

Area Agency on Aging District 7, Inc.  
**MEAL SERVICE PROGRAMS**  
**Policy and Procedures**

**Policy Name:** Volunteers in Senior Nutrition Programs

**Created:** 10/15/1997

**Policy #:** MSP-015

**Revised:** 03/20/2015

**Reference:** Rule 173-4-02 (A)(3)

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**Policy:** The use of volunteers to assist in the meal service program is encouraged. Volunteers must have job descriptions, and volunteer time sheets must be counter-signed by the site supervisor.

**Procedure:**

1. Volunteers must be age 18 or older.
2. Volunteers age 60+ are to be served on a voluntary donation basis.
3. Volunteers age –60 may receive a Senior Nutrition Program meal on a voluntary donation basis only if the volunteer has contributed a minimum of two (2) hours serve to the Senior Nutrition Program on any given day.
4. Volunteers age –60 who contribute less than two (2) hours to the Senior Nutrition Program on any given day, but who volunteer on a regular schedule, are to be placed in the –60 staff column on the Site Reservation Attendance Sheet, and pay the staff fee for any Senior Nutrition Program meal consumed. This volunteer should still complete a volunteer time sheet to document regular schedule and in-kind match.
5. In-Kind volunteer match can only be documented for activities that relate directly to meal preparation, service, and clean up.
6. AAA7 will monitor compliance during monitoring and evaluation visits.