

GUIDELINES

The purpose of the Senior Recognition Program (SRP) is to promote an active quality of life for residents 55 and older at CAHEC's properties by encouraging their participation in events, activities and volunteer opportunities both on and off-site. SRP participants agree to participate in 100 hours worth of activities on-site or off-site, including a fundraiser and a social activity as a group. Program participation is limited each program year. Site applications will be accepted on a first-come, first-serve basis.

To promote the program, CAHEC will sponsor a "kick-off" event to introduce participating parties, review program expectations, and establish dates and ideas for fundraising and social events, and the recognition trip/event. Upon receiving the SRP application, CAHEC will provide funds for the "kick-off" event, up to \$5 per person including SRP participants, the Community Programs Representative, and site management.

Activity hours must be completed between May 15 and March 15. If a resident does not complete the 100 hour requirement by March 15, he/she will lose the completed hours. Hours cannot be carried over to the next program year.

Upon the residents' successful completion of the program, CAHEC will provide funding for a local or regional trip OR an onsite event to take place in April. CAHEC will cover all travel, meal, lodging, and attraction expenses associated with the recognition trip, up to \$300 per person. CAHEC will cover all costs associated with the onsite event, up to \$150 per person. Each participating site, however, is responsible for planning and leading its own trip or event. The site decides as a group which option they'll choose (each site may do either the trip or the onsite event, not both).

All money earned through the SRP fundraiser should be divided evenly among SRP participants and can be used as personal spending money during the trip. SRP participants are responsible for any shopping or souvenirs they wish to purchase while on the trip. If a site is opting for the onsite event, money earned from the fundraiser should be used for the event.

In order to participate in the program, a site must designate someone to serve as the Senior Recognition Program Coordinator. The SRP Coordinator will work with the Community Programs Representative to ensure the success of the program on-site by overseeing the daily administration and implementation of the program. Responsibilities may include, but are not limited to, recruiting resident participants; collecting and maintaining all program paperwork; and planning and implementing the "kick-off", fundraiser event, social activity, as well as the recognition trip or onsite event. In addition, the site coordinator is required to be CPR certified. CAHEC will provide funding for this certification on an annual basis. Finally, the site is responsible for maintaining the resident activity forms in a notebook placed in a common area for the residents' ongoing log of activity hours.

Eligible activities include site-sponsored activities/events; supportive services activities/events; community activities/events; and volunteer service. Babysitting and daily tasks and/or errands (i.e., trips to grocery store, beauty salon, or doctor) may not be counted towards the 100 hour requirement.

RESPONSIBILITIES

CAHEC

- Train Community Programs Representative and SRP Coordinator to administer the program
- Provide program forms and marketing materials
- Provide support to sites in the selection of venues for year-end recognition trips
- Provide funding for SRP "kick-off", end-of-year recognition trip or event, and CPR certification

SENIOR RECOGNITION PROGRAM



- Conduct annual on-site evaluation of SRP

SRP COORDINATOR

- Market SRP to current/prospective residents
- Submit Site Application to CAHEC
- Organize and host “kick-off” event for SRP residents
- Organize & conduct fundraising and social events
- Maintain notebook of resident activity forms
- Maintain CPR certification
- Organize and host year-end recognition event/trip
- Complete and submit annual evaluations and provide regular updates of SRP participation

RESIDENT

- Complete and submit SRP application
- Complete 100 hours of activities
- Participate in “kick-off” event, fundraising and social events
- Complete program evaluations, as requested

PROCEDURE FOR IMPLEMENTATION

1. CAHEC conducts a training session with Community Programs Representative
2. Community Programs Representative recruits SRP Coordinator
3. SRP Coordinator markets SRP to all eligible residents during winter months
4. SRP Coordinator submits SRP application no later than May 1
5. Community Programs Representative and SRP Coordinator plan and host “kick-off” event
6. SRP Participants participate in 100 hours of activities/events/service
7. Community Programs Representative and SRP Coordinator maintain all resident activity forms
8. SRP Coordinator and SRP participants plan and conduct one fundraiser and one social event
9. Community Programs Representative and SRP Coordinator plan year-end recognition event/trip
10. Year-end recognition event/trip is attended by SRP participants in April