



**ANNE ARUNDEL COUNTY**

**DEPARTMENT OF AGING AND DISABILITIES**

**SENIOR ACTIVITY CENTERS POLICIES  
AND PROCEDURES MANUAL**

Revised 3/20/2008

**ANNE ARUNDEL COUNTY  
SENIOR CENTER POLICY MANUAL**

FORWARD .....	3
MISSION STATEMENT .....	3
VISION .....	3
ANNE ARUNDEL COUNTY GOALS .....	4
ACCIDENTS/ILLNESSES/INCIDENTS .....	4
ADVISORY COUNCILS .....	4
ALCOHOL AND DRUGS IN THE CENTER .....	5
CENTER HOURS .....	5
CHARITABLE DONATIONS .....	5
CHILDREN IN SENIOR CENTERS .....	5
COPY/FAX MACHINES/PUBLIC USE PC'S .....	5
CRAFT SUPPLIES .....	6
DISRUPTIVE PARTICIPANTS .....	6
ELIGIBILITY .....	7
EXERCISE ACTIVITIES .....	7
FINANCIAL TRANSACTIONS .....	8
FIRE EMERGENCY .....	9
FOOD IN THE CENTERS .....	9
GAMBLING IN THE CENTER .....	9
HATE SPEECH .....	9
INCLEMENT WEATHER POLICY .....	9
PETS IN THE CENTER .....	10
POLITICAL ACTIVITIES .....	10
PORNOGRAPHY .....	11
RACIAL INTOLERANCE .....	11
RELIGIOUS ACTIVITIES .....	11
RESEARCH IN SENIOR CENTERS .....	11
SENIOR CENTER PLUS .....	11
SENIOR NUTRITION PROGRAM .....	12
SMOKING .....	12
SOLICITATIONS .....	12
TRANSPORTATION .....	12
TRAVEL/TRIPS .....	12
USE OF CENTER EQUIPMENT BY PARTICIPANTS ..	13
VOLUNTEER OPPORTUNITIES .....	13
WEDDINGS .....	13

## **FORWARD**

Senior centers are administered under the auspices of the Anne Arundel County Department of Aging and Disabilities. Federal, State and local laws have designated them as community focal points for the delivery of services to older adults. The age requirement for participation is 55 years or older. Services provided include: continuing education, social, recreation, health and physical fitness, nutrition, transportation and volunteer opportunities.

This policy and procedures manual represents the work and input of center staff, participants and advisory councils, transportation and nutrition staff, and the Department of Aging and Disabilities administration.

It has evolved as the centers have grown and changed, and is designed to provide guidelines for all senior centers.

Questions regarding these policies and procedures may be directed to the Assistant Director of Aging and Disabilities for Community Services.

This manual is subject to periodic review and revision.

## **MISSION STATEMENT**

The mission of the Anne Arundel County Department of Aging and Disabilities is to:

- Develop and administer as well as advocate for services and programs for older adults and individuals with disabilities, which promote choice, independence and dignity.
- Advocate for, and protect the rights of older adults in nursing homes, assisted living facilities, and retirement communities.

## **VISION**

"Our minds can conceive it: therefore, we know we can achieve it."

The Department of Aging and Disabilities envisions Anne Arundel County as a county. . . .

- Where services and programs are transformed to meet the needs of diverse older population.
- Where there are accessible, flexible, and responsive service systems.
- Where older citizens and persons with disabilities are treated with dignity and respect.

That is prominent for exceptional customer service.

**ANNE ARUNDEL COUNTY  
DEPARTMENT OF AGING AND DISABILITIES GOALS**

1. To increase awareness of the Department of Aging and Disabilities as the premier resource for information and guidance on aging issues for seniors and their caregivers.
2. To enable older adults to live in independent living arrangements appropriate for their daily needs for as long as possible, by offering a range of community based, long term care services.
3. To develop programs and services that meet the needs of a diverse population.
4. To enhance operational efficiency through the use of technology.
5. To provide exceptional service to individuals interacting with the department.
6. To ensure that vulnerable seniors are treated with dignity, and to the extent possible with the available resources, protected against abuse, exploitation, and consumer fraud.

**ACCIDENTS/ILLNESSES/INCIDENTS**

Should a senior center participant become incapacitated during a visit to a center, the manager or assistant manager should first call 911 and then proceed to take necessary, precautionary measures.

Accidents/Illnesses/Incidents occurring on county property should be reported to **Risk Management, Heritage Office Complex, Annapolis, Maryland, telephone 410-222-7630 or fax 410-222-7640** within 24 hours. An accident/incident form (see appendix G) **MUST** be filled out in duplicate. One should be faxed to the Assistant Director of Aging for Community Services, and the other to Risk Management. The original should also be mail stopped to Risk Management (**MS-9303**) within 24 hours.

**ADVISORY COUNCILS**

Advisory Councils have been established at county senior centers. These councils consist of persons who are active at the centers and community who offer advice and suggestions to the center manager and the Department of Aging and Disabilities on:

- Center operations
- Programs and services to be subsidized, and resources to subsidize them
- Issues and opportunities for senior center members
- Management of financial transactions of Advisory Council funds
- The County Executive appoints all Council Members who in turn elect their officers.

For detailed information about Advisory Councils, refer to senior center's by-laws.

## **ALCOHOL AND DRUGS IN THE CENTER**

Serving alcoholic beverages or dispensing drugs is prohibited on county property, or in other sites rented or leased for the purpose of administering Department of Aging and Disabilities programs.

Participants possessing alcoholic beverages on the premises will be asked to leave and will be given a warning for the first offense. A second occurrence will result in suspension from the center. Over medication should not be mistaken for intoxication. Instead, it should be assessed and referred appropriately.

## **CENTER HOURS**

All senior centers will open at 8:00 a.m. and close at 4:30 p.m., Monday through Friday. Exceptions must be cleared through the Assistant Director of Aging and Disabilities.

## **CHARITABLE DONATIONS**

Senior centers may accept donations, both cash and in-kind (e.g. furniture and fixtures, equipment, professional services, etc.). Significant donations should be reported to the Assistant Director of Aging and Disabilities. In most cases the Senior Center Manager will issue thank you letters to the donors. However, depending on the size or significance of the donation, the Director of Aging and Disabilities or the County Executive will reserve the right to initiate the thank you response.

## **CHILDREN IN SENIOR CENTERS**

Children are permitted to visit senior centers for specific reasons and under controlled conditions. Since each situation may be different, Center Managers must exercise discretion in approving such visits.

An adult must supervise visiting children at all times. Brief tours of senior centers by persons of all ages are encouraged.

## **COPY/FAX MACHINES/PUBLIC USE PC'S**

- Only Department of Aging and Disabilities staff, instructors or authorized volunteers may operate the copy machine.
- Limited copying may be permitted at the discretion of the center staff. Any donations may be made to the senior center and should be treated as senior center fees and deposited accordingly.
- Persons using public use pc's shall be limited to ten sheets of center supplied paper each day.

## CRAFT SUPPLIES

Limited center funds are available for certain arts and crafts supplies. The instructors and center staff will monitor use of these items.

Seniors unable to purchase course supplies may be eligible for scholarships through senior center Advisory Council Funds.

## DISRUPTIVE PARTICIPANTS

Disruptive participants are those whose behavior, personal conducts, or physical condition interferes with the smooth functioning of the center or the well being of its members. Profiled, below, are several categories of disruptive participants. Disruptive participants should be reported to the center manager. All incidents of disruptive behavior should be thoroughly documented by the staff person(s) involved.

Disruptive participants will be denied admittance and/or asked to leave when identified.

- **Improper conduct:** This refers to persons acting out disruptive behavior, verbal or physical aggression, sexual harassment, stalking, profanity, drinking or obvious intoxication, possessing alcoholic beverages or unauthorized substances in the center.
- **Deteriorated personal hygiene:** This is noticeable in persons whose body or clothing is dirty and/or has an offensive odor; or other prevailing conditions, resulting from personal sanitation problems (e.g., body lice, untreated open wounds, contagious diseases, incontinence, etc.).
- **Security risks:** Refers to persons who steal from other participants or the center in general, or present a clear and present danger to center participants, staff or volunteers.

**Combative Participants:** Should a participant refuse to leave the center, per previously mentioned bullets, when so directed; staff will not attempt to physically remove the participant but call 911 for police assistance.

**Assessment/Resolution:** Center managers should assess the situation and determine a course of action consistent with the behavior.

This may include a referral to the appropriate organization or agency; assigning a staff person to assist the client in altering his/her behavior; contacting the participant's family or caregiver; etc.

If, despite all staff efforts, participants continue to be disruptive, their cases will be reviewed by appropriate Department of Aging & Disabilities staff, after which a decision may be reached to terminate membership at the center.

## **ELIGIBILITY**

### **1. Age**

The minimum eligibility age requirement is 55 years. Spouses of eligible participants are also eligible. Persons younger than 55 may volunteer at the centers. They may also accompany a disabled senior as a caretaker. However, companions must enroll and incur all self-costs as related to the programs/activities utilized by the disabled senior.

### **2. Health**

Participants must exhibit independence and ability for self care. Mental disorientation or physical disabilities requiring individual care cannot be accommodated.

The Department of Aging and Disabilities will exercise discretionary judgment as to the center's ability to accommodate any individual. The Department reserves the right to decline services to individuals if the staff and/or facilities are inadequate for their needs. In such cases, the Department will suggest appropriate resources to care givers. Adult and Evaluation Referral service (AERS) evaluation may be utilized to determine level of functional ability.

### **3. Out-of-County Participants**

The centers are built and are maintained for the senior citizens of Anne Arundel County; however, no senior citizen will be refused services regardless of jurisdiction, provided that space and resources are available.

## **EXERCISE ACTIVITIES**

**Definitions:** Exercise activities are organized physical activities lasting at least 15 minutes in duration, that work the body's muscles and/or cardiovascular system. Activities include but are not limited to: aerobics, armchair exercises, dancing, badminton, bowling, golf, hiking (1/4 mile or more), stretching, swimming, Tai Chi, tennis, volleyball, weight training, etc.

**Registration:** All participants must be registered center members in order to take part in exercise activities.

**Physician Consultation:** Participants should consult with their personal physicians prior to starting any exercise program. The Center Manager shall reserve the right to request a written statement from a participant's physician at any time, and shall also reserve the right to deny and suspend participation of any participant at any time.

**Instructor Registration:** All instructors conducting or monitoring exercise programs must first complete a registration form listing the instructor's name, title, organization, telephone number, qualifications, and certifications. (Refer to Appendix F)

**Accident/Injury:** In the event of an accident or injury to a participant, Emergency Medical Services (EMS) personnel may be called by dialing 911 or 9-911 on county telephones. Two incident reports must be completed immediately. One is to be sent to Risk Management, the other is to be sent to the Assistant Director of Aging and Disabilities for Community Services. Reports must list the participant's name, address, telephone number, and the nature of the injury. Reports must be sent within 24 hours of the occurrence.

## **FINANCIAL TRANSACTIONS**

Financial transactions at senior centers are derived from or necessitated by senior center fees and fundraisers. The following are typical examples of fees and/or fundraisers:

### **I. Fees**

- **Community College Administrative Fee:**  
Anne Arundel County Community College offers free classes to eligible participants at senior centers. However, there is a \$40 administrative fee per cycle for seniors 60 years or older. For seniors, ages 55-59, there is a \$40 administrative fee plus a \$40 per class fee. All Administrative fees are payable directly to Anne Arundel Community College.
- **Materials/Supplies Reimbursement Fees:**  
Instructors may require students to obtain specific materials for certain craft projects. When materials are difficult to obtain certain instructors may purchase said materials and be reimbursed by participants. Instructors must provide proof of purchase before requesting such reimbursement. These transactions should be kept to a minimum.

### **II. Fund Raisers**

A number of money exchanges occur at senior centers daily. Many of these transactions involve raising funds to benefit the center and its participants. These transactions must be monitored closely by center staff and the senior center Advisory Council. Detailed records must be kept and be available for an audit. Examples of approved fundraisers are center trips, refreshment bars, bazaars, raffles, and charitable donations to the center, etc.

Prohibited fundraisers include any form of gambling and/or games of chance. Under no circumstance should a Department of Aging and Disabilities staff collect, dispense, exchange, or borrow money without providing receipts. All fund raising events should be coordinated through the center Advisory Council, which provides a system of checks and balances.

### **Advisory Council Funds**

Advisory Council funds are the responsibility of each senior center Advisory Council. The treasurer of each senior center Advisory Council must take all prudent measures to secure Council funds. Senior center staff should have minimal, oversight involvement in this process. The Department of Aging and Disabilities is not responsible for any mismanagement of these funds, unless DOAD staff is implicated in such mismanagement.

### III. Bank Deposits

- All county designated money received by the senior centers shall reflect ledger entries matching bank deposit slips. All monies collected shall be deposited on a daily basis.

#### **FIRE EMERGENCY/BOMB THREAT**

In the event of a fire or bomb threat, the Center Manager must assure that everyone is out of the building. If the Center Manager is absent, the Assistant Manager is responsible.

#### **FOOD IN THE CENTERS**

Food prepared at home and brought into the center to share must be limited to baked goods. The purpose of this policy is to avoid any items prone to food poisoning. Exception may be made on a case by case basis.

#### **GAMBLING IN THE CENTER**

Any form of gambling or gaming is prohibited on county property, or in the other sites rented or leased for the purpose of administering Department of Aging and Disabilities Programs.

#### **HATE SPEECH**

Hate speech is defined as speech intending “to degrade intimidate, or incite violence or prejudicial action against a person or group of people based on their race, gender, age, ethnicity, nationality, religion, sexual orientation, gender identity, disability, language ability, moral or political views, socioeconomic class, occupation or appearance (such as height, weight, and hair color), mental capacity, and any other distinction-liability.”

All staff, volunteers, and participants must adhere to the above stated County policies. Failure to do so could result in punitive action being taken against staff or volunteers, and/or expulsion of participants from County facilities.

#### **INCLEMENT WEATHER POLICY**

Per Personnel Bulletin No. 87-009-011, revised 11/6/88, the following represents a restatement of the Department's Inclement Weather Policy. Should Anne Arundel County Government offices close due to inclement weather, the following statement will be provided by radio stations and local TV news channels:

WBAL (1090), WANN (1190), WCBM (680), WLIF (1300), WNAV (1430) or WYRE (810), WPOC (93.1, WPGC (95.5), WWZZ (103.9/104.1), WHFS (99), WLIF (101.9), or WMIX (106), and TV CHANNELS 2,4, 7, 9, 11, and 13.

**"ALL ANNE ARUNDEL COUNTY GOVERNMENT OFFICES ARE CLOSED TODAY. EMERGENCY EMPLOYEES MUST REPORT FOR WORK AT THEIR USUAL TIMES."**

In the absence of such an announcement and Anne Arundel County schools are closed due to inclement weather, senior centers will operate under the following guidelines:

- Staff will report to work as usual.
- Senior transportation will be canceled.
- Nutrition will be canceled.
- All other senior center programs and services will be canceled.
- All speakers/instructors will be notified immediately after the decision is made.
- The center will remain open.

In the event of inclement weather during school holidays or other school breaks, the Director of Aging and Disabilities will announce the final decision as to the closing decision of senior centers. This decision will be announced on local radio stations.

The following paragraph summarizes the language the centers will use: “Listen to your radio or television. The center will be closed if all Anne Arundel County Government Offices are closed. If Anne Arundel County Schools are closed, all activities at the center are cancelled, including lunch and transportation. If schools open late, the center will also open late. All classes prior to 10:00 a.m. will be cancelled. Classes that begin at 10:00 a.m. or later will be held as scheduled. In event of early school closure all classes starting at 1:00 or later will be cancelled.”

Questions concerning this policy must be directed to the Assistant Director of Aging and Disabilities.

### **PETS IN THE CENTER**

Generally, pets are not allowed in the center. However, the center manager may make exceptions for service animals.

### **POLITICAL ACTIVITIES**

**Information Sharing:** It is permissible for elected officials to make presentations on topics of particular interest to seniors. For example, a senator may explain new changes in Social Security regulations. They may also schedule constituents' information meetings at the centers.

**Campaign Season:** Candidates for public office or their representatives may mingle informally at any time, as long as they do not interrupt or disrupt scheduled or structured activities. They may frequent common or public areas in the center.

Candidates may be invited to debate issues of concern to seniors at any senior center.

Political candidates may also distribute literature at the center. A table should be provided for this purpose in a central location within the senior center.

### **PORNOGRAPHY**

Pornographic images, whether obscene or not, may not be displayed on PC's or laptops in the Senior Center. Illegal use of the Senior Center's computers will be reported to enforcement authorities.

### **RACIAL INTOLERANCE**

Racial intolerance of any kind will not be tolerated at Anne Arundel County Senior Activity Centers. Anyone involved in activities which could be construed as racial intolerance will be severely punished. For center participants, this could include expulsion from the center. All offenders could face legal sanctions.

### **RELIGIOUS ACTIVITIES**

General reference to a Deity is acceptable as long as the Deity is non-denominational. Religious group activities of an educational or entertaining nature are permissible. These activities should occupy a scheduled period and should be restricted to a specified portion of the building and no one should be forced to attend these functions.

The county should not interfere to prohibit one from expressing themselves, nor, should the county organize or lead in a prayer.

### **RESEARCH IN SENIOR CENTERS**

All requests must be submitted in writing, to the Assistant Director of Aging and Disabilities for Community Services.

Decisions to permit center research will be based on: (1) purpose of research; (2) appropriateness of questions; (3) length of the questionnaire; and (4) demands on staff time or extent of staff involvement. All research proposals must be reviewed and approved by the Director of Aging and Disabilities.

### **SENIOR CENTER PLUS**

Senior Center Plus is a specialized activity program designed to meet the needs of the frail elderly within the established senior program. The program is under the direction of the Senior Center Plus Director.

The program operates two days per week for at least four hours per day. Participants pay a fee and in turn receive the services of a program assistant who supervises their activities at the center provides specialized programming and lunch and transportation. See Appendix A for Senior Center Plus Program Eligibility Criteria.

### **SENIOR NUTRITION PROGRAM**

The Senior Nutrition Program is offered at all senior centers for the purpose of providing nutritious, low cost meals in a congregate setting for senior citizens (60 years and over). Reservations are required, and persons age 60 and older are encouraged to make an anonymous contribution.

Special eligibility requirements apply, (see Appendix G). Anyone under sixty and not an eligible participant must pay the full cost of the meal. This includes all Department of Aging and Disabilities staff, other volunteers, relatives of participants, and senior center guests.

Full payment must be collected for Nutrition Program meals from persons under sixty before meals are provided. No envelopes will be used in this case. Should senior center staff decide to entertain an ineligible person(s) with a senior nutrition meal, it is the responsibility of the nutrition site manager to collect payment for that meal.

Nutrition site managers assigned to senior centers are directly supervised by a private personnel management contractor. However, senior center and nutrition staff must work cooperatively in the execution of common program goals and the utilization of common program space.

### **SMOKING**

Smoking is not allowed in front of the center. Smokers must step outside the back door.

### **SOLICITATIONS**

Solicitations by any person, agency or company for private gain are prohibited. Center managers have a responsibility to avoid providing a captive audience for unscrupulous solicitors.

### **TRANSPORTATION**

Drivers assigned to senior centers are supervised directly by a private personnel management contractor. However, all drivers will work cooperatively with the county's transportation staff to service all senior center participants. Transportation to and from senior centers and other activities will be arranged by calling the Van Transportation Program office at the Department of Aging and Disabilities. (410-222-4826).

### **TRAVEL/TRIPS**

Only seniors who are registered and self-sufficient will be allowed to go on trips. An authorized trip coordinator must accompany all seniors on trips. Each traveler should sign a trip Release of Liability form (See Appendix B through E).

The trip coordinator will be responsible for taking attendance prior to departure and upon return. All accidents/incidents must be reported to the center manager or assistant manager ASAP (No later than 24 hours of return).

## **USE OF CENTER EQUIPMENT BY PARTICIPANTS**

Under no circumstances is any item to be removed from any senior center without explicit permission of the Senior Center Manager. This includes furniture, equipment, plants, tools, records, supplies, and other items that belong to the senior center.

## **VOLUNTEER OPPORTUNITIES**

Anne Arundel County Department of Aging encourages volunteering. Volunteers allow senior center staff to expand and enhance programs and services. Volunteers serve in many capacities: they serve as Council members, instructors or administrative support. They also serve on refreshment committees, trip committees, or as various activities facilitators.

Volunteer recruitment, training, assignment, and retention are all important aspects of senior center management. Supervision closely parallels that of regular staff, since they are also expected to support the mission of the senior center and the Department. Recognition is crucial, since there are few other ways of compensating volunteers for their services.

## **WEDDINGS**

Senior centers may be used for weddings under the following circumstances:

- At least one of the principals must have been a center member in good standing for at least six months.
- No fee will be charged, but centers may accept donations.
- Reception party may include center participants as well as invited guests.
- Liquid refreshments will be limited to strictly non-alcoholic beverages.
- The time of the ceremony and the reception will be set at the discretion of the manager so as to prevent interference with the smooth operation of the center.
- Center staff must be on hand to open and close center and monitor activities throughout the event.

## **Appendices**

A.	Senior Center Plus Program Eligibility Criteria . . . . .	17
B.	Job Description for Trip Leader. . . . .	18
C.	Job Description for Trip Desk Volunteer . . . . .	19
D.	Job Description for Trip Treasurer . . . . .	20
E.	Senior Center Trip Rules . . . . .	21
F.	Release of Liability Form . . . . .	22
G.	Maryland State DOA Eligibility Guidelines. . . . .	23
H.	Exercise Instructor Registration Form. . . . .	24
I.	Accident/Illness/Incident. . . . .	25

## **Appendix A**

### **ANNE ARUNDEL COUNTY DEPARTMENT OF AGING AND DISABILITIES SENIOR CENTER PLUS PROGRAM ELIGIBILITY CRITERIA.**

1. Participants require assistance to function in the Senior Center, but must not be so impaired as to require the level of support and supervision provided by Adult Medical Day Care.
2. They must be Anne Arundel County residents, 55 years or older.
3. Participants must be able to toilet and feed themselves independently.
4. They must be able to communicate their needs to others.
5. If they require medications during program hours, they must be able to take the medications independently.
6. Participants must be able to ambulate independently or with minimal assistance in the center. If they use a wheelchair, they must be able to use it independently, including transfers for toileting.
7. They must be able to participate in group activities without being disruptive or requiring frequent one-on-one attention.
8. Participants must not present a danger to themselves or others (e.g., aggression towards others, wandering out of facility).

All admissions to the program are reviewed and approved by an interdisciplinary professional team. Each participant's first month is considered a trial period in the program.

## Appendix B

### JOB DESCRIPTION FOR TRIP VOLUNTEER

1. Position Title: TRIP LEADER
2. Purpose: Plan and conduct trips for the benefit of the Center participants.
3. Responsibilities:
  - A. To plan trips and negotiate contracts with bus companies, travel agencies, and tour groups.
  - B. Act as trip host and trip coordinator.
  - C. Monitor emergencies and handle all complaints in a professional manner.
  - D. Make sure a member signing up for a trip has a CURRENT KEY TAG.
  - E. Maintain complete records of contracts, receipts and expenses. After a trip, prepare a financial report. Two copies must be made, one for the treasurer and one for the trip file. All information will be handled with the utmost confidentiality.
  - F. Conduct trips in a professional manner and represent the Senior Center in a positive light.
  - G. Attend trip committee meetings to plan future trips and address any problems arising from trips.
  - H. Work under direction of Senior Center staff with senior center staff to assure that all trips run smoothly.
  - I. Be available to attend trade shows and be aware of all resources that pertain to travel planning as appropriate.
4. Qualifications:
  - A. Must be pleasant, tactful, dependable, professional and organized.
  - B. Must demonstrate an interest in travel and be willing to work a minimum of 5 hours per week at the trip desk and extra time as needed.
  - C. Must show strong leadership skills and have the ability to work cooperatively with others.
5. Commitment:
  - A. Should be prepared to give an adequate amount of time to successfully complete the assignments outlined in this job description.
  - B. All trips should be planned with a back-up leader, in case a trip leader is unable to carry follow through.

## Appendix C

### JOB DESCRIPTION FOR TRIP VOLUNTEER

1. Position Title: TRIP DESK VOLUNTEER
2. Purpose: To provide center participants with information about trips, answer questions and register paying persons.
3. Responsibilities:
  - A. Make sure any member signing up for a trip has a key tag.
  - B. Conduct trip sign-ups fairly, according to trip rules: Favoritism will be not tolerated.
  - C. Make sure Trip Rules have been read and signed by each travel participant.
  - D. Be familiar with all trip offerings listed in order to accept monies, issue receipts, and answer questions.
  - E. Maintain accurate records of receipts.
  - F. Be familiar with all trip committee forms (i.e. trip reservation, stand by, release forms and emergency contact papers).
  - G. Attend Trip Committee meetings.
4. Qualifications:
  - A. Must be dependable, pleasant, tactful, professional and organized.
  - B. Must show strong leadership skills and be willing to work cooperatively with other committee members, participants and senior center staff.
  - C. Must be willing to volunteer a minimum of 5 hours per week at the travel desk and extra hours as needed.
5. Commitment:
  - A. Volunteers must view this position as a serious responsibility and have respect for confidentiality.
  - B. They should be prepared to give an adequate amount of time to successfully complete the assignments outlined in this job description.
  - C. When unable to fill their designated time slot, they should attempt to find a replacement within the Trip Committee.

## Appendix D

### JOB DESCRIPTION FOR TRIP VOLUNTEER

1. Position Title: TRIP TREASURER
2. Purpose: Maintain complete records of receipts (contributions), expenditures and financial reports.
3. Responsibilities:
  - A. Prepare monthly Financial Reports for Senior Center Manager and Advisory Council.
    - \* Make deposit of monies into the Senior Center Trip Account.
    - \* Issue checks, payments and refunds.
  - B. Attend Trip Committee Meetings.
  - C. Be familiar with all trip offerings and costs.
  - D. Receive and review Check Requisition Form where applicable.
4. Qualifications:
  - A. Must be dependable, pleasant, tactful, professional and organized.
  - B. Must be willing to attend committee meetings and other relevant meetings.
  - C. Must show strong leadership skills and be team spirit.
5. Commitment:
  - A. Volunteers must view this position as a serious responsibility and have respect for confidentiality.
  - B. They should be prepared to give an adequate amount of time to successfully complete the assignments outlined in this job description.
  - C. Should the Trip Treasurer be unable to carry out his/her duties, the Assistant Treasurer shall step in and take over.

\*At Arnold, O'Malley, Annapolis, and South County Senior Centers, Trip Leader or Advisory Council designee performs these functions. All trip activities (financial and otherwise) are closely monitored by Senior Center Advisory Councils.

## Appendix E

### SENIOR CENTER TRIP RULES

1. All trips are open to Senior Center members. Current key tags must be shown when registering for a trip.
2. Participants must be self-sufficient to go on trips. Senior Center Manager may require physician's certification to approve travel.
3. Anyone who exhibits inappropriate behavior must be approved by the Senior Center Manager before traveling.
4. Registration will commence upon receipt of the required deposit. Checks are preferred. Seat assignments will be the responsibility of the Trip Leader.
5. All monies are non-refundable unless a replacement can be found from the waiting list. Certain exceptions will be handled on a case by case basis by Senior Center staff.
6. Participants must furnish their own transportation to and from meeting points.
7. Absolutely no smoking or alcoholic beverages on the buses.
8. Trip participants will sign a Release of Liability form (attached in Appendix F).
9. All trip participants will be issued nametags. These nametags will identify them as members of the group, which sponsored the trip. There should also be two phone numbers on the nametags. One number will be the cell phone number of the trip coordinator. The second number should be that of the senior center or Department of Aging. In addition, all trip participants should carry an index card with their name, address, and emergency contact. It should also include medication information.

Busses will not wait for anyone. Participants must adhere to scheduled arrival and departure times. Should you become disconnected from the group while on a trip, use the information on your nametag to call your trip coordinator or your senior center.

11. Participants should:  
Avoid contaminating others on trip day by staying at home when suffering from communicable illnesses (e.g., flu, colds, etc.).

Avoid causing allergic or other adverse reactions by not using strong or excessive fragrances. Be flexible. Under special circumstances be prepared to accommodate room/and seatmates as assigned.

**Appendix F**

**Senior Center Release of Liability Form**

Date\_\_\_\_\_ Destination\_\_\_\_\_

In consideration of being permitted to participate in the round trip excursion on the above date, I covenant and agree to waive and release any and all claims (including claims for contribution and/or indemnity) against Anne Arundel County Maryland, its officers, employees, and agents for any damage or loss, direct or indirect, or bodily injuries sustained in consequence of any unintentional act or occurrence arising during or in conjunction with said excursion.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

## Appendix G

### Maryland State Department on Aging Eligibility Guidelines

AGE	CLASSIFICATION	COST	EXPLANATION
60 years or older	Participant	Anonymous Contribution	Anyone 60 years of age or older
60 years or older	Staff, Instructors, Volunteers	Anonymous Contribution	A Participant
60 years or older	Volunteer in Nutrition Program	Anonymous Contribution	A Participant
Under 60 years of age	Spouse of Participant - Regardless of age	Anonymous Contribution	A Participant
Under 60 years of age	Volunteer in Nutrition Program (at least 6 hours per quarter)	Anonymous Contribution	A Participant
Under 60 years of age	Staff, Instructors, Volunteers, Site Guests, Relatives of Participants, Handicapped or Disabled persons (except as listed below)	Must pay full cost of meal \$3.20 Korean ethnic meal \$5.15.	Non-Participant
Under 60 years of age	Handicapped or Disabled residents of senior housing where the program is offered	Anonymous Contribution	A Participant
Under 60 years of age	Disabled Person living with and accompanied by a Participant - does not have to be a relative	Anonymous Contribution	A Participant

## Appendix H

### Exercise Instructor Registration Form

*“All instructors conducting or monitoring exercise programs must first complete a registration form listing the instructor’s name, title, organization, telephone number, qualifications, and certifications.”* from the Anne Arundel County Department of Aging and Disabilities SENIOR CENTER POLICY AND PROCEDURES MANUAL

Non-college instructors are asked to complete the following to have on file at senior centers where they teach.

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization/Employer \_\_\_\_\_

Telephone# \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

Certifications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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