

2008 Insurance Update

For insurance purposes we need to update your information each year.

ALL VOLUNTEERS

please complete the following form and return it to the Whatcom Volunteer Center with your next timesheet (*on or before February 4, 2008*). Thank You!

This information is needed to ensure that you will be covered under the volunteer insurance policy while driving to and from volunteer sites.

(Assistance is available for any individuals requesting help filling out this form.)

Please type or print clearly

Name _____

Driver's License Number _____

Expiration Date _____

Insurance Agent _____

Policy Number _____

**IF THERE HAS BEEN A CHANGE IN PERSONAL INFORMATION,
PLEASE COMPLETE THE FOLLOWING:**

Your Name _____

Address _____

Phone Number _____

Signature

****Complete other side if you are 55 or over with low income and need mileage reimbursement.***

Application for 2008 RSVP Mileage Reimbursement

55 & OLDER WHO MEET LOW INCOME ELIGIBILITY

and need mileage reimbursement in order to volunteer, please complete the form below and return it to the Whatcom Volunteer Center with your next timesheet (on or before February 4, 2008). Thank You!

This form must be on file BEFORE mileage can be reimbursed.

(Assistance is available for any individuals requesting help in filling out this form.)

Please type or print clearly

Today's Date: _____

Your Name: _____

Address: _____

Phone # _____

Please provide me with mileage reimbursement.
I have read and understand the following five statements:

1. The purpose of reimbursing for mileage is to allow low-income seniors a way to volunteer by helping with out-of-pocket expenses. Using funds obtained from RSVP, the Whatcom Volunteer Center allocates a total of \$.20 per mile to be distributed among those volunteers aged 55 years and older.
2. Reimbursement is provided for miles driven between my home and my volunteer worksite ONLY for up to 200 miles per month. In order to be eligible for mileage, worksite must be a registered partner agency of the Whatcom Volunteer Center.
3. The Whatcom Volunteer Center cannot reimburse me for miles driven while performing errands for other agencies.
4. In order to receive mileage reimbursement, I will submit to the Whatcom Volunteer Center by the fifth of the month, my completed time sheet with **mileage box checked and signed by my supervisor(s)** where indicated.
5. Reimbursement checks will be mailed after the twentieth of the month.

Signature