John Wetzel IDS Tower Mpls., MN 55402	372-2564	Investors Diversified Services Marketing Department Staff Psychologist
Leslie Zimbrick 2921 Quebec Ave. S. Mpls., MN 55426	929-3642	St. Louis Park Senior Services Retired Senior Volunteer
<u>Ex Officio Member</u>		
Karl Dansky 3614 Bryant Ave. S. Mpls., MN 55408	827-1721	Grantee Agency Senior Citizen Centers Executive Director

RSVP

Retired Senior Volunteer Program

3614 Bryant Av. S., Minneapolis, MN 55409 (612) 827-8158

In the past two years, RSVP of Greater Minneapolis has received four to five inquiries per year from persons with skilled, professional and managerial backgrounds. They have been seeking volunteer opportunities in which they could directly apply their knowledge and experience. For example, a retired chemist contacted our office in search of a volunteer position in which he could continue to work in the same field. When placement of these individuals has occurred, it has been the result of extensive time and effort by RSVP staff to locate agencies that have had opportunities that have met the interest of these potential volunteers.

Recently, we have noted an increase in the number of such inquiries. Because of this increase, we believe it is time to focus attention on the development of our capability to successfully place as volunteers persons of skilled, professional and managerial backgrounds. To accomplish this goal, two steps are required.

The first is to work with agencies, either current stations or new ones, in the development of volunteer jobs that require a person of skilled, professional or managerial background. There is an increasing interest among agencies in such volunteers. However, we believe it is necessary to be certain that sufficient planning and preparation of agency staff be carried out in order for these placements to succeed.

In our community, we see the possibility to place or develop placement for:

1. Retirees from the skilled trades, such as machinists and carpenters.
2. Retirees with financial management or accounting background.
3. Retired social workers, health care specialists.
4. Retired educators including those from the college and university level. (Minneapolis is home to a major state university plus several colleges.)



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*MAPS

5. Retirees with various kinds of computer expertise.

While we do not propose to limit the areas of service for volunteers in this initiative, we currently see potential of developing opportunities for skilled volunteers in the home care field, sheltered workshops, and in job training programs in the educational system.

As in the case in all program initiatives, we believe that the development of new and challenging volunteer opportunities opens RSVP to the potential for recruiting persons who would not otherwise respond to our outreach efforts. We also see the need to develop new avenues for contacting retirees who would be interested in and challenged by volunteer positions that require their specific skill or professional experience.

The second step, then, is to develop the capability of recruiting the volunteers. To accomplish this objective, we propose to build a network of contacts in corporations, professional organizations and retirement groups through which skilled, professional and management level retirees could be contacted. The use of these organization's newsletters is one possible way of communicating with their retirees about the possibility of volunteering. In addition, we propose to enlist the assistance of individuals within these organizations who will help with the task of identifying and contacting potential volunteers with the necessary skills and background for a given position. Current members of the advisory council will assist with this step of the plan.

It should be noted here that RSVP of Greater Minneapolis plans to develop long term and on-going opportunities for skilled volunteers. Another agency in our community already recruits both corporate employees and retirees as volunteers for shortterm consulting projects in non-profit organizations.

* To implement this program initiative, RSVP of Greater Minneapolis request a grant of \$3,000 for the recruitment, placement and support of a minimum of thirty skilled, professional and management volunteers. The first year budget reflects the development stage of the project. In particular, recruitment materials including a brochure will be developed for the project. After the first year, the funds will be used to maintain the 30 volunteers and to expand the project insofar as possible.

GRANTEE ORGANIZATION: _____

PART I - BUDGET PLAN

1. VOLUNTEER SUPPORT EXPENSES

A. GRANTEE PERSONNEL EXPENSES Title	(1) Annual Salary	(2) % Time Spent on Project	(3) Total Cost	(4) Federal Funds Requested	(5) Non-Federal Resources
	\$	%	\$	\$	\$
TOTAL PERSONNEL EXPENSES	\$	%	\$	\$	\$
B. FRINGE BENEFITS				405	
C. (1) GRANTEE STAFF LOCAL TRAVEL					
C. (2) GRANTEE STAFF LONG DISTANCE TRAVEL					
D. EQUIPMENT					
E. SUPPLIES					
F. CONTRACTUAL SERVICE					
G. OTHER:					
Communications				300	
Printing				995	
Space					
TOTAL VOLUNTEER SUPPORT EXPENSES				1,700 (26-35)	(36-43)
2. VOLUNTEER EXPENSES					
A. PERSONNEL EXPENSES					
Stipends					
Living Allowance					
End of Service Allowance					
Food and Lodging Allowance					
B. FRINGE BENEFITS					
Meals				240	
FICA					
Uniforms					
Insurance				123	
Other:					
				660	
C. TRAVEL					
D. EQUIPMENT					
E. SUPPLIES					
F. CONTRACTUAL SERVICE					
G. OTHER					
Recognition				177	
TOTAL VOLUNTEER EXPENSES				1,300 (44-53)	(54-61)
TOTAL DIRECT COSTS: (Add 1 & 2)			3,000	3,000	
TOTAL INDIRECT COSTS				(62-71)	(72-79)
TOTAL COSTS			\$	\$ 3,000	\$
3. PERCENTAGE		100%		%	%

Child Day Care Project

Guidelines for Accepting New Stations

Public agencies, private non-profit organizations and duly licensed proprietary and non-profit child care facilities requesting to become an RSVP station must be carefully evaluated. Guidelines to be used in the evaluation are as follows:

1. An agency, program, or child day care center seeking to become an RSVP station and/or requesting that existing volunteers be enrolled in RSVP, must be willing to share the cost of supporting present and future volunteers.
2. The potential station must be located in Hennepin County with special consideration given to programs operating in suburban Hennepin County.
3. A child day care center requesting to be a station must be licensed by the state of Minnesota.
4. The training and orientation in child day care centers should be designed to include information relating to the subject of child abuse. Attention will be given to the stability of the program, the level of supervision, recognition, and support offered to the volunteers.
5. The volunteer assignments, outlined in a written job description, must be appropriate for a volunteer, encouraging regularity and commitment. A suggested minimum time commitment would be 3 - 4 hours per week.
6. Priority considerations will include non-profit programs and/or those child care centers providing Hennepin County subsidized slots under Title XX. Accessibility to public transportation or ability to assist with or arrange transportation for volunteers will also be given consideration.
7. A child day care station is expected to share 70% of the costs of supporting RSVP volunteers.
8. Variances may be allowed when circumstances require.

RSVP ADVISORY COUNCIL
APRIL 19, 1985

3614 Bryant Ave. S. Mpls, MN 55409

- 12:30
- I. Welcome and Introductions
 - II. Minutes of March 15th meeting.
 - III. Staff Reports

Program

1985 Legislature

IV. Committee Reports

1. Child Day Care

- 2. Corporate Retirees Elva Walker
Proposal to ACTION

3. Recognition Committee - Debra Eng

Other Business:

If you are unable to attend the April 19th meeting, please
call the RSVP office, 827-8158.

RSVP ADVISORY COUNCIL MINUTES
March 15, 1985

Present: Ted Christman, Chair; George Beulke, Sr. Jean Brennan, Jean Dunn, Debra Eng, Harold Keefe, Meinard Kooiker, Bill Kossila, Susan McCauley, Mary Tesarek, John Wetzel.

Staff: Jim Rummel, Director; John Cole, Leslie McMurray, Sally Peterson.

I. The meeting was called to order by Ted Christman, Chair. Eileen Bentzen was introduced to the Advisory Council. She is the newly hired Secretary/Recordkeeper for RSVP.

II. Two additional names were added to the previous January 15, 1985 minutes: Dorothy Lamberton and Susan McCauley. A motion for approval was made by Harold Keefe, and seconded by John Wetzel.

III. John Wetzel presented the final results of the Evaluation Committee's work for 1984. He distributed the full report of the work of the committee including Romeyn Clarke and Dorothy Lamberton. John Wetzel described the planning process which lead to an evaluation of RSVP office staff. He described the process of the evaluation which included both individual and group interviews.

John answered questions from the Council on contents of the report, and invited members to call him with further questions as they arise. He strongly suggested the Council pay particular attention to observations and conclusions detailed on page five. John suggested that on-going discussion of the report could be useful to staff.

Ted Christman praised the professionalism of the report and expressed appreciation to members of the Evaluation Committee. Other members of the Council expressed their appreciation for the clarity and content of the report.

Ted Christman will be sending a cover letter to ACTION that will introduce the Evaluation Committee's report.

A motion was made by Harold Keefe that the Advisory Council approve the report, and the motion was seconded by Jean Dunn and Bill Kossila.

RSVP ADVISORY COUNCIL MINUTES

MARCH 15, 1985

Page 2.

Jim Rummel presented the budget report for 1984. Jean Dunn asked about procedures for handling surplus rollover funds and Hennepin County. Ted Christman asked for an explanation of the surplus funds. Jim replied that due to understaffing during the summer of 1984, money was not spent on salaries and this money allowed the office to purchase a personal computer and typewriter. Of the surplus, half will be returned to the County. Half of the remaining surplus will go towards the SCC reserve fund.

The Advisory Council voted unanimously to approve the 1984 Budget Report.

Sally Peterson presented a report on placements of RSVP volunteers. She outlined target populations and indicated progress made towards reaching goals in the RSVP workplan. She reported that she is working with contacts in Dayton, MN to initiate a new station. Sally mentioned to members of the Council that mailing groups are looking for projects to work on. Sr. Jean Brennan praised the report and Mary Tesarek asked about the volume of inquiries for volunteers, and the ability of RSVP to respond to interested agencies. Sally explained that RSVP currently has a moratorium on starting new stations until we have placements for those stations RSVP is currently working with.

IV. Committee Reports

Jim Rummel spoke for the Nominating Committee. Lucille Aberly has agreed to serve on the Advisory Council. She is a retiree of First Bank. Bill Kossila moved that she be nominated to the Council, and Jean Dunn seconded.

Debra Eng spoke for the Recognition Committee. Plans have begun for the Fall Recognition Banquet. Various sites are being examined for their suitability. John Cole announced the generous contribution from SuperAmerica of \$5,000 towards the Recognition Banquet. Carol Fox Tobyne will represent SuperAmerica on the Recognition Committee. John reported that plans are being made for the Tax Counseling for the Elderly Breakfast in late April/early May.

Jean Dunn reported for the Planning Committee which met on March 1, 1985. Jean outlined the agenda for 1985. The primary goals will be to 1. Review 1984 activities. 2. Assess

RSVP Advisory Council Minutes
March 15, 1985
Page 3.

progress made on 1985 goals. 3. Plan for 1986. Topics which will be discussed in the near future include the 1984 Evaluation Report, the feasibility of expansion into Scott and Carver counties, and the application for an Expansion Grant from ACTION.

Jim Rummel announced that RSVP staff has selected a focus for the expansion grant application. The grant would allow RSVP to have an emphasis on recruitment and placement of retired professionals and skilled workers. In order to develop more non-traditional volunteer opportunities, increased efforts will be necessary to recruit these volunteers, and to develop positions for them. Bill Kossila and Harold Keefe suggested several possible volunteer assignments which would fit the category for skilled, professional volunteers. Jean Dunn moved that RSVP staff be allowed to proceed with writing the proposal for the ACTION expansion grant. The motion was seconded by Sr. Jean Brennan.

The Corporate Retiree Committee has not met yet.

The Council discussed the upcoming VIE Conference in October 17-18, 1985. John Cole will be representing RSVP on the Workshop Committee.

Ted Christman announced that after contacting members of the Council, he had decided that the meetings should continue to be held on Friday afternoons, out of consideration for the majority of Council members.

Jean Dunn moved that the meeting be adjourned and the motion was seconded by Bill Kossila.

The meeting was adjourned by Ted Christman.

RSVP

Retired Senior Volunteer Program

3614 Bryant Av. S., Minneapolis, MN 55409 (612) 827-8158

April 10, 1985

Dear Advisory Council Member:

On Tuesday, May 7, 1985, the Retired Senior Volunteer Program and AARP-NRTA Tax Counseling for the Elderly Program will host the Sixth Annual Recognition Breakfast to honor the Tax Counseling Volunteers.

This special event will be held at the Normandy Inn, 405 South 8th Street, Minneapolis, at 8:30 a.m.

We invite you to join us in expressing our thanks to these men and women who have done an exceptional job of providing tax assistance to the elderly during this tax season.

To make a reservation, please call RSVP at 827-8158 by April 26. We look forward to seeing you there.

Sincerely,

Richard L. Stokes Jr.
Richard L. Stokes, Jr.
TCE Overall Coordinator

Jim Rummel
Jim Rummel
RSVP Director

9.30 Normandy Inn.
Call yes!

4-28



Sponsored by
Senior Citizen Centers of Greater Minneapolis, Inc.

RSVP ADVISORY COUNCIL AGENDA

March 15, 1985

12:30 pm

3614 Bryant Ave. S. Mpls.

I. Introductions

II. Minutes of January 18, 1985 meeting

III. Staff Reports

1. 1984 final budget report

2. Program reports

IV. Committee Reports

1. Nominating Committee Roberta Boelter

2. Evaluation Committee John Wetzel

3. Recognition Committee Debra Eng

4. Planning Committee Jean Dunn

5. Corporate Retiree Committee Elva Walker

V. Other Business

If you are unable to attend the Advisory Council meeting
please call the RSVP office. 827-8158.

RSVP ADVISORY COUNCIL MINUTES
January 15, 1985

Present: Ted Christman; Chair, Irene Gomez-Bethke, George Beulke, Roberta Boelter, Romeyn Clarke, Debra Eng, Jim Hartnett, Harold Keefe, Bill Kossila, Meinard Kooiker, John Wetzel, Tim Krieger; guest, and Karl Dansky; ex officio.

Staff: Jim Rummel, John Cole, Leslie McMurray, Sally Peterson.

- I. The meeting was called to order by Ted Christman at 12:30. Introductions were made and new members welcomed to the Advisory Council. Tim Krieger, ACTION Program Officer was present to conduct an annual site visit. Two corrections were made to the December 1984 minutes and a motion of approval was made by Bill Kossila and Jim Hartnett.
- II. John Cole reported on recruitment efforts for the Tax Counseling for the Elderly Program (TCE), which RSVP co-sponsors with AARP each year. John has compiled listings of TCE sites which will be publicized in the monthly SCC NEWSLETTER.

John recently sent mailings to 24 sites in Robbinsdale publicizing Child Day Care volunteer opportunities. He is also focusing on the recruitment of seniors to work with mentally retarded adults, one of the RSVP program initiatives. He is working with Elaine Budd of Hennepin County in this effort.

A major volunteer recognition event is planned for volunteers on April 28, 1985. A free day at the MN Zoo is being planned for up to 5000 volunteers by a coalition of volunteer organizations. John will be representing the Mpls. RSVP. on this committee.

Jim Hartnett questioned whether TCE volunteers were recruited from the community or whether they were recruited at AARP training sessions. Jim Rummel replied that volunteers are recruited by RSVP both through publicity in the community and through presentations at TAX training sessions.

Jim Rummel announced a recent purchase of an IBM Personal computer and Epson printer. The IBM ASSISTANT series of software will be used to begin computerization of volunteer data. Staff training options are being examined. Harold Keefe strongly recommended purchasing a maintenance agreement. An IBM Wheelwriter V typewriter has been ordered, and will have the capability to serve

Page 2.
RSVP Advisory Council

as a letter quality printer for the computer.

Jim Rummel announced that Mary Sachariason, RSVP Secretary has recently assumed her new duties as SCC CENTER'S Halftime Direct Outreach worker. The currently vacant position of Secretary will be advertised and filled as soon as possible.

Jim Hartnett asked if the addition of the computer will affect staff organization. Jim Rummel replied that there is no expectation that the addition of the computer will affect staff organization.

III. Committee Reports.

1. Roberta Boelter announced new members of the Advisory Council selected by the nominating committee. A list of current members will be mailed to the Council.
2. Ted Christman distributed a list of committees.

Elva Walker - Corporate Retirees
Roberta Boelter - Membership Committee
Jean Dunn - Planning Committee
Romeyn Clarke - Evaluation Committee
Debra Eng - Recognition Committee

Ted Christman will be contacting Committee Chairs regarding their first meetings before the March Advisory Meeting.

3. John Wetzel reported on the progress of the Evaluation Committee in conducting an internal evaluation of staff. He distributed an outline of the evaluation plan and action steps. One of the goals of the evaluative process is to assist in the integration of newer staff members. Ted Christman expressed appreciation for the work done by the committee. John Wetzel will be joined by Romeyn Clarke and Dorothy Lamberton in conducting group and individual interviews with the staff.

IV. Jim Rummel introduced Tim Krieger, ACTION Program Officer is present for a two day annual site visit. Tim Krieger expressed appreciation for the work of the Advisory Council and stressed the importance of the Council's role in the success of RSVP in meeting the needs of the community. He reflected that the Mpls. RSVP is viewed as a model project throughout the state. Krieger was appreciative of the expanded program that was possible through active Advisory Council standing committees.

Frank Johnson spoke on behalf of citizen lobbying for programs and funding that affects the elderly and

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RSVP ADVISORY COUNCIL

questioned what the outlook for the program is on a federal and state level.

V. Jim Rummel addressed the issues of state and federal support for RSVP programs. On the state level a major request to provide funding for expansion throughout Minnesota has not been supported, though the current funding of \$200,000 has been maintained for state projects. Jim reported on a meeting with Connie Levi, State Majority leader in the House of Representatives. John Pribyl, and Jim Lieder were also present to discuss funding proposals. RSVP is requesting an increase of \$310,000 over the next two years. Funds would support 18 current RSVP's and provide new projects sufficient to serve all counties of the state.

The federal budget for 1986 proposed by the president is for the same level of funding as 1985.

Bill Kossila suggested a change of meeting times to some time other than Friday afternoons. Discussion followed, and Ted Christman said he would discuss a time change with members and the issue can be raised at the next meeting.

The next meeting will be held on March 15, 1985, at 3614 Bryant Ave. S. If you cannot attend please call the RSVP office.

The meeting was adjourned by Ted Christman.



MINNESOTA OLDER AMERICAN VOLUNTEER PROGRAMS (OAVP)



(FGP) FOSTER GRANDPARENT PROGRAM



(RSVP) RETIRED SENIOR VOLUNTEER PROGRAM



(SCP) SENIOR COMPANION PROGRAM

"Senior Volunteers providing service to their communities"

RETIRED SENIOR VOLUNTEER PROGRAM

STATE FUNDING PROPOSAL FOR JULY 1, 1985 - June 30, 1987

CURRENT STATE FUNDING: \$ 200,000 - - 2,025 Retired Senior
Volunteers in 18 Projects.
3 funded primarily by the
state. Serving in 51 counties.

ADDITIONAL REQUEST: \$ 36,000 - - Average of \$2,000-increase
for current projects.
\$ 80,000 - - Expansion to 8 additional
counties by existing projects.
\$ 200,000 - - Develop 7 new projects to
serve 26 additional counties.

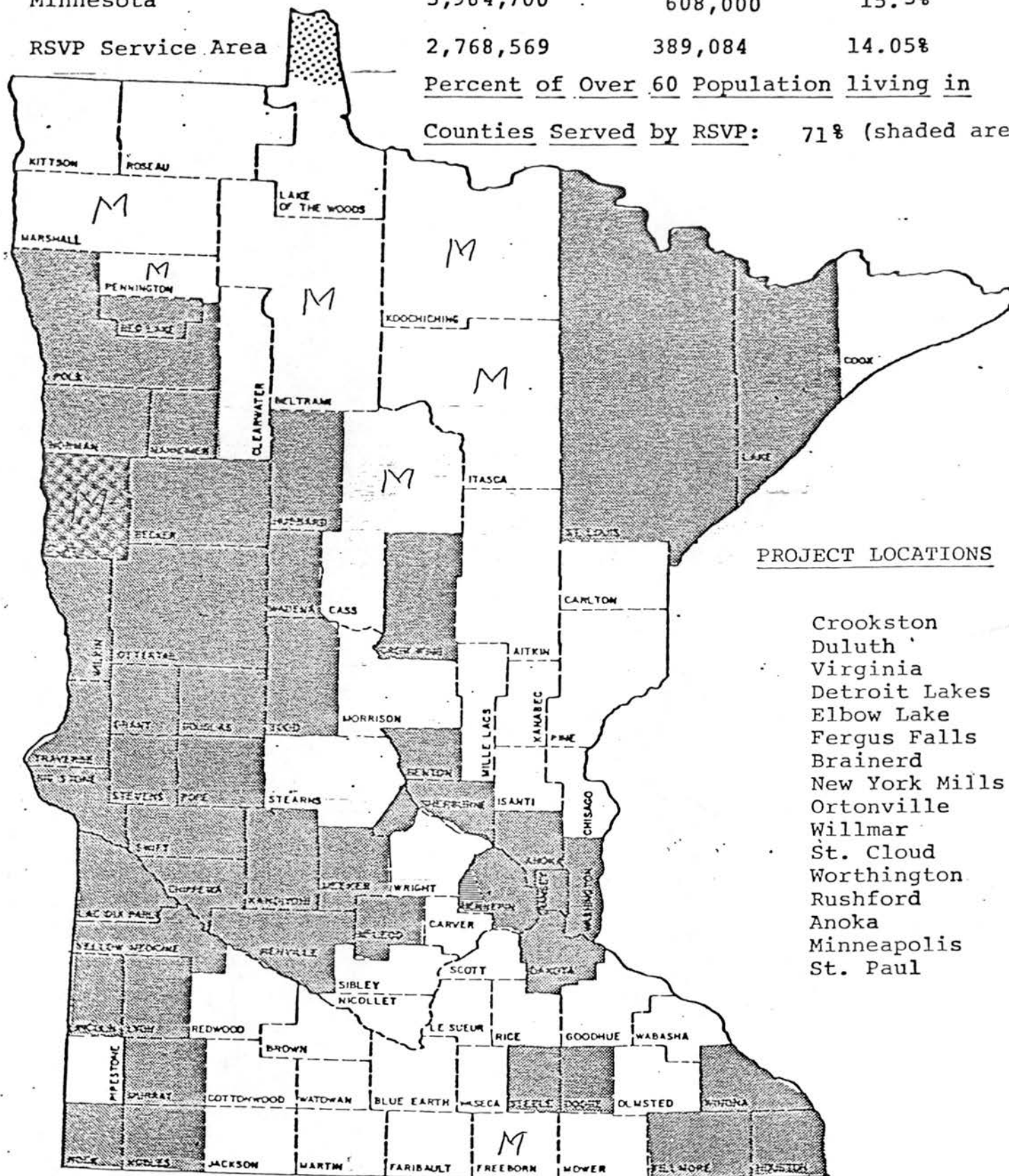
TOTAL \$ 316,000

TOTAL BUDGET INCLUDING CURRENT FUNDING: \$516,000.

- BENEFITS:
1. RSVP, which actively reaches out to involve retired persons as volunteers and advocates for senior citizens as positive contributors to the well-being of their communities, will be expanded to all counties of the state.
 2. A minimum of 3,000 retired persons will become active as volunteers assisting in a variety of services considered vital to our state, counties and local communities. Volunteers would contribute 300,000 hours of service per year when development is complete.

Service Areas of RSVP in Minnesota

Minnesota	Population	Over 60 Pop.	% Over 60
	3,964,700	608,000	15.3%
RSVP Service Area	2,768,569	389,084	14.05%
Percent of Over 60 Population living in			
Counties Served by RSVP: 71% (shaded areas)			



The above figures were received from the U.S. Department of Health, Education, and Welfare, "The Elderly Population: Estimates by County 1976" DHEW Pub. No. (OHDS) 78-20248.

M = Counties served by RSVP through Minnesota State funds.

EVALUATION OF RSVP STAFF

Objective

The objective of this evaluation is to determine factors affecting the staff which, if modified or improved, could increase their effectiveness in dealing with each other, as well as volunteers, stations and the community at large.

Part One

One-half hour group meeting with entire staff to explain purpose of evaluation. Scheduled for Friday, January 18 at 12:00 at the RSVP office.

- Third phase of three-year evaluation program (other phases include evaluation of volunteer and of stations)
- Evaluation is part of grant request required by ACTION. Results of evaluation must be submitted annually in order for grant to be approved.
- Evaluation will assist in the integration of new staff members and facilitate in the development of common direction and understanding

Part Two

One-hour individual interviews with each staff member.

Topics of discussion include:

- Perceptions of objectives of RSVP
- Self-description of position
- Relationship of position with each other staff member, volunteers and stations
- Areas of strength within the RSVP organization, including staff, office space, equipment, expectations
- Areas of improvement within the RSVP organization, including staff, office space, equipment, expectations
- Suggested short-term (one year) and longer-term (three to five years) improvements to the organization

Interviewer - interviewee schedule

Romeyn Clarke - Nancy Caswell & Leslie McMurray

Dorothy Lamberton - John Cole & Mary Zachariason

John Wetzel - Sally Peterson & Jim Rummel

Interviews will be conducted during the week of January 21.

Part Three

Preparation of report, including integration of group and individual interview data. Report will be completed by Friday, February 8.

Part Four

Review and discussion of report with the RSVP Advisory Council, scheduled for March 15.

Review and discussion of report with the RSVP staff at its convenience.

14 January 85

JW49

RSVP adv. Comm

1-18-85 12:30 p.m.

III Staff Report:

Program: Tax training / c.

Child care center - M.R. fac.

851 Vol. Task Force - state wide

Vol. day at Zoo - 35 m. volunteers. Vol. day - April.

Computer - I.B.M. resource needed to implement prog.

Budget - No report as yet.

30 - members 24 has been req.

IV Com. Reports

Walker - Corp.

Membership -

Eval. Com. Rosemary Clarke

RSVP. 3 / yr. eval. comm. John Witzel

Prog / Staff evaluation

Other bus.

1984

action point - to eval.

prog / staff.

1. Quest - 1 on 1 interview staff

2. Quest - on

3. Introduction of new staff

Action Tim Krieger Mpls.

1. Need evaluation in Prog.

2. Well formed Council

3. Standing Committee - leadership area?

update of Action

more money - Action but org are in 3 classification:

1. Freeze
2. Cut
3. Elimination

"Grassroots" - crucial to impact of rev. cuts proposed by feds.

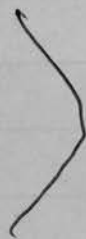
Bill - new meeting date. 3/d Friday.

Atyfon Cultural Organization



1. Fundraising \$25,000 Dec.

In Kind match 25,000



15:30 2. Urban Corps - St. / Internship ILDO Rivera
15:50 3. Meed - Student Santiago Vega

Job descriptions -

1. Administrator
Treas.

Fundraising oral presentations
resources -
Proposals -

Staff - meet with

office in Stillwater

ESL classes -
Centro Cultural Chic.

transitional prog.

1. Education Part



2. Transitional housing.

RSVP

Retired Senior Volunteer Program

3614 Bryant Av. S., Minneapolis, MN 55409 (612) 827-8158

November 13, 1984

Irene Gomez Bethke
4649 Decatur Ave. No.
New Hope, MN 55428

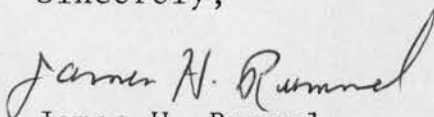
Dear Ms. Gomez Bethke:

Thank you for your interest in the advisory council of the Retired Senior Volunteer Program. As you know, we are currently searching for new members to serve during the coming year - January-December 1985.

The participation of active and interested council members has contributed greatly to the success of RSVP. Enclosed is a set of materials that provides basic information about the program and the work of the Council. If you have questions or wish further information, please contact me.

I look forward to the possibility of working with you in the coming year.

Sincerely,



James H. Rummel
Director

JHR:mes

Encl.



Sponsored by
Senior Citizen Centers of Greater Minneapolis, Inc.

RSVP

Retired Senior Volunteer Program

3614 Bryant Av. S., Minneapolis, MN 55409 (612) 827-8158

Irene Gomez-Bethke
4649 Decatur Ave. N.
New Hope, MN 55428

Dear Irene,

We welcome you to the Retired Senior Volunteer Program Advisory Council. We appreciate your taking time in your busy schedule to participate in the Advisory Council's business.

I will look forward to meeting you at the Orientation Sessions with Jim Rummel on January 18th.

Thanks for your commitment to RSVP.

Peace,

Ted Christman

Ted Christman
Chair, RSVP Advisory Council



Sponsored by
Senior Citizen Centers of Greater Minneapolis, Inc.



OLDER AMERICAN VOLUNTEER PROGRAMS

806 CONNECTICUT AVE. N.W.
WASHINGTON, D.C. 20525
(202) 254-7310

MEMORANDUM

DEC 19 1984

TO: Foster Grandparent, Senior Companion and
Retired Senior Volunteer Programs Sponsors

THROUGH: *Daniel F. Bonner*
Daniel F. Bonner, Associate Director
Domestic and Anti-Poverty Operations

FROM: *C. Wade Freeman*
C. Wade Freeman, Director
Older American Volunteer Programs

SUBJECT: Locally Generated Contributions to OAVP Projects

Public Law 98-288, enacted May 21, 1984, adds a new Section 224 to OAVP's enabling legislation, the Domestic Volunteer Service Act of 1973, Public Law 93-113, as amended. The new section deals with "use of locally generated contributions in Older American Volunteer Programs." It reads as follows:

"Sec. 224. Whenever locally generated contributions made to volunteer programs for older Americans under this title are in excess of the amount required by the Director, the Director may not restrict the manner in which such contributions are expended if expenditures from locally generated contributions are not inconsistent with the provision of this Act."

RSVP

authorized

ACTION is consulting with the Congress to determine the full impact of Section 224. It is not yet clear as to the full ramification of this amendment, but it is clear that the Congress intends to provide increased sponsor discretion in the use of non-federal funds developed in excess of the required support. We will provide full clarification on this matter as soon as our understanding with the Congress is complete. In the interim, your first priority in development of local support is to raise the amounts required by statute or regulation.

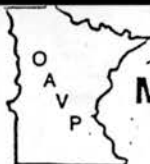
* *More flexibility locally to do what org. wants.*
"Local control" issue. Significant long range implications

ACTION PROGRAMS . . . SENIOR COMPANION PROGRAM, RETIRED SENIOR
VOLUNTEER PROGRAM AND FOSTER GRANDPARENT PROGRAM

We recognize that you as sponsors and we as administrators share both the responsibility and the desire to exercise the best possible stewardship over the limited resources available. We would further add that there is no desire nor intent on ACTION's part to make your management task more difficult. It is clear that Congress intends to have each OAVP project budget and Financial Status Report (FSR) reflect all project related costs, including expenditures of locally generated contributions in excess of the amount required by the Director.

An additional copy of this memorandum is enclosed for your Project Director.

cc: ACTION Regional Directors
ACTION State Program Directors



MINNESOTA OLDER AMERICAN VOLUNTEER PROGRAMS (OAVP)



(FGP) FOSTER GRANDPARENT PROGRAM



(RSVP) RETIRED SENIOR VOLUNTEER PROGRAM



(SCP) SENIOR COMPANION PROGRAM

"Senior Volunteers providing service to their communities"

RETIRED SENIOR VOLUNTEER PROGRAM

STATE FUNDING PROPOSAL FOR JULY 1, 1985 - June 30, 1987

CURRENT STATE FUNDING: \$ 200,000 - - 2,025 Retired Senior
Volunteers in 18 Projects.
3 funded primarily by the
state. Serving in 51 counties.

ADDITIONAL REQUEST: \$ 36,000 - - Average of \$2,000 increase
for current projects.

\$ 80,000 - - Expansion to 8 additional
counties by existing projects.

\$ 200,000 - - Develop 7 new projects to
serve 26 additional counties.

TOTAL \$ 316,000

TOTAL BUDGET INCLUDING CURRENT FUNDING: \$516,000.

- BENEFITS:
1. RSVP, which actively reaches out to involve retired persons as volunteers and advocates for senior citizens as positive contributors to the well-being of their communities, will be expanded to all counties of the state.
 2. A minimum of 3,000 retired persons will become active as volunteers assisting in a variety of services considered vital to our state, counties and local communities. Volunteers would contribute 300,000 hours of service per year when development is complete.

RSVP ADVISORY COUNCIL MEETING
AGENDA

January 18, 1985
12:30 pm
3614 Bryant Ave. S. Mpls

I. Introductions

II. Minutes of December 7, 1984 meeting.

III. Staff Reports:

- Program -
- Budget
- Statewide Volunteer Event
- Computer

IV. Committee Reports

Nominating Committee - Roberta Boelter

Evaluation Committee - John Wetzel

Other Business

Update of Federal and State Issues

We hope that everyone can attend this first meeting of the new year.
If you are unable to attend, please call the RSVP office at 827-8158.

RSVP ADVISORY COUNCIL

DECEMBER 7, 1984

Present: Dorothy Lamberton, Chair; Roberta Boelter, Ted Christman, Romeyn Clarke, Ceace Fehn-Haagensen, Frank Johnson, Bill Kossilla, John Wetzel, Co-Chair, and Leslie Zimbrick.

Staff: Nancy Caswell, John Cole, Leslie McMurray, Sally Peterson, Jim Rummel.

- I. The meeting began with a time for socializing and commemorating the end of another RSVP program year.
- II. Introductions: The meeting was called to order by Dorothy Lamberton at 12:30. Paul Steen was introduced as a visitor representing the SCC Board of Directors. Jim Rummel introduced Sally Peterson, Program Coordinator, Sally comes to RSVP with experience in volunteer management and placement from the Mpls. Council of the Girl Scouts. Her new job responsibilities include site development, site visits, and volunteer placement.
- III. Sally Peterson presented a report on new station development throughout the past year. Her report indicated increased requests from stations in the community for RSVP volunteers. John Wetzel questioned whether growth of the program can continue without placing undue strain on present staff capabilities and resources. Jim responded that this potential problem can be in several ways. Two issues which prevent simply expanding the program are funding, and office space. Volunteers cannot be further employed due to the current cramped quarters of the RSVP office. Ted Christman questioned how more funds might be developed. Jim Rummel responded that increases in federal funds were unlikely, and that on a state level there were limited possibilities for more funding.

Roberta Boelter referred to a recent study by Hennepin County which predicts that by the year 2000 the percentage of residents over the age of 64 will have doubled. She felt that there will continue to be a growth trend and demand for volunteer opportunities for seniors, and that it is valuable to be aware of these larger trends which impact the program. Ceace Fehn-Haagensen and Bill Kossila each spoke on points regarding the increase in the older population. Bill K. suggested that a new category of semi-retired people will emerge as industries seek to fill their human resource needs.

John Cole reported on his work in public relations and publicity. He spoke on the various publicity efforts which have been made in within the past three months. Roberta Boelter requested further information on Pre-Retirement Seminars and John explained that he spoke generally about volunteering and specifically on RSVP. John felt that responses were positive as a result of these speaking engagements.

Nancy Caswell reported on the Child Day Care Program. She announced that with the expected enrollment of one more volunteer, the goal of 30 - 50 volunteers in 1984 will be attained. There have been 29 volunteers actively working at the present time. Four volunteers have withdrawn: 1 from health problems, 1 from transportation and 2 others.

Nancy Caswell stressed that for what the program lacks in quantity, it more than makes up in the quality of the individual volunteers. She announced that the RSVP Child Day Care Committee is seeking representatives from the Council. Sue Carter will be ending her term on the Advisory Council. Roberta Boelter expressed an interest in participating on the Committee.

Ted Christman questioned what criteria were used to evaluate day care facilities requesting to become RSVP sites. Nancy responded that she is currently assured of the quality of the RSVP day care stations. However, as the program continues to expand it will be necessary to further develop criteria for evaluation of potential sites.

Jim Rummel presented a financial report. United Way's response to SCC was positive. RSVP was allocated 35,000. This included approximately a \$1500 increase over the previous year. Hennepin County has approved funds for RSVP, including the requested mileage supplement to raise reimbursement to .20¢ per mile, and bus fare at cost.

A surplus exists which Jim explained was due to unpaid salary during the period during which staff were being replaced. Jim proposed to the Council that the opportunity has presented itself whereby RSVP could purchase an IBM personal computer and printer with the surplus funds. This hardware would be in accordance with the suggestions MAP volunteers made to SCC after assessing the hardware and software needs of the agency. The Council voted approval of the purchase of the computer before January 1985. Frank Johnson moved that the recommendation be accepted, and Romeyn Clarke seconded: motion passed.

IV. Committee Reports

1. Roberta Boelter reported from the Nominating Committee. Nominees for membership selected by the Committee include: Debra Eng, Harold Keefe, George Beulke, and Susan McCauley. The 1985 Chair will be Ted Christman, and Co-Chair Sr. Jean Brennan. Roberta motioned that the Council accept the recommendations of the Committee, Leslie Zimbrick seconded, and the motion passed.
2. John Wetzel reported from the Evaluation Committee. This year an internal evaluation will be conducted by the committee which will include a series of interviews with both paid and unpaid staff. Dorothy Lamberton expressed interest in working with John Wetzel on this project. Due to recent staff changes the committee found it opportune to wait until January 1985 to begin the process.

- V. As the newly appointed Chair of the Council, Ted Christman spoke words of appreciation for the contributions of Dorothy Lamberton as Chair of the 1984 Advisory Council. Appreciation was also expressed for John Wetzel's contributions as Vice-Chair. The meeting was adjourned by Ted Christman.

RSVP BUDGET
1985

	1982 <u>Actual</u>	1983 <u>Actual</u>	1984 <u>Budget</u>	1985 <u>Budget</u>
<u>Revenue</u>				
Cash contributions-Stations	\$ 8,460	\$ 10,976	\$ 10,500	\$11,000
Cash contributions-Foundations	5,000	3,500	5,000	6,000
Sustaining Drive	1,500	-0-	72	2,500
In-Kind Contributions	12,441	13,771	12,000	13,000
Special Events	-0-	-0-	5,000	2,500
United Way	1,575	33,000	33,665	35,000
Hennepin County	30,000	31,570	60,308	67,740
ACTION	80,310	80,310	80,310	80,310
State of Minnesota	18,839	25,758	21,613	18,950
Miscellaneous	5	337	300	300
TOTALS	\$ 158,130	\$ 196,566	\$ 228,768	\$ 237,300
<u>Expenditures</u>				
SCC Administration	\$	\$ 29,400	\$ 28,300	\$ 28,500
Salaries	\$ 67,744	\$ 72,128	\$ 90,830	\$ 95,140
Employee Benefits	5,878	6,869	10,174	13,616
Payroll Taxes	5,676	5,714	7,750	7,664
Professional Services	329	-0-	-0-	-0-
Supplies	579	673	794	800
Telephone	2,874	4,609	5,115	5,000
Postage	1,569	2,235	1,998	2,100
Occupancy	1,485	1,635	2,672	2,800
Printing	1,408	2,397	2,980	3,000
Transportation	1,668	1,564	2,278	2,300
Conference	1,709	1,273	1,904	1,900
Publications	12	20	50	50
Organizational Dues	-0-	-0-	50	50
Equipment	986	1,197	2,230	2,000
Miscellaneous	67	8	410	400
SUBTOTAL	\$ 91,984	\$ 100,332	\$ 129,524	\$ 136,520
Volunteer Meals	\$ 7,100	\$ 7,803	\$ 9,384	\$ 9,300
In-Kind Meals	12,441	13,771	12,000	13,000
Transportation	31,923	31,281	39,256	38,100
Insurance	2,435	2,496	2,816	2,900
Recognition	4,083	11,527	7,296	8,780
Miscellaneous	(1,331)	(34)	192	200
SUBTOTAL	\$ 57,651	\$ 66,844	\$ 70,944	\$ 72,280
TOTAL EXPENSES	\$ 149,635	\$ 196,566	\$ 228,768	\$ 237,300
SURPLUS	\$ 8,495	\$ 2,656		



RETIRED SENIOR VOLUNTEER PROGRAM
OF GREATER MINNEAPOLIS

3614 Bryant Avenue South
Minneapolis, MN 55409

827-8158

The Retired Senior Volunteer Program (RSVP) is designed to develop meaningful roles for persons age 60 and over through volunteering, while also assisting public and private non-profit agencies in providing much needed service in the community. Locally, RSVP is funded through the following: ACTION, the federal agency for volunteer service, Hennepin County, the State of Minnesota, United Way, Corporations, and RSVP stations. Senior Citizen Centers of Greater Minneapolis, Incorporated is our sponsor.

RSVP in Hennepin County is now beginning its twelfth year. Currently, there are 1400 Retired Senior Volunteers serving in 95 agencies and programs throughout the county. As of December 31, 1983, they contributed 264,921 hours of valuable service in schools, senior centers, nutrition sites, and health organizations. As tax aides, tutors, legal advocates, peer counselors, friendly visitors, drivers and many other capacities, Retired Senior Volunteers have provided much needed assistance to people with low income, to the ill and isolated.

To enable RSVs on fixed incomes to continue volunteering on a regular basis, RSVP provides travel and meal cost reimbursement. Additional support benefits for the volunteer are supplemental insurance coverage for personal accident, personal liability and excess auto liability and public recognition.

RSVP's prime emphasis is upon individualized and meaningful placements based on a person's needs, skills, and special interests. Also, we are increasing our efforts to respond to requests by counselors and others for placement of persons in particular need of activity through volunteering.

RSVP offers a rewarding, fulfilling way of spending time during the retirement years.

SPONSORING AGENCY: Senior Citizen Centers of Greater
Minneapolis, Inc.

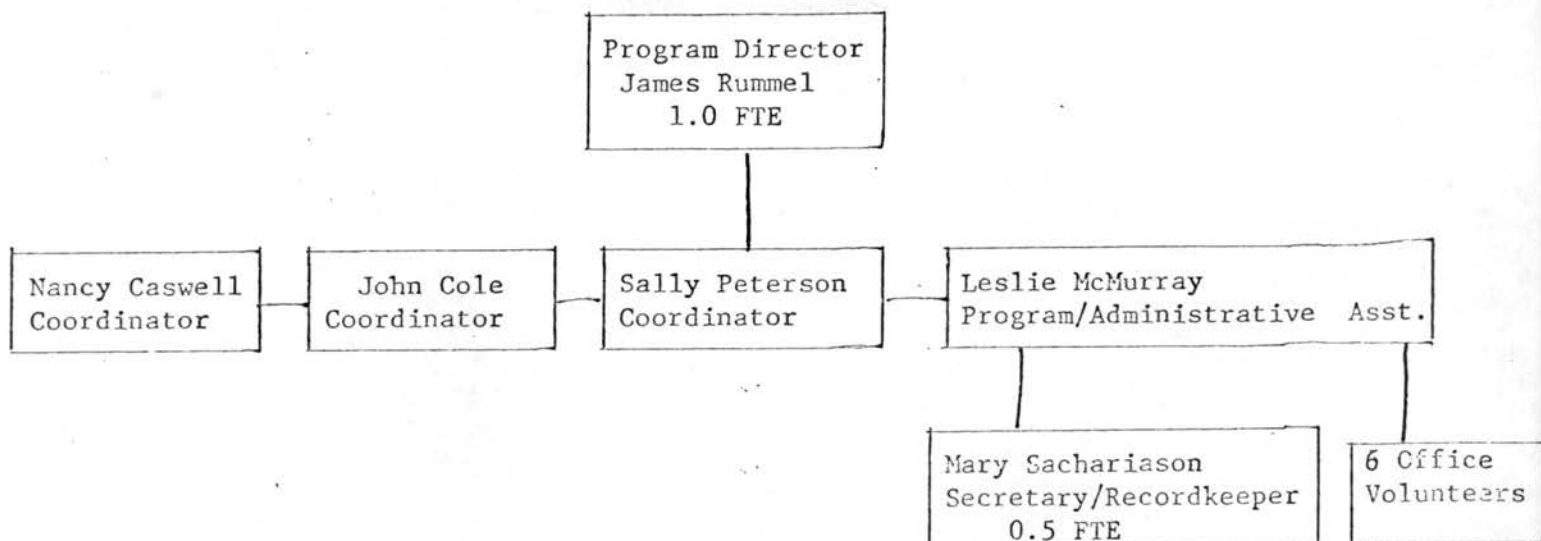
PROGRAM: Retired Senior Volunteer Program
A Federal Program Administered by ACTION

FUNDING SOURCES: ACTION, Minnesota Board on Aging, Henne-
pin County, United Way, Corporations,
Agencies assisted by RSVP

BUDGET (1984): \$201,610

SERVICE AREA: Hennepin County

SERVICE POPULATION: Persons age 60 and older



1. Program Director (1.0 FTE): Responsible for program and budget planning, preparation and management, supervision of staff, development of financial resources.
2. Program Coordinator (1.0 FTE): Responsible for recruitment, public relations, pre-retirement programs and volunteer recognition.
3. Program Coordinator (1.0 FTE): Responsible for volunteer placement, station site visits, development of new stations, and support of volunteer groups.
4. Program Coordinator (0.75 FTE): Responsible for planning and implementation of Child Day Care Project, developing day care stations and recruiting and placing, orienting and placing volunteers.
5. Program/Administrative Assistant (1.0 FTE): Responsible for supervision of Secretary/Recordkeeper and Office Volunteers, management of record systems, and overall supervision of secretarial, clerical, and phone reception duties. Responsible for follow-up of inactive volunteers and recordkeeping.
6. Secretary/Recordkeeper (0.5 FTE); Responsible for typing correspondence and assisting in maintaining records. General office duties and phone reception.
7. Non- Paid Staff (Approximately 190 hours per month): Six office volunteers assist in the office in various ways performing clerical tasks, and phone reception, maintaining the records systems, organizing billings, and are responsible for the volunteer reimbursement system.

Retired Senior Volunteer Program

Program Services

The program serves persons age 60 and older living in Hennepin County.

A. Recruitment and Placement

1. Recruitment of persons to volunteer is carried out through a variety of methods including program newsletter, TV, radio, press, peer recruitment by program members, public speaking, church newsletters, pre-retirement programs, etc. Methods used are selected to fit specific recruitment targets.
 2. Placement: Individuals responding to recruitment efforts are placed through the following process.
 - a. Initial interview to determine person's skills, experience, interest, education, etc. A variety of volunteer opportunities are discussed and selection is made by interviewee. (Interview done by phone or in person.)
 - b. Selected agency is contacted and requested to call potential volunteer. Agency arranges for interview in person by the volunteer coordinator.
 - c. RSVP staff follow-up with both agency and potential volunteer to determine outcome. If placement does not occur, process will be repeated with another agency.
 - d. Upon placement, the person is enrolled in RSVP and provided full orientation to the program.
 - e. The RSVP station (agency at which volunteer is placed) provides orientation to that agency and specific job training.
- B. Ongoing support is provided to the volunteers through supplemental insurance, reimbursement for meals (\$2.00/meal), mileage (18¢/mile) and bus fare with total reimbursement not to exceed \$20/month/volunteer, and recognition.
- C. Follow-up of volunteers who have been inactive for three consecutive months is carried out. The objective is to re-activate the volunteer when possible.
- D. Assistance is available to agencies in developing volunteer job descriptions, record systems, recognition and other aspects of a volunteer program. RSVP works only with agencies with which it has a signed agreement called a Memorandum of Understanding.
- E. RSVP provides valuable service to the community through the work of the volunteers. At the present time, 95 agencies and programs are being assisted by Retired Senior Volunteers. In 1983 the volunteers have provided 264,921 hours of service.

Agencies requesting the assistance of RSVP in recruiting volunteers must meet specific requirements.

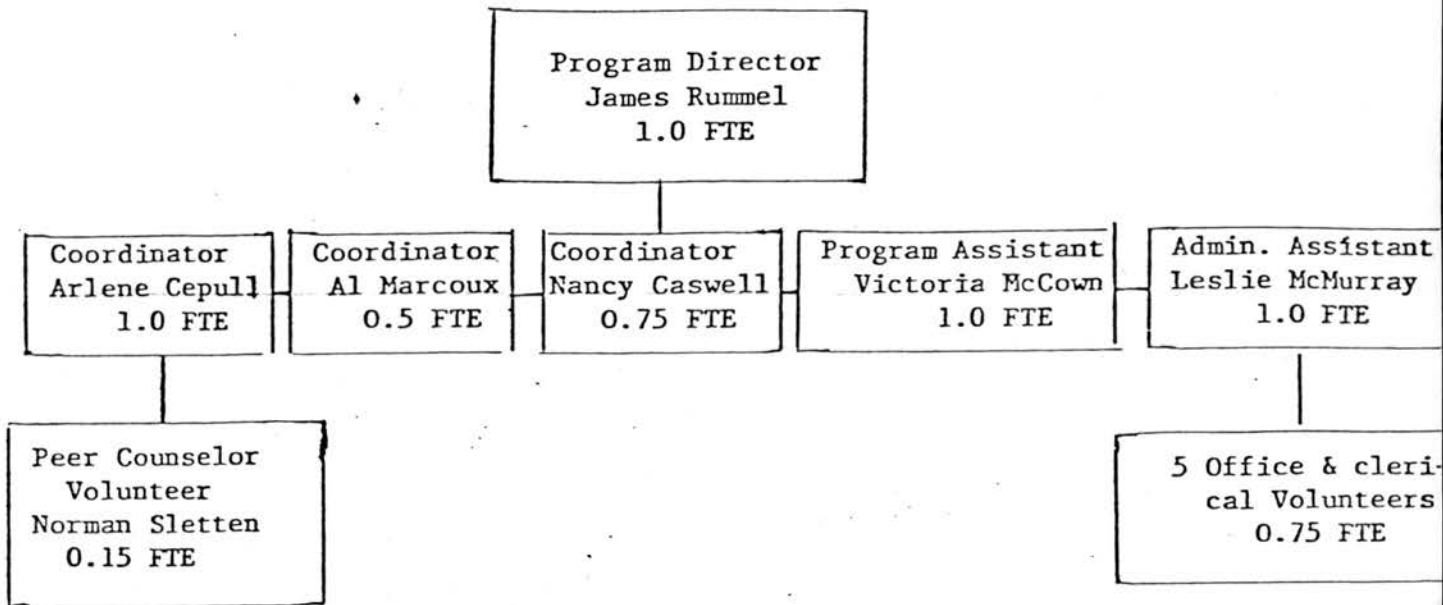
- F. Special focus in areas of service are established by the staff and the Advisory Council.
 - 1. A particular emphasis is being made in developing a component of volunteers working in agencies that provide services to the disadvantaged, abused, and/or troubled youth. The target is 50 volunteers.
 - 2. In July, 1983 a plan was initiated through a minimum of 40 volunteers are to be recruited and placed by Dec. 1985 in programs serving developmentally disabled or mentally retarded persons living in the community.
 - 3. In January, 1984 Hennepin County contracted with RSVP to conduct a one year demonstration project whose objective is to place between 30-50 volunteers in child day care programs.
- G. RSVP staff serve as a resource in pre-retirement programs held by private and public employers.

STATISTICS FOR YEARS 1981-1984

RSVP, Minneapolis

	<u>1981</u>	<u>1982</u>	<u>1983</u>	<u>PROJECTION</u> <u>1984</u>
<u>ENROLLED VOLUNTEERS</u>	1,156	1,345	1,415	1,450
<u>ACTIVE VOLUNTEERS</u>	1,078	1,167	1,224	1,250
<u>NEW VOLUNTEERS</u>	233	408	308	185
<u>REINSTATED VOLUNTEERS</u>	82	103	98	90
<u>WITHDRAWN VOLUNTEERS</u>	260	283	238	240
<u>HOURS OF SERVICE</u>	220,549	229,129	264,921	275,000
<u>COST PER HOUR</u>	.63	.65	.63	.73 (.64 without Day Care Demonstration)
<u>VOLUNTEER STATIONS</u>	88	93	95	105
AVERAGE HOURS WORKED PER WEEK PER VOLUNTEER				
<u>ENROLLED VOLUNTEERS</u>	3.8	3.4	3.7	3.8
<u>ACTIVE VOLUNTEERS</u>	4.0	3.9	4.3	4.4
<u>BUDGET</u>	138,441	149,635	167,166	200,472

Staff Organization



1. Program Director: Responsible for program and budget planning, preparation and management; supervision of staff, development of financial resources.---
2. Program Coordinator (1.0 FTE) : Responsible for volunteer placement, station site visits, development of new stations, and recognition. Supervision of Peer Counselor.
3. Program Coordinator (0.5 FTE) : Responsible for recruitment, public relations and pre-retirement program.
4. Coordinator (0.75): Responsible for planning and implementation of Child Day Care Project, developing day care stations and recruiting and placing, orienting and placing volunteers.
5. Program Assistant (1.0 FTE): Responsible for follow-up of inactive volunteer, new volunteer orientation, support of volunteer groups and assisting with the Child Day Care Project.
6. Administrative Assistant (1.0 FTE): Responsible for secretarial, clerical, phone reception duties, management of record system, supervision of office volunteers.
7. Peer Counselor (volunteer) : Responsible for placement of individuals referred by counselors, doctors, staff of treatment programs.
8. Office Volunteers: Responsible for volunteer reimbursement system, record keeping and office and phone reception.

Retired Senior Volunteer Program

Advisory Council

- A. Purpose: The purpose of the Advisory Council is to advise the Grantee Agency and the RSVP Director, on program planning and to give the Grantee support, assistance, and advice on significant program and personnel decisions, including formulation of basic local policies for the RSVP. An active RSVP Advisory Council is crucial to successful policy formulation and program implementation. Day-to-day decision making in program operation, however, rests with the RSVP Director, who was selected with advice of the RSVP Advisory Council. Final authority rests with the Grantee Agency.
- B. Meetings: The Council meets nine times per year. The regular meeting time is the third Friday of the month at 12:30 p.m. The meeting place is usually the RSVP Office, 3614 Bryant Ave. So.
- C. Committees: Each committee is chaired by a member of the Council and is assisted by a member of the staff. Current committees are:
 - 1. Planning
 - 2. Evaluation
 - 3. Membership
 - 4. Recognition
 - 5. Corporate Retiree Program Services
- D. Council Members responsibilities:
 - 1. Attend and participate in Council meetings
 - 2. Serve on a committee of his or her choice
 - 3. Elect officers of the Council
 - 4. Provide assistance and advice on significant program, budget and personnel decisions to SCC Executive Director and the RSVP Director

RSVP

Retired Senior Volunteer Program

3614 Bryant Av. S., Minneapolis, MN 55409 (612) 827-8158

January 15, 1985

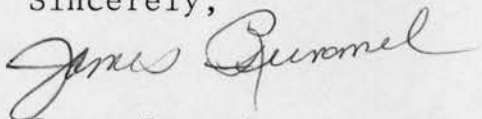
Irene Gomez Bethke
4649 Decatur Ave. No.
New Hope, MN 55428

Dear Irene:

I am pleased that you will be with us for the orientation of new members of the RSVP Advisory Council. We will meet at the RSVP office - 3614 Bryant Ave. So. Lunch will be provided. Please bring the program information mailed to you. It will be useful for the orientation.

Enclosed is an agenda and a 1985 Work Plan. I look forward to seeing you on Friday, January 18.

Sincerely,



James Rummel
RSVP Director

JR:ms

Encl.



Sponsored by
Senior Citizen Centers of Greater Minneapolis, Inc.

RSVP ADVISORY COUNCIL
NEW MEMBER ORIENTATION

January 18, 1985
10:00 a.m. to 12:00 noon

- I. Welcome and Introductions
- II. Overview
 - A. Senior Citizen Centers of Greater Mpls. - RSVP Sponsor
 - B. Funding Sources
 - C. RSVP
 - 1. Definition
 - 2. Program Goals and Objectives
- III. Program Services
 - Presentation by staff
- IV. Budget
- V. Advisory Council
 - Purpose
 - Structure

1705

Column A	Column B	Column C
GOALS AND OBJECTIVES OF PROJECT	Planned period of Work and Accomplishment	ACTUAL PROJECT ACCOMPLISHMENTS (This column to be completed only when submitting ACTION project progress report)
<p>The Retired Senior Volunteer Program of Greater Minneapolis, serving all of Hennepin County, will address itself to the following goals and objectives in 1985 (PY 13):</p> <p>I. <u>GOAL</u>: To continue and improve the ongoing support system for an average of 1400 enrolled volunteers which will seek to provide them with a stable, satisfying and positive volunteer experience and through which they can meet, in part, their need to be involved, active citizens in the community.</p> <p>A. <u>Objective</u>: To plan, organize and hold a luncheon as the major recognition event during the year for all volunteers in the program.</p> <p>B. <u>Objective</u>: To provide individual volunteer recognition biannually through award pins; and thank you letters to all volunteers during Older Americans Month.</p> <p>1. Mail award pins in May and October.</p> <p>2. Mail recognition letter in May.</p> <p>C. <u>Objective</u>: To feature the activities of the volunteers in the newsletter as a means of recognizing and publicizing their service to the community. Minimum of one article per quarter.</p>	<p>4th qtr.</p> <p>2nd qtr. 4th qtr.</p> <p>1st qtr. 2nd qtr. 3rd qtr. 4th qtr.</p>	

SECTION IV
PROJECT WORK PLAN

Column A	Column B	Column C
GOALS AND OBJECTIVES OF PROJECT	Planned period of Work and Accomplishment	ACTUAL PROJECT ACCOMPLISHMENTS (This column to be completed only when submitting ACTION project progress report)
D. <u>Objective</u> : To co-host a special recognition event for tax counselors with the AARP Tax Counseling for the Elderly Program.	2nd qtr.	
E. <u>Objective</u> : To follow-up by phone and mail volunteers who are inactive for three consecutive months. Document the number of volunteers and their reasons for withdrawing from the program. Document number of volunteers reactivated.	2nd qtr. - report results 4th qtr. - report results	
F. <u>Objective</u> : To place current volunteers seeking an additional assignment or a change in assignment.	2nd qtr. - report results 4th qtr. - report results	
G. <u>Objective</u> : To support the volunteers through a system of reimbursement for transportation or meal expenses. Reimbursement upon request by volunteers at following rate: Bus fare - full amount Mileage - 20¢/mile Meals - up to \$2.00/meal (A maximum of \$20/vol. per month for each station at which a volunteer works.) Report average number of volunteers reimbursed per month each quarter.	1st qtr. 2nd qtr. 3rd qtr. 4th qtr.	
H. <u>Objective</u> : To provide supplemental accident, personal liability and auto liability coverage for the volunteers. Service the insurance claims and report numbers of persons assisted.	2nd qtr. - report claims 4th qtr. - report claims	

SECTION IV
PROJECT WORK PLAN

Column A	Column B	Column C
GOALS AND OBJECTIVES OF PROJECT	Planned period of Work and Accomplishment	ACTUAL PROJECT ACCOMPLISHMENTS (This column to be completed only when submitting ACTION project progress report)
<p>II. <u>GOAL</u>: To establish positive and productive working relationships with the RSVP stations for the purpose of developing a quality working experience for the volunteers and supporting the agencies' efforts to meet community needs.</p> <p>A. <u>Objective</u>: To conduct annual site visits with the 123 current RSVP stations and sites.</p> <ol style="list-style-type: none"> 1. Update Memorandum of Understanding 2. Review RSVP and station support of volunteers. 3. Review volunteer needs of station. 4. Identify problem areas and means of improving working relationships. <p>B. <u>Objective</u>: To orient to RSVP policies and procedures new volunteer supervisors at existing stations and sites.</p> <ol style="list-style-type: none"> 1. Conduct orientations on an individual basis. 2. Report number of orientations on a quarterly basis. <p>C. <u>Objective</u>: To develop and implement an annual meeting of station and site supervisors for ongoing training.</p>	<p>1st qtr. - 32 visits</p> <p>2nd qtr. - 32 visits</p> <p>3rd qtr. - 37 visits</p> <p>4th qtr. - 22 visits</p> <p>1st qtr.</p> <p>2nd qtr.</p> <p>3rd qtr.</p> <p>4th qtr.</p> <p>4th qtr.</p>	

SECTION IV
PROJECT WORK PLAN

Column A	Column B	Column C
GOALS AND OBJECTIVES OF PROJECT	Planned period of Work and Accomplishment	ACTUAL PROJECT ACCOMPLISHMENTS (This column to be completed only when submitting ACTION project progress report)
<p>III. <u>GOAL</u>: To recruit and involve persons age 60 and older, as volunteers in community agencies in accord with policies and program objectives established by the Advisory Council.</p> <p>A. <u>Objective</u>: To recruit and place 300 volunteers as replacements for the volunteers who will withdraw from the program during the year.</p> <p>B. <u>Objective</u>: To orient to RSVP individually or in groups the new volunteers.</p> <p>C. <u>Objective</u>: To provide an emphasis in the recruitment and placement of new volunteers from racial minorities.</p> <p>1. Establish one new station that would appeal to minority persons as a place to volunteers.</p> <p>2. To recruit and place a minimum of 8 volunteers from racial minorites.</p>	<p>1st qtr--85 vols.</p> <p>2nd qtr--75 vols.</p> <p>3rd qtr--70 vols.</p> <p>4th qtr--70 vols.</p> <p>1st qtr.</p> <p>2nd qtr.</p> <p>3rd qtr.</p> <p>4th qtr.</p> <p>by 4th qtr.</p> <p>2nd qtr--4 vols.</p> <p>4th qtr--4 vols.</p>	

SECTION IV
PROJECT WORK PLAN

Column A	Column B	Column C
GOALS AND OBJECTIVES OF PROJECT	Planned period of Work and Accomplishment	ACTUAL PROJECT ACCOMPLISHMENTS (This column to be completed only when submitting ACTION project progress report)
<p>D. <u>Objective</u>: Provide an emphasis in the recruitment and placement of handicapped persons as volunteers. This may include the development of special volunteer opportunities. Recruit and place 8 volunteers.</p> <p>E. <u>Objective</u>: Provide an opportunity for volunteers working in groups at senior high rise locations to assist community organizations with mailing projects and other tasks. Report number of projects for each group.</p> <p>IV. <u>GOAL</u>: To address the basic human needs of the people in the community through the knowledge, skills and hours of service of the Retired Senior Volunteers placed in the service agencies that are working to meet those needs.</p> <p>A. <u>Objective</u>: To provide 265,000 hours of volunteer service in the categories of basic human needs as defined by ACTION.</p> <p>1. Health & Nutrition - 132,000 hours</p>	<p>2nd qtr--4 vols. 3rd qtr--4 vols.</p> <p>1st & 2nd qtr. 3rd & 4th qtr.</p> <p>1st qtr--33,000 hrs. 2nd qtr--33,000 hrs. 3rd qtr--33,000 hrs. 4th qtr--33,000 hrs.</p>	

SECTION IV
PROJECT WORK PLAN

Column A	Column B	Column C
GOALS AND OBJECTIVES OF PROJECT	Planned period of Work and Accomplishment	ACTUAL PROJECT ACCOMPLISHMENTS (This column to be completed only when submitting ACTION project progress report)
2. Food & Water - 2,800 hours	1st qtr--700 hrs. 2nd qtr--700 hrs. 3rd qtr--700 hrs. 4th qtr--700 hrs.	
3. Knowledge & Skills - 5,400 hours	1st qtr--1,350 hrs. 2nd qtr--1,350 hrs. 3rd qtr--1,350 hrs. 4th qtr--1,350 hrs.	
4. Economic Development/Income - 32,000 hours	1st qtr--8,000 hrs. 2nd qtr--8,000 hrs. 3rd qtr--8,000 hrs. 4th qtr--8,000 hrs.	
5. Housing - 1,400 hours	1st qtr--350 hrs. 2nd qtr--350 hrs. 3rd qtr--350 hrs. 4th qtr--350 hrs.	
6. Energy/Conservation - 2,800 hours	1st qtr--700 hrs. 2nd qtr--700 hrs. 3rd qtr--700 hrs. 4th qtr--700 hrs.	

SECTION IV
PROJECT WORK PLAN

Column A	Column B	Column C
GOALS AND OBJECTIVES OF PROJECT	Planned period of Work and Accomplishment	ACTUAL PROJECT ACCOMPLISHMENTS (This column to be completed only when submitting ACTION project progress report)
7. Community Services - 87,200 hours	1st qtr--21,800 hrs 2nd qtr--21,800 hrs 3rd qtr--21,800 hrs 4th qtr--21,800 hrs	
8. Criminal Justice - 1,400 hours	1st qtr--350 hrs. 2nd qtr--350 hrs. 3rd qtr--350 hrs. 4th qtr--350 hrs.	
<p>B. <u>Objective</u>: To develop opportunities for seniors to volunteer in agencies that are addressing community needs that are identified by the Advisory Council as priority areas for service.</p> <p>1. To develop and expand opportunities for Retired Senior Volunteers to work in agencies providing preventative and rehabilitative treatment services for youth in crisis.</p> <p>a. Develop opportunities at 1 new station (10 stations presently active)</p> <p>B. Recruit and place 10 volunteers</p> <p>2. Continue to develop stations and volunteer opportunities in the Northwestern and outlying Western areas of Hennepin County with support from MN Board on Aging grant. (See Goal VI.)</p>	<p>by 4th qtr.</p> <p>2nd qtr--5 vols. 2nd qtr--5 vols.</p>	

SECTION IV
PROJECT WORK PLAN

Column A	Column B	Column C
GOALS AND OBJECTIVES OF PROJECT	Planned period of Work and Accomplishment	ACTUAL PROJECT ACCOMPLISHMENTS (This column to be completed only when submitting ACTION project progress report)
<p>2. Explore alternative sources of funding.</p> <p>D. <u>Objective</u>: To assist in planning and implementing recognition activities.</p> <p>E. <u>Objective</u>: To assist in developing policies and methods needed to achieve volunteer recruitment objectives and the development of volunteer opportunities.</p> <p>VI. <u>GOAL</u>: To facilitate/maintain program expansion with funding received from the Minnesota Board on Aging.</p> <p>A. <u>Objective</u>: To maintain 255 volunteers</p> <p>B. <u>Objective</u>: To expand the services of RSVP in the Northwestern and outlying Western areas of Hennepin County.</p> <p>1. To develop one new station in target area.</p> <p>2. To recruit and place a minimum of 5 volunteers in the target area.</p>	<p>2nd qtr.</p> <p>4th qtr.</p> <p>2nd qtr.</p> <p>4th qtr.</p> <p>2nd qtr.</p> <p>4th qtr.</p> <p>2nd qtr.</p> <p>4th qtr.</p> <p>4th qtr.</p>	

SECTION IV
PROJECT WORK PLAN

Column A	Column B	Column C
GOALS AND OBJECTIVES OF PROJECT	Planned period of Work and Accomplishment	ACTUAL PROJECT ACCOMPLISHMENTS (This column to be completed only when submitting ACTION project progress report)
<p>3. To identify and expand opportunities for Retired Senior Volunteers to work in programs that serve mentally retarded persons and with a special focus on services to adults. Recruit and place 19 volunteers.</p>	<p>2nd qtr--8 vols.</p> <p>4th qtr--11 vols.</p>	
<p>V. <u>GOAL</u>: To generate advice and assistance for the Grantee and the project staff in the overall operation of the program and in addressing issues and needs affecting its current and future development through an Advisory Council consisting of program volunteers, station supervisors and representatives of related service providers, education, business and other interested organizations.</p>		
<p>A. <u>Objective</u>: To hold a minimum of 6 council meetings during the year.</p>	<p>1st qtr.</p> <p>2nd qtr.</p> <p>3rd qtr.</p> <p>4th qtr.</p>	
<p>B. <u>Objective</u>: To carry out annual evaluation of the project.</p>		
<p>C. <u>Objective</u>: To assist in developing the financial resources and community support needed for RSVP to operate effectively and achieve its goals and objectives.</p>		
<p>1. Address present funding sources as requested.</p>	<p>2nd qtr.</p> <p>4th qtr.</p>	

RETIREMENT SENIOR VOLUNTEER PROGRAM

REVENUE AND EXPENSE STATEMENT AND ANALYSIS

6 MONTHS ENDING 6/30/85

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>1984</u>
Cash contributions-Stations	6,000	5,001	999	3,386
Cash contributions - Found.	1,500	0	1,500	1,500
Sustaining Drive	1,250	1,250	0	36
In-Kind Contributions	6,567	7,236	(669)	6,684
Special Events				
United Way	17,500	17,502	(2)	16,832
Hennepin County P.O.S.	33,870	33,870	0	29,560
State	10,725	11,895	(1,170)	12,056
ACTION	40,155	40,155	0	40,155
Investments	150		150	0
Miscellaneous				
TOTALS	117,717	116,909	806	110,209
<u>SCC Administration</u>	14,250	14,250	0	14,150
<u>Expenses</u>				
Salaries	47,255	48,425	(1,170)	44,530
Employee Benefits	5,250	4,066	1,184	4,221
Payroll Taxes	4,062	4,035	27	3,815
Professional Services		931	(931)	0
Supplies	400	584	(184)	620
Telephone	2,500	3,076	(576)	3,023
Postage	1,050	900	150	1,118
Occupancy	1,400	2,097	(697)	1,335
Printing	1,500	1,725	(225)	1,404
Local Travel	1,150	770	380	926
Conferences	950	798	152	1,087
Publications	25	34	(9)	4
Organization Dues	25	15	10	0
Equipment	1,000	1,570	(570)	1,082
Miscellaneous	200	161	39	62
TOTALS	66,767	69,187	(2,420)	63,227
Volunteer Training	100	0	100	0
Volunteer Meals	4,650	3,782	868	3,767
In-Kind Meals	6,500	7,236	(736)	6,683
Transportation	19,050	17,394	1,656	15,383
Insurance	1,450	1,418	32	1,303
Recognition	4,950	1,489	3,461	1,506
Miscellaneous	0	0	0	(33)
TOTALS	36,700	31,319	5,379	28,609
TOTAL EXPENSES	117,717	114,756	2,959	105,986
NET SURPLUS		2,152		4,223

TO: Program Advisory Council Members and SCC staff

FROM: Public Relations Committee

RE: SCC SPEAKERS' BUREAU QUESTIONNAIRE

The Public Relations Committee of Senior Citizen Centers is interested in developing an Agency Speakers Bureau to strengthen our community visibility and to promote our programs and services. To assist us in identifying potential speakers and subject areas, please complete this form and return to your department Public Relations Committee staff representative.

Name: _____

Department affiliation: _____

I. I would be willing to speak to community groups on the following specialized topic/subject areas relating to senior issues:

1.

2.

3.

II. I would be interested in making a general presentation to community groups about SCC programs and services.

YES _____

NO _____

A. I feel most knowledgeable about _____ Program.

B. I would like to participate in a training session to acquire a broad understanding of all SCC programs.

YES _____

NO _____

(not necessary) _____

III. Other comments:

RSVP ADVISORY COUNCIL MINUTES

September 20. 1985

PRESENT: Ted Christman, chair; Lucille Aberly; Harold Draving; Jean Dunn; Debra Eng; James Hartnett; Frank Johnson; Harold Keefe; Dorothy Lamberton and Elva Walker.

Staff: Jim Rummel, director; Nancy Caswell; John Cole and Sally Peterson.

I. The meeting was called to order by Ted Christman at 12:35 p.m.. Introductions were made: Carol Tobyne, Superamerica, and Joan Hyde, Associate Administrator, Senior Citizen Centers of Greater Mpls. The July 19, 1985 meeting minutes were approved as submitted, The motion for approval came from Harold Keefe, and Elva Walker seconded.

II. STAFF REPORTS:

a. Jim Rummel: Revenue and Expense Statement and Analysis, ending 6/30/85, presented and interpreted. Honeywell's cash contribution - foundation of \$1,500.00 has been received and will appear on third quarter report. State of MN funding for 7/85 - 6/86 will also appear on that report. Investment revenue is interest earned on State of MN money allocated to RSVP. Funder requires that money be invested and earning applied to program operations. SCC administers this investment as well as other investments. Earnings on other investments are directed into SCC Administrative account.

Regarding three proposals for expansion to Scott County: none of the three potential funders, Scott County, State Board on Aging and United Way, have acted on the proposals. Scott County has included proposal in their 1986 budget, with in kind monies for office space, clerical and other services. A letter of endorsement for the proposal from the Metro Council Board on Aging was circulated. An additional proposal has been submitted to ACTION for a one time grant of \$2000.00 for this expansion program, in part in anticipation of other proposals coming in below proposal request.

Regarding ACTION proposal for \$3,000 for Skilled Volunteer program: Minneapolis did not receive funding.

RSVP is entering final stages of developing Dayton Senior Center as station. Interagency coordination, including West Metro Transportation, is involved to address potential for cost sharing.

Program Assistant position was filled but is again vacant. Interviews are being conducted and selection process almost completed.

b. Nancy Casewll, Day Care Program Coordinator: 45 RSV's have been placed in 20 Day Care Centers and 1 Family Day Care. 33 volunteers are active. Goal for 1985 and for 1986 is 60 to 75 RSV's. Day Care Advisory Committee will be discussing the issue of reimbursement of

taxi fares and will bring recommendations to this group. Ideas were recommended for exploration on cost cutting for this, including Hennepin County Community Services and Triple A Taxi.

Unique patterns of placement and referral of individual volunteers and of station development were discussed with questions and comments from the floor. The utilizations of volunteers in the Child Day Care sector is still in the new development stage and requires education of both directors and other staff. Approaches to this were discussed.

A summary of the intensive recruitment campaign directed by John Cole and Nancy was presented, along with the distribution of the newly developed Grandfriend brochure.

c. John Cole: John summarized greatly expanded marketing and recruitment efforts for both components of RSVP program delivery. These include: T.V. and radio spots; advertising in "Active Seniors" and "55 and Better Supplement for Seniors"; two separate features in United Way T.V. promotional pieces; and news releases in Star.

These, and other efforts, have generated increased inquiries to RSVP. Inquiries are broad based: potential volunteers, agencies seeking to become stations, profit organizations seeking volunteer assistance and families' needing assistance for family members. Responses to promotional efforts are logged and evaluated for future development of promotional efforts, use of other staff time and trends that might effect program services.

IV. Committee Reports:

a. Recognition: John Cole reporting at request of Chair. Planning is progressing well for the October 10th, volunteer recognition event. Superamerica has expanded its financial support beyond underwriting the cost of the banquet to include invitations, programs and table decorations. RSV's responses to date are approximately 500 attending and 200 declining. Special guests attending include Governor Perpich. Advisory Council members are needed to work at the banquet. Responded by mail or phone as to availability and job preferences. The loan of a truck to transport things to the banquet is needed. Anyone one with access to a truck on October 10th is asked to contact John Cole. Recognition items and cash donations are coming in, including receipt of several hundred Les Kouba nature prints from General Mills. This donation arranged by Ted Christman.

b. Evaluation: Dorothy Lamberton reported on the work of the committee developing the RSVP Questionnaire surveying RSV's regarding their satisfaction with volunteer placement and other parts of RSVP's support to the volunteer. Feedback on questionnaire content is requested. Those with additional comments or concerns are asked to contact any of the committee members. Results of the survey will be computer tallied by John Wetzel and IDS-American Express.

Questions regarding survey formate and use were addressed

by Jim Rummel. Staff will respond to all questions or comments needing response or action. Members in attendance commented favorably on the survey content. Motion was passed giving the committee approval to proceed with the survey.

c. VIE Conference: Elva Walker reported on the Oct. 17-19 conference, Launch 1985 - Retirees, America's Untapped Re-source. John Cole and Jim Rummel are both involved in the conference.

Jim Rummel proposed that funding be approved for the RSVP Advisory Council Chair, or designate, to attend the Conference. Cost is \$225. Following discussion of this, Jean Dunn put motion on floor and it was seconded by Debra Eng. Motion passed with one abstention.

d. Corporate Volunteer Committee: James Hartnett asked Elva Walker, committee chair, what direction the committee will be taking and plans for meetings in near future. Elva sees direction is working with smaller corporations who do not have resources to develop corporate retiree groups. Discussion ensued as to best way to approach this with some agreement that "do one's job, with less emphasis on low visibility. No specific meeting dates set. Mr. Hartnett shared his personal frustration with inactivity of the committee as a group.

e. Senior Citizen Centers, Inc.: Speakers' Bureau Questionnaire was distributed and introduced by John Cole and Joan Hyde. The purpose of the Speakers' Bureau is to increase the visibility of RSVP's sponsoring agency and its programs. Members are encouraged to indicate their interest and availability to participate in this agency training.

A Pancake Breakfast Fundraiser for SCC, Inc. is scheduled for Sunday, Oct. 13, 8 a.m. to 2 p.m., at Horn Tower, 3121 Pillsbury Ave. Joan Hyde reported that there is a donation of two dollars.

f. Committee Member Update: Both Romeyn Clarke and George Beulke are recovering from surgery at home and are hoping to attend the Recognition Banquet.

The meeting was adjourned by Ted Christman.

The next Advisory Council meeting will be held on October 18, 1985.



Special Sale Boy Suits, \$2.95
Men's Top Overcoats \$15, \$18, \$20,
Men's Business Suits \$15, \$18, \$20.

WIRELESS JOINS TWO WORLDS

FIRST WIRELESS PRESS MESSAGE
ACROSS THE ATLANTIC

The New York Times

Copyright, 1935, by The New York Times Company.
NEW YORK, SATURDAY, JUNE 17, 1933

PRESIDENT STARTS RECOVERY PROGRAM, SIGNS BANK, RAIL AND INDUSTRY BILLS; WHEAT GROWERS WILL GET \$150,000,000

Winston Churchill's War Memoirs
KIDNAPERS SEIZE ST. PAUL BREWER
Hold William Hamm, 39, for \$100,000 Ransom—Death Threat Made in Note.

World News Summarized

49 Nations Sign Peace Treaty; Russ Delegates Snub Ceremony

Japan Welcomed as Friendly Nation Six Years After War Ends

REPORT SAYS INOCULATIONS CAN END YEARLY THREAT TO YOUNG
Princess Elizabeth Asks Comm

Jerusalem Trusteeships; Follows Mandate Deadline
TUESDAY, JULY 10, 1935

SALK POLIO VACCINE FOUND SAFE, EFFECTIVE, POTENT; UP TO 90 PCT. PREVENTIVE

Senate Passes Medicare Plan

Men Walk on the Moon
TEN CENTS

Millions Follow Moon Landing Around the World, Except in China

Voting-Rights Approved
How

Times to Remember...

TIMES TO REMEMBER...

FALL RECOGNITION BANQUET

**Retired Senior Volunteer Program
of Greater Minneapolis**

Hotel Leamington
October 12, 1983

Program

11:00 SOCIAL HOUR - Hall of Presidents

Informal sing-along

12:00 BANQUET AND PROGRAM - Hall of States

Master of Ceremonies

John Bachman
WTCN-TV

Invocation

Reverend Lloyd Mart
Chaplain, Ebenezer

Greetings from Special Guests

1:15 ENTERTAINMENT

Ms. Senior Citizen Beauty Contest

Second Time Around Players
Jan Cooper, Director
Florence Levy
Marcella Mosow
Mildred Ross
Dorothy Samuelson
Mary Van Devere
Sherman Van Devere

1:45 DOOR PRIZES

Greetings

Today's special event gives the RSVP Advisory Council and staff an opportunity to personally recognize the significant contribution you are making by being an RSVP volunteer.

For the first six months in 1983, over 1400 RSVP volunteers in Hennepin County served in 95 different non-profit agencies, contributing a total of 139,167 hours. Thus, there is reason indeed for us and for the community at large to salute you all for your caring and dedicated service.

It is truly a "time to remember" and affirm your contributions of service and self, and to say, "Thank you!"

We wish as well to underscore our gratitude for the financial support which makes RSVP a reality. We extend special thanks to those who have made this support possible.

RSVP is a paradigm of how the public and private sector can cooperate for the good of all.

- The RSVP Advisory Council

Dorothy Lamberton, Chairperson

Retired Senior Volunteers

ABBOTT-NORTHWESTERN - SISTER KENNY INSTITUTE

Lorraine DePew
Biz Frank
Simon Frank
Ann Gundlach
Anne Jandro
Ruth Jezek
Edward Stensby

AMERICAN CANCER SOCIETY

Olivia Boll
Florence Hoppke
Loretta Johnson
Dorothy Kohls
T. Maxine Wilson

AMERICAN DIABETES ASSOCIATION

Helen Christopherson
Leo Gelb
Ethel Newlin
Bertha Pfenninger
Evelyn Spurzem

AMERICAN DIABETES ASSOCIATION - HOLIDAY PROGRAM

James Hunegs

AMERICAN RED CROSS - MINNEAPOLIS

Gail Brand
Loren Brand
Art Ness
Stan Rudser
Gerald Timm

BERKSHIRE RESIDENCE

Lucille Reibestein
Orabel Setzler

BLOOMINGTON CHILD DEVELOPMENT CENTER

Claire Tuma

BROOKLYN CENTER PARK & RECREATION

Joseph Hughes
Jean Murphey
Lydia Normandin
Eva Wheldon

BUCKET BRIGADE - GLEN LAKE ELEMENTARY SCHOOL

John Carney

CATHOLIC CHARITIES

Ann Fenton

CHAPEL VIEW NURSING HOME

Doris Bale
May Berg
Doris Empanger
Helen Johnson
Marian Jones
Laura Lundquist
Irene Schwan

CHATEAU CARE CENTER

Gertrude Olson
William J. Olson

CHILDREN'S HEALTH CENTER

Mae Belle Fors
Helen Stedman
Noreen Stiehm

COMMUNITY CRIME PREVENTION

Eleanore Shetler
Lillian Wones

COMMUNITY EMERGENCY ASSISTANCE PROGRAM

Douglas Berger
Alfred Dale
Dorothy Hesner
Emily Howell
Carolyn Huber
Carl Koegl
Robert Leach
Faye Maben
Ella Pasell
Margaret Mary Robinson
Lillian Simcoe
Donald Versteeg

COMMUNITY RESOURCE VOLUNTEER CENTER - HOPKINS

Doris Empanger
Mary Shonka

COURAGE CENTER

Gene Brady
Lucian Brown
Harold Jacobson
Justin Karon
Violet Rapley
George Sable

CREEKSIDE COMMUNITY CENTER

Adele Alden
Olive Baucom
Mabel J. Berg
Martha Beulke
Susan Bjeleny
Louise Blumke
Alvina Borgan
Harvey Borseth
Ruth Bryant
Clarence Burkstrand
Evelyn Burkstrand
Clarence Cady
Estella Cady
Gladys Collins
Jeri Collins
Marion Connolly
Blanche Crawford
Helen Demos
Ethel Eichten
Glenn Evans
Joyce Evans
Leona Ferraro
Mary Fitzgerald
Mildred Forslin
Daniel Frye
Mary Goetze
May Griggs
Bernice Grotenhuis
Mary Hanrehan
Elfreda Holmbeck
Harvey Ingersoll
Eve Jarland
Minerva Jessen
Catherine Johnson
Evelyn Johnson
Beatrice Karlne
Edith Kerr
Dorothy Killam
Evelyn Knutson
Lillian Koeppl
Vern Koeppl
Nita Kornder
Opal LaBresh
Pearl Landis
Roma Lane
Beatrice Luedtke
Chester Macewicz
Vieno Macewicz
Audrey M. Mach
Chester Madsen
Lillian Malget
Nicholas Malget
Irene Markstrom
Aileen Nelson
Ruby M. Nelson
Ione Olson
Arline Pehoushek
Joseph Pehoushek
Clara Peterson
Ernest Peterson
Hazel Peterson
Jewell Peterson
LeRoy Peterson
Lois Peterson
Morris Peterson
Valma Peterson
Bessie Pickering

CREEKSIDE COMMUNITY CENTER continued

Wilmont Ray
Jessie Rice
Flossie Richardson
Myron Riegert
Joyce Rodeberg
Evelyn Rowley
Elsie Royle
Loria Sames
Mary Schafer
Fran Schaust
Sarah Schendel
Bertha Schmitz
John J. Schmitz
Leonard Schraeder
Marie Schraeder
Jacob Skala
Arne Strom
Marie Strong
Victoria Swedberg
Clarence Swenson
Grace Swenson
Milburn Swenson
Marie Tamman
Luverne Tannehill
LuVerne Taylor
Norman Trittin
Georgie Vallentyne
Harold Van Luvender
Janet Van Luvender
Marcella Vernon
Karna Walquist
V. A. Westlund
Martin Williams
Alleen Williamson
William Williamson
Gladys Wyman
Helen Zagar

CURBSIDE RECYCLING

Eleanore Shetler

CYSTIC FIBROSIS (FOURTH AVENUE GROUP)

Christine Brown
Marjorie Neuha
Patricia Rose
Mildred Walters
Martha Welsh
Mary Welter
Helen Woodward

EAGLE NURSING HOME

Leona Ferraro
Mary Goetze
Alice Straka

EASTSIDE NEIGHBORHOOD SERVICES

Anne Antolak
Stanley Antolak
Sadie Anton
Esther Benson
Sophie Biernat

EASTSIDE NEIGHBORHOOD SERVICES
continued

Doris Bluhm
Ben Comstock
Mary Cossette
Genevieve Draves
Ted Erlich
Andrew Estock
Sophie Gorski
Henry Gryniewski
Martha Gryniewski
Anne (Pat) Guzy
Edward Kilner
Evelyn Kilner
Agnes LaHoud
Ann Long
Rose Lundberg
Agnes Mahoney
Mary Marzalek
Regina Maslowski
John Matlon
Helen Moulzolf
Stella Olchefske
Mildred Rost
Oscar Rost
Rose Shupien
Lorraine Skavnak
Ann Sporlein
Evelyn Stawski
Michael Tema
Pearl Tema
Eugenia Thorson
Genevieve Wiemelt

EBENEZER COMMUNITY SERVICES

Ida Blegen
Jean Miller

EBENEZER - FRANKLIN

Alvina Bartylla
Frances E. Beland

EBENEZER - LUTHER HALL

DeLores Heese
Frances McDonald
Hildegard Molmen

EDINA SENIORS

Ruth Allen
Ruby Arbogast
Elvia Ball
June Blanchard
Leo Blanchard
Amy Carlson
Mae Carlson
Muriel Cords
Verna Davis
Marguerite Denson
Marjorie Elias
A. J. Farmer
Anne Finlay
Lucille Fuller
Hazel Hartman
Hilda Heydt

EDINA SENIORS
continued

Virginia Kolsrud
Dixie Kopp
Esther Korbel
Frances Leach
Agnes Lindner
Mary MacKay
Ruby McLaughlin
Arnold Nelson
Olive Nelson
Sylvia Nelson
Othelya Ohlsson
Helen Olson
Ethel Page
Alma Prehn
Alice Regan
Irene Russell
Sue Scarborough
Laurette Scholz
Harold Trumble
Dorothy Voit
Doris Westergren
T. Maxine Wilson
Josephine Wolfe

EDINA SINGERS

Arthur Anderson
Etha Anderson
Mary O. Anderson
Rose Carlson
Muriel Cords
Ursula Daniel
Stan Eddy, Jr.
Melba Elftmann
Ema Flugstad
Beatrice Gunderson
Frank Lenske
Chester Merton
Henry Miller
D. Eleanor Oren
Hazel Osborne
Marie Peterson
Celeste Phillips
Dorothy Samuelson
John Schaffer
Rose Schaffer
Alida Stone
Beatrice Stough
Ella Terry
Dorothy Weiss
Agnes Witte
Art Witte
Johanna Witt

EITEL HOSPITAL

Irene Chatfield
Cora Miller
Verna Munson

FAIRVIEW DEACONESS HOSPITAL

Janice Anderson
Palma Anderson
Emma Badtke

FAIRVIEW DEACONESS HOSPITAL
continued

Vivian Beckstrom
Harry Carlson
Irene Carlson
Irene Chalberg
Anna Desmith
Emma Eckl
Esther Eide
Margaret Fossan
Melvin Fossan
Olive Greuel
DeLores Heese
Daryl Huntley
Ferne Johnson
Minnie Johnson
Signe Johnson
Vila Johnson
Olive Kohlan
Laura Kveberg
Lucille Lortis
Marian Nelson
Roy Norman
Dagmar Olson
Alice Rygg
Violet Shippy
Hellen Sholl
Lorraine Swenson

FAIRVIEW HOSPITAL

Walter Gideon
Erling Hallanger
Dorothy Kleppe
Grace Mulroy
Evelyn Noble
Eugenia Thorson
Norton Thorson

FAIRVIEW-SOUTHDAL HOSPITAL

Audrey Bergh
Clela Caauwe
Clarice Colliander
Dorothy Copeland
Harriet Doman
May Griggs
Fern Harris
Irene Jackson
Sally Keller
Firmin Kraker
Elinor Kroschell
Louis Leipold
Lillian Meinke
Irene O'Neill
Lorna Parish
Dorothy Partridge
Anita Seleen
Vivian Stevens
Betty Subak
Steven Subak
William Weiss
Agnes Witte

FIRST AVENUE SEWING GROUP

Elaine Borreson
Jenetta Davis
Mary Gavenda

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OLDER
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IN
ACTION

They've seen hard times and good times . . . remember happy moments and sad ones. They have talents that some of us will never learn . . . and most of them are learning new things every day. They are Older Americans in ACTION—one of America's most valuable resources. The people we're describing are all 60 years of age or over . . . and they're full of life! They are participating in three Older American Volunteer Programs in ACTION, also in Peace Corps and VISTA.

RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)—for anyone 60 and over who wants to use his or her experience and talents in useful service to others in the community. With the Bicentennial theme "A Past to Remember, A Future to Mold," RSVP started a new program. In it volunteers opened a world of "Living History" in schools. Youngsters learn firsthand about life in America from older Americans who have lived through the dramatic changes that have taken place in this society.

FOSTER GRANDPARENT PROGRAM (FGP)—for low-income older citizens who use their time and talents to provide much needed love, care, and attention to disadvantaged youngsters. The Foster Grandparent Program originated in 1965, was the first federally sponsored program to offer "a retirement TO instead of a retirement FROM." The success of the program has inspired the development of other programs to use this great natural resource, the Older Americans.

SENIOR COMPANION PROGRAM (SCP)—for low-income older Americans who want to help other members of the community in need of companionship and assistance, especially the very old and infirm.

Please turn to the inside back cover for information on VISTA and PEACE CORPS, neither of which has an upper age limit for service as a volunteer.

RETIRED SENIOR VOLUNTEER PROGRAM

An elderly widow lives alone and although she enjoys being with people and her health is good, she seldom leaves her home.

A retired teacher misses being in the classroom and feels depressed because he has not been able to find an interest to replace teaching.

"When you're growing older, there are about two ways to go. You can stay at home and feel sorry for yourself or get out and see who needs you," says one person who has been there and who knows.

The answer for many is RSVP, the Retired Senior Volunteer Program, a part of ACTION. It offers older citizens a meaningful role in the community, an opportunity to retire TO something rather than retiring FROM something.

Today there are hundreds of RSVP projects in all fifty states, as well as the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. Several hundreds of thousands of older people are participating.



Senior Volunteers serve in schools, libraries, correctional institutions, hospitals, nursing homes, telephone reassurance programs, local government agencies.

What do they do: virtually anything that they can and like to do—that which at the same time helps others. Their activities include teaching chess and cooking at the Boys' Club, tutoring reading and math in the schools, driving for "Meals on Wheels," making visits to patients in nursing homes, teaching motor skills on a one-to-one basis to handicapped children—the possibilities are limitless.

Our public schools have proved to be one of the greatest attractions for Senior Volunteers. In this area we bring the older and younger generations together, to let older people share the past with youngsters who would otherwise learn about it only second-hand, if at all. For this purpose, RSVP Volunteers are being placed in elementary and secondary school classrooms. There they make the children's eyes light up with their accounts of what things were like "back then."

RSVP Volunteers are not paid, but transportation is arranged when needed, and accident and liability insurance are provided.

The greatest benefits are, however, emotional:

"I'll tell you, you can't get rich doing this," says Shannon Weller, 71, "But I can also tell you that you get a lot more out of volunteer work than you'll ever have to give. I'm always the lucky one—not the agencies I work for."

"Volunteer work does more for me than it does for the people (I help)," says ex-cab driver Sol Kaufman.

"I got bored after retirement," says Helen O'Roarke, 80, "I think a person's first reaction to retirement is: 'Wow! Now I can stay in bed in the mornings.' That wears off pretty fast. Life needs an objective. Otherwise, the grey matter just doesn't function any more."

"Eighteen months ago," says another RSVP Volunteer, "I was stagnated and depressed. Now things are different: I love what I'm doing. Everyone cares about everyone else, and I am active and involved and happy."

Victor Kimball, a retired cost accountant says: "I again feel needed and wanted, a part of society, rather than filling time by sitting around playing solitaire, turning on the radio or television for a while, taking a walk, hoping that somebody will notice you."

A retired carpenter, 84, walks a mile a day each way to teach third and fourth grade boys how to make things in wood. A woman goes in twice a day to help an old man who is virtually helpless and deathly afraid to go to a nursing home. Some go to nursing homes and help people there. Some do the shopping for people who can't.





FOSTER GRANDPARENT PROGRAM

A simple touch on the arm, a strained but sincere smile, a noise or facial expression of recognition, a word spoken or a step taken for the first time. These and much more are the rewards reaped by the volunteers of ACTION's Foster Grandparent Program.

This program, the first of its kind, has been called the federal government's most productive effort because it provides such great benefits for two different groups of people: older, low-income people who want to participate usefully in the life of their community and to feel needed; and lonely children institutionalized or otherwise disadvantaged who desperately need care, love and attention.

The program has made its mark. It has not only been useful by itself but its success has fostered the development of many other programs which provide new and meaningful roles for Older Americans.

Foster Grandparent projects also are operated in all fifty states, the District of Columbia, and Puerto Rico.

Who are Foster Grandparents? They are persons age 60 and over, with low-income and good health, who have time and love to give. There are no educational requirements.

After they volunteer, Foster Grandparents receive 40 hours of orientation in the specific field they have chosen. In most cases they serve four hours per day, five days a week, dividing each day between two youngsters. They may assist in physical or speech therapy or they may help with homework. But their principal contribution is to serve just as true grandparents, giving love, tenderness and understanding.

Foster Grandparents receive a small stipend. Transportation is arranged. They also receive a meal each day they serve and an annual physical examination.

Foster Grandparents Make A Big Difference

Little Mary Jean was frightened. Not only was she ill, but for the first time in her life she was trying to sleep in a strange bed and her parents weren't there to comfort her. But there was someone to answer her lonely cries—an elderly woman in a smock, a Foster Grandmother serving at the hospital.





Or take the case of Shelby—rejected by his mother who was unable to cope with him. At the age of fourteen he wound up in a home for emotionally disturbed children. He talked to no one, trusted no one. The only person in his life who did not give up on him turned out to be his Foster Grandmother, who shared her affection so sincerely that he responded to her. With her help he progressed so well that he was released from the home for the emotionally disturbed after a year and a half.

In addition to improving each Foster Grandparent's standard of living, the emotional needs are fulfilled. One Foster Grandmother points out: "Through the years I have always wanted a job that I could feel a part of. I now feel that I have accomplished my goal. One thing that keeps me going from day to day is to know that I am needed."

Another Foster Grandparent had this to say: "I was so lonesome sitting around home, but now I look forward to being with the children everyday and I enjoy being with them because they need me and I need them; we both need each other."

A Foster Grandpa working with handicapped children reports, "The therapy has helped me, too. I'm not as stiff as I used to be—all this sitting on the floor."

SENIOR COMPANION PROGRAM

Older people don't lack vitamins as much as they lack human relationships. That is the dire need of many of them. To satisfy that need is the goal of the newest of ACTION's Older Americans Volunteer program: The Senior Companion Program.

These days when a person turns 60, he or she often becomes a "liability" in the eyes of others and often in his or her own eyes. ACTION's older volunteers have proved this wrong. Like other ACTION programs in this field, the Senior Companion Program gives people 60 years and over a chance to make a meaningful contribution. Its thrust is twofold: it helps both the volunteer and the one who benefits from the volunteer's efforts.



The program offers low-income older persons the opportunity to perform useful and satisfying volunteer service as Senior Companions. Additionally, provision of a stipend and other direct benefits help them to overcome the combined hardships of inadequate income and old age.

At the same time it provides friendship, care and attention to those served by the volunteers; other adults with special needs, especially the frail elderly living in their own homes, in nursing homes or other institutions. The program helps older persons remain in their own homes in order to prevent or at least delay the need for institutionalization.

A Little Help From An Older Friend

A Senior Companion reads to and writes letters for a woman in a nursing home. This has enabled her to maintain close contact with her family, which is very important to her happiness.

An elderly resident was isolated and withdrawn because of a language barrier. Her Senior Companion speaks the same foreign language and has been able to relieve her loneliness and isolation.

An elderly person with health problems and difficulty moving around was about to be moved from a public housing project. With the help of the Senior Companion, she has been able to stay in her apartment and avoid having to go to a nursing home.

A Senior Companion visits a bedridden elderly woman each week, while the relative who usually takes care of her receives medical treatment.

These Years Can Be Golden

"It's hard to believe that my own life can be so different, so much more rewarding."

"I can't begin to tell you how much being a Senior Companion has meant to me, not just financially, but the satisfaction of knowing I am really helping make other people's lives a little better . . ."

"Now I know how separated from the world I have been. Yes, it's others we're helping, but how it helps me too."

For Further Information About:

Retired Senior Volunteer Program (RSVP)
Foster Grandparent Program (FGP)
Senior Companion Program (SCP)
Volunteers in Service to America (VISTA)
Peace Corps

Contact your local ACTION office.

OLDER AMERICANS IN OTHER ACTION PROGRAMS

VISTA

VISTA is a national program in which volunteers work to help eliminate poverty and poverty-related human, social and environmental problems in the United States.

There are several thousand volunteers in hundreds of projects in the United States, Puerto Rico, the Virgin Islands, and Guam.

- Volunteers serve one year after approximately 5 days of training.
- Qualifications: Anyone 18 years or older who has a skill that has been requested by a sponsoring organization, who has no legal, medical or other difficulties which would prevent the volunteer from carrying out the service assignment.
- Areas of service: Health/nutrition, economic development/income, skills and knowledge, legal rights, community services, housing, energy/conservation.

PEACE CORPS

Peace Corps Volunteers work to help developing countries meet their needs for trained manpower, as well as develop better understanding between Americans and other peoples.

Thousands of Peace Corps Volunteers now serve in 63 countries.

- Volunteers serve two years after 10-14 weeks of training.
- Qualifications: Have skills, abilities or education requested by host countries; minimum age, 18. NO MAXIMUM AGE LIMIT; U.S. citizenship, good health; married couples are welcome and families with up to 4 dependents are accepted on a limited basis.
- Areas of work: Agriculture, health, education, economic and community development, industrial arts and professional services.

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