

Milan Seniors for Healthy Living

...Where we get better with age.

Welcome New Volunteer!

We are Milan Seniors for Healthy Living (MSHL) and we are so excited that you are going to be a part of us. This packet will walk you through the opportunities you have to volunteer here.

A little about MSHL - senior programs were run by the City of Milan's Park and Recreation until 2010 when the MSHL became a non-profit. Through our partnership with the City, we share their space and we run your senior programs! Our mission is committed to providing activities, programs, services, and referrals designed to enhance quality of life and encourage aging with independence and dignity in the Milan, MI area. We have three branches to bring this mission to the community: the senior activity center, transportation service, and home delivered meals.

Contents:

Volunteer Opportunities.....	2
Volunteer Benefits.....	3
Volunteer Training.....	4
Volunteer General Application...	5

Milan Seniors for Healthy Living

...Where we get better with age.

Volunteer Opportunities

In the Office:

- Data Entry – once or twice a week
 - Those purple sheets you sign every day when you use the center? We have to tally those up and put the data into the computer so we get funding!
- Newsletter Assistance – Every other month for a few hours
 - When we get our newsletter put together, there is a lot of information! We need your help editing the newsletter and also a lot of help putting the newsletters out in the mail.
- Sending Cards – once every other week
 - We like to send cards to new members as a “Happy Hello,” but also to members that we haven’t seen in a while. With over 300 members, it is a lot to keep up with!
- Program Assistant – once or twice a week
 - Assist our program coordinator with event planning, decorations, and finding new and exciting programs for us!

Special Event Assistance– as needed

- MSHL has special events for many holidays and some others just because. We always need volunteers to help make them a success from cooking to registration. Plus you eat free!

With Senior Meals:

- Congregate Meals – approx. between 11am-1pm
 - Our SNP Coordinator needs help setting up the room for hot lunch as well as the clean up after. If you can help with one or the other, it would be great!
- Home Delivered Meals – approx. either 10:30-12:30 or 11:30-1
 - Either help with the packing of the meals or with the actual delivery of the meals. We have three routes and different drivers each day – we can always use help!

Teach a class – once a month to once a week

- Know something about genealogy? Geology? Drawing? Want to teach it to someone else? Enjoy yoga and want to lead a class? We’d love to have you!! You set the schedule and let us know how many max you’d like to teach and we’ll make it happen. Wasn’t that easy?

Assist in developing the Friendly Visitor’s program – as available.

- We have a dream of starting a program that brings socialization to isolated and home bound seniors. We’d love your help in developing the program, volunteers, and older adults to make that happen.

Milan Seniors for Healthy Living

...Where we get better with age.

Volunteer Benefits

Volunteering has proven good for the mind, body, and spirit. The intangible benefits compound – pride, accomplishment, satisfaction, sense of belonging – and are worthwhile reasons to serve. Volunteers often report a significant benefit as the satisfaction of incorporating service into their lives and making a difference in the community. In addition, when we share our time and talents we help solve problems, strengthen communities, improve lives, connect to others, and transforms your own life.

On top of that, those 55 and older can join the RSVP of Monroe or RSVP Washtenaw. RSVP stands for retired seniors volunteer program. Here are some of the benefits to joining these groups:

RSVP of Monroe

- Mileage reimbursement to and from MSHL **AND** mileage reimbursement for any driving you do while volunteering.
- Meal reimbursement.
- Secondary car and health insurance for while you are volunteering.
- Volunteer appreciation dinners and get-togethers.
- And more!

If you are interested in this group, please contact RSVP (currently Joe) at 734.241.0404 or ask someone in the MSHL office for help.

RSVP of Washtenaw

- Secondary car and health insurance for while you are volunteering.
- Volunteer appreciation dinners and get-togethers.
- And more!

If you are interested in this group, please contact RSVP (currently Alia) at 734.712.4325 or email assanders@csswashtenaw.org or ask someone in the MSHL office for help.

MSHL Volunteer Appreciation

- We appreciate you so much! All you do really couldn't have been done otherwise. I would have never gotten around to writing this because I would still be mailing out newsletters or data entry! So before you are even started – thank you from the bottom of our hearts.
- When you help with a special event, you eat free.
- We like to do a volunteer appreciation dinner every other year. You are worth it.
- If there is anything we can ever do to make your experience better, do not hesitate to let your supervisor know!

Milan Seniors for Healthy Living

...Where we get better with age.

Volunteer Training

All of the volunteer opportunities will be a learn-as-you-go experience. We aren't going to leave you with an instruction manual and let you figure it out on our own. Your supervisor will walk you through the experience and always be close by to answer questions.

Here are some bits of your training that everyone will go through:

- **Registration/Application Paperwork** – we have to have your information on file. We want to be able to contact you, reach an emergency contact, know what you are interested in helping with. Different programs will have different amounts of paperwork, but unfortunately it is a necessity. Once you've decided which program you'd like to participate in, we can get you the right set of papers!
- **Confidentiality** – different opportunities will require various levels of confidentiality. You may learn that participants are receiving a service that they don't want others to know about, you may see how much money someone makes in a year. We ask that all our volunteers please keep any sensitive information private. You can always ask your supervisor if something is okay to share or not, but err on the side of caution.
- **On the Job Training** – like mentioned before, you will learn as you go with your supervisor at your side. If your supervisor ends up getting pulled away, never hesitate to go back to them with follow up questions or concerns.
- **Timesheet** – You are valuable to us so we want to track your time with us. Your supervisor should show you where to record your time. If you are in the office, there will be a binder under the window that says "MSHL Volunteer Documentation". If you are helping with the meal programs, the timesheet is usually on the kitchen pass-through counter.

Milan Seniors for Healthy Living

...Where we get better with age.

Date: _____

Volunteer Capacity/Interest: _____

Name: _____ DOB: _____

Phone #: _____ Alt Phone #: _____

Address: _____

Email: _____

Emergency Contact Info: _____
Name/ relationship/ phone

What made you choose to volunteer with MSHL? _____

Have you ever been diagnosed with typhoid fever, shigellosis, e. coli, or hepatitis? YES / NO
If yes, provide name of diagnosis and dates? _____

Have you ever been exposed to any of the above mentioned diseases or live in the same household with anyone who has been diagnosis or with the above mentioned diseases? YES / NO
If yes, provide name of diagnosis and dates? _____

For Background Check: Other Names _____ Driver License _____

Your signature indicates approval for Milan Seniors for Healthy Living to perform a background check. MSHL is not obligated to provide a placement, nor are you obligated to accept the position offered. Opportunities for volunteers are provided without regards to religion, creed, national origin, age, or sex.

Applicants Signature: _____ Date: _____

Parent/ Guardian Signature (if minor) _____ Date: _____

Please return this form to:
Milan Seniors for Healthy Living
45 Neckel Ct, Milan, MI 48160
734.508.6229 | mshl@milanseniors.org