

Dear Volunteer Site Supervisor:

Thank you for your participation in the Foster Grandparent Program! We hope that your school, your students, AND your senior volunteer(s) has/have the most mutually beneficial partnership possible. Your volunteer is here to help you. Please be clear with your expectations and the tutoring and mentoring tasks you wish them to fulfill. Open communication with your volunteer will make this assignment the best it can be. If you ever have ANY questions, please don't hesitate to contact me or your Project Coordinator!

YOUR FOLDER CONTAINS:

Memorandum of Understanding (MOU)- Please read, fill in and sign and return to us. Make a copy for yourself, as well. We need this on file by the time your Foster Grandparent starts orientation in order to have your volunteer covered by our volunteer insurance. It protects both you and the Foster Grandparent.

All other paperwork is for your reference. Some of the forms will be sent at different times of the year; they are included so you know what to expect.

LEFT POCKET:

1. Volunteer Site Information Manual
2. Foster Grandparent Position Description
3. "Serving Here" Poster. Please post in your school so that the public knows we are partnering with you.

RIGHT POCKET:

4. Foster Grandparent Time Sheet sample
5. Volunteer Assignment Description (VAD) and instructions. **THIS WILL BE SENT IN THE FALL AND NEEDS TO BE RETURNED AS SCHEDULED. IT WILL BE SENT AGAIN AT YEAR'S END.**
6. Volunteer Performance Evaluation: **This will be sent mid-year.**
7. Income eligibility guidelines, pamphlet and Application (we appreciate referrals)
8. Senior Corps FAQs.

Thank You for your participation,

Maryalice Snider
Program Director

www.fostergrandparentswy.org