



MSU/Retired and Senior Volunteer Program

210 EDSB
627 East Main Street
Morehead, KY 40351
Phone: 606-783-5124

ACCESSIBILITY CHECKLIST FOR VOLUNTEER STATIONS

RSVP strives to include all members in volunteer work despite disabilities. Please answer the following questions to help us accommodate volunteer requests appropriately. This document is for informational purposes and will not affect your eligibility status with RSVP.

Organization Name: _____

1. Do policies, practices, or standards directly or indirectly exclude or limit the participation of individuals with disabilities in your organization's program or activities? YES NO
2. If yes to #1, program/requirements do limits exclude the following individuals from volunteering:
 Hearing impaired Sight impaired Mental disability Physical disability
3. Does your organization have policies that ensure a "reasonable accommodation" is made to individuals, including volunteers with disabilities? YES NO
4. Does your organization notify all persons such as staff and volunteers of your policy not to discriminate against individuals with disabilities? YES NO
5. Does your agency have the ability to communicate with hearing impaired individuals? YES NO
6. Does your agency have publications and signage available for visually impaired individuals? YES NO
7. Is your agency's building equipped to accommodate disabled individuals? Please check all that apply.
 - At least one accessible route that connects the entire facility including the parking lot
 - A disabled parking space designated
 - A drop-off zone near the building entrance
 - A handicapped accessible entrance
 - A handicapped accessible bathroom
 - If Multi-level, an elevator is available
 - Handrails on Stairways
 - Meeting spaces/conference areas accessible for individuals with disabilities



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SAFETY CHECKLIST FOR VOLUNTEER STATIONS

RSVP ensures that all volunteer stations assess the safety of the volunteers annually. Please answer the following questions to the best of your ability and return this form to the RSVP office.

- All volunteers are oriented and trained on the agency's safety policy. YES NO
- Volunteers are given the necessary materials and knowledge to perform tasks safely. YES NO
- Proper signs, emergency exits and safety protocols are visibly displayed for volunteers. YES NO
- All volunteers report and/or document any accidents to a staff member. YES NO
- All volunteers receive a background check prior to volunteering, including a criminal background check if they work with vulnerable groups, such as: children or elderly. YES NO
- Staff provides volunteers with new safety information as needed. YES NO
- Volunteers wear the appropriate clothing and safety equipment necessitated by activity. YES NO
- First aid kits are available and locations identified. YES NO
- Fire extinguishers are located on site and inspected regularly. YES NO
- Work sites are free of hazards. YES NO

Signature of person completing evaluation

Title

Date Completed