



**Jayhawk Area Agency on Aging, Inc.**  
**Choosing Healthy Appetizing Meal Plan Solutions for Seniors (CHAMPSS)**  
**Orientation Volunteer Description**

**Department:** CHAMPSS

**Reports To:** CHAMPSS Coordinator

**Summary:** CHAMPSS allows seniors age 60 and older to choose from different entrees and eat spontaneously at their convenience seven days a week at CHAMPSS locations throughout Shawnee, Jefferson, and Douglas County. CHAMPSS is funded partially by Older Americans Act (OAAA) funds and partially by donations of those who participate in the program. CHAMPSS customers enroll in the program by completing a Uniform Program Registration (UPR) form required by Kansas Department for Aging and Disability Services (KDADS) These forms must be renewed on a yearly basis from the time of initial sign up. An orientation must be completed prior to formal enrollment in the program. Volunteers support the orientation in various roles.

**Essential Roles & Responsibilities:**

- ◇ Assisting individuals at tables in completing UPR, Meal Order Form, and Nutritional survey.
- ◇ Accept completed UPR forms and optional nutritional surveys.
- ◇ Review completed registration (UPR) forms and sign off on them.
- ◇ Receive completed CHAMPSS meal order forms and any donations toward meal credits.
- ◇ Putting away tables and chairs, as needed.

**Eligibility:**

- ◇ A current CHAMPSS participant.
- ◇ Complete the Jayhawk Area Agency on Aging Volunteer Application.
- ◇ Complete a Kansas Bureau of Investigation (KBI) background check
- ◇ Complete the JAAA Confidentiality Agreement.
- ◇ Complete 45 minute training held on same day prior to orientation session.
- ◇ Ability to follow guidance and instructions.
- ◇ Detail-oriented
- ◇ Dependable and punctual

**Time Commitment:**

- ◇ Once a month for 2-2 ½ hours either at Topeka session or Lawrence session.

**Supports:**

- ◇ Initial training to prepare you for all aspects of your role and on-going training as needed.
- ◇ On-going support from the CHAMPSS Coordinator.

**Benefits:**

- ◇ Knowing that your support is contributing to the growth of the CHAMPSS program.