



## GSV Job-Site Financial Guidelines

- Housing:** In general the securing of housing and furnishings for Good Shepherd volunteers is the responsibility of the placement agency in consultation with the GSV Director. However, in most cities the living site has already been secured by GSV and continues year to year. GS volunteers live in community and living expenses are shared equally by agencies. Housing is to be simple and preferably located near the people served. It is to be safe, secure, and ready for occupancy (utilities and telephone in service) when the GS volunteers arrive at the end of August orientation.
- Rent:** Rent varies by living site; each agency pays an equal share of the rent based upon the number of volunteers working at their site.
- Utilities:** Electricity, heat, water, basic telephone charges, and generally enough money for a newspaper subscription and some small household expenses or repairs are to be included in utility expenses. As in the case with rental and furnishing costs, these expenses are to be shared among the agencies.
- Monthly Stipend:** Each month Good Shepherd volunteers receive a total of \$180: \$80 for food and \$100 for personal stipend.
- Taxes:** Taxes are the responsibility of the placement agency. Any taxes withheld are not to decrease the basic living allowance of the GSV (i.e., the GSV must receive a check for \$180, after any deductions are withheld).
- Transportation:** All work related transportation costs are the responsibility of the agency. If the GS volunteer's car is needed for work-related transportation, the agency is responsible for insurance. In situations where the volunteers will use public transportation, the volunteers should be given enough to cover the cost of their monthly commuter transportation card.
- Travel:** GS volunteers are responsible for travel costs to the GSV orientation. The agency is responsible for travel costs from orientation to the city of the agency and back home at the end of the year of service. In addition, host agencies are to cover travel costs to the three GSV retreat weekends and to the re-orientation at the end of the year.
- Health Insurance:** The agency is to provide a medical plan sufficient to cover all major medical needs of the GS volunteer from August 21<sup>st</sup> (the beginning of orientation) through August 31<sup>st</sup>. The agency is also responsible for paying any deductible if necessary. When accepted by the agency, the GS volunteer is to receive and complete medical insurance forms. The GSV Director is to be informed of what plan will cover the GS volunteer. If the GS volunteer would like to remain on a plan that he or she has used before, the agency can reimburse the GS volunteer for that coverage up to the amount of the agency's own plan.
- Administrative Fee:** Placement agencies are assessed \$1000 for each GS volunteer to cover recruiting, screening, placing, and preparing GS volunteers for service. The administrative fee is payable to Good Shepherd Volunteers by September 30<sup>th</sup>.