

I.T.A.S.C.S.C. SENIOR CENTER STARTER KIT

Resources and ideas for new and seasoned professional in Senior Services
working in Township Senior Centers.

I.T.A.S.C.S.C. Illinois
Township Associations
of Senior Citizens
Services Committees

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Senior Center Starter Kit

INTRODUCTION

Adults aged 55 and older are the fastest growing population and should be an important focus for townships. Townships can provide much needed information, resources, support and social engagement. Townships can be a relevant resource for residents who want to age in place.

The Illinois Association of Senior Citizens Services Committees (ITASCSC) is a group of over thirty townships that provide programs, information and referrals to adults aged 55 and over in Illinois. The members are professionals in the Aging Services field and are the experts.

The “Senior Center Starter Kit” is a compiled list of information and resources for townships to start their own programs. It is important to start small, listen to the needs of residents, respond quickly, and capitalize on opportunities.

HOW TO USE THIS KIT

Categories with helpful ideas, details and contacts will be posted throughout the kit. The kit will be updated annually. However, it is important to note that the Illinois Townships Association of Senior Citizens Service Committees will respond to any question immediately. Please visit www.itascsc.net for more information or questions.

Beginning Programs & Activities

MAKE ROOM FOR PROGRAMS

Look around the spaces in your offices. Are spaces used constantly? Can you offer space after hours? Any sized room can be turned into a gathering space for social engagement.

Join the Club! Small spaces can be great for hosting a Bridge Club, Pinochle, Dominos, and Chess. Knit and Crochet, Beading club, life stories, plastic canvas, Project Linus, ukulele club, or gaming club. If you have a small space, promote in your newsletter and social media that you are able to host recreational groups.

Feed Them! A robust program in Gardner Township began with the offer of a monthly potluck luncheon. What started with ten people grew to sixty, and then sprouted more clubs.

<https://www.toi.org/township/sangamon-county-gardner-township>

Celebrate! PI Day (March 14), National Volunteer Month (April), Older Americans month (May), May 4 (think Star Wars). Milestone Marriages, 90+ Club, Picnic, Township Day...

Resource:

National Day Celebration Calendar 2019: <https://nationaldaycalendar.com/calendar-at-a-glance/>

Coffee Klatch: From book discussions, current events, or simply making time to speak to residents; meeting for coffee in an informal setting is always a great idea and free.

Resource:

<https://conversationstartersworld.com/interesting-conversation-topics/>

Almost Retired? Programs about retirement, aging in place, Medicare, Asset Protection workshop (PM) programs. ITASCSC member newsletters have resources, ideas, and samples.

Cooking Classes: Whole Foods, local chef, volunteer can do cooking classes with an electric skillet. Our pasta cooking class was our most popular

Group Exercise Classes” Collaborate with your local Park District to offer space for instruction. DVD of Indoor walking, Tai chi, or low impact aerobics or an outdoor walking group to meet up. Volunteers can be charged with putting in DVD’s or leading classes.

Resource:

Leslie Sansone Walk At Home <https://www.youtube.com/channel/UCV16ZdslZz2Zj-34bMJFPbg>

Chair and Standing Yoga: <https://www.agelessyoga.org/>

Tai Chi for beginners: <https://taichiforhealthinstitute.org/which-dvd-for-me/>

Technology Classes: This is a great opportunity for teens and young adults to connect with others to instruct one to one classes on using a smart phone. Our more popular classes are for phones, tablets, apps, and laptops.

FREE ONLINE PREPARED PROGRAMS

No special education or experience is required to instruct these classes. All materials are included in links below.

- ACL Brain Health
 - <https://acl.gov/node/293>
- American Society of Consultant Pharmacists
 - <https://www.ascp.com/STAMPOut>
 - Prescription Drug Misuse and Abuse Tool kit
 - A program to help identify prescription drug misuse among older adults
- FDIC MoneySmart Workshop Series
 - <https://www.fdic.gov/consumers/education/index.html>
 - Train-the-Trainer online training available
 - A series of fourteen modules for adults are available, as well as one for children and older adults
 - Each session runs about 1-2 hours.
- National Council on Aging
 - <https://www.ncoa.org/economic-security/money-management/budgeting/savvy-saving-seniors-financial-education/>
 - Three Savvy Saving Seniors Programs
 - Scams
 - It's in the Cards
 - Becoming Resource-Full
 - Can purchase program materials at website, or print from office for free
- National Fire Protection Association
 - <https://www.nfpa.org/Public-Education/Resources/Education-Programs/Remembering-When>
 - Remembering When – A Fire and Fall Prevention Program
 - Sixteen key messages about fire and fall safety
 - Can print free materials from office

EDUCATION WORKSHOPS, LECTURES, RESOURCES

- Reach out to local business or organization for free workshop
 - Alzheimer’s Disease – 847-933-2413
 - Banks/Financial Planning
 - Citizens Utility Board (utility bill clinics) – 312-263-4282
 - Dementia Friends 312-942-5359
 - Doctor/Pharmacist/Podiatrist
 - Flu Shot Clinic
 - Hospice companies
 - Legal/Attorney (Senior Will Program)
 - Police Department (Elderly Service Office, TRIAD, Scam presentation)
 - Regional Transportation Authority (navigating public transportation)
 - Secretary of State
 - Rules of the Road
 - Mobile Unit
 - Organ and Tissue Donor Registration and Info Session
 - Virtual Dementia Tour
 - You can also engage with local representatives/senators or the chamber for a speakers bureau or speaker connection
- Scheduling a speaker/presentation around a “National Day/Month”
 - April is Financial Literacy Month
 - May is Mental Health Awareness Month
 - November is Caregivers Month and Alzheimer’s Month
- Provide a database of information for residents
 - Local food pantries
 - Health Clinics
 - Legal Resources
 - Don’t make recommendations; offer referrals
- Senior Health Insurance Program
 - Provides free training and support to volunteer counselors on Medicare or other related insurance questions.
- Movie screenings and discussion
 - Aging
 - Intergenerational Experiences
 - Various healthcare items
 - *The Alzheimer’s Tapes* – a four-part HBO Documentary series
 - *Too Soon to Forget: The Journey of Younger Onset Alzheimer’s Disease*
- Create your Own
 - Budgeting Workshop
 - Stretching Your Grocery Budget
 - Utility Assistance Options

DAY TRIPS

Day Trips: Start with meeting up at a local restaurant. Arrange to have a limited menu, contact local convention, and visitor bureaus to find places to visit. Charter buses for group travel. The cost of the charter, lunch, or program can be incorporated within the total cost per person, for a self-sustaining program.

Cuisine clubs

Day Trip Resources:

- ITASCSC Members: [Itascsc.net](http://itascsc.net)
- Chicago CVB: <https://www.choosechicago.com/>
- Convention and Visitors Bureau Directory: <http://www.cvent.com/rfp/convention-visitors-bureau-directory-ee12b9994b424e4f91f7d48ae60d170c.aspx>
- Illinois Office of Tourism: <https://www.enjoyillinois.com/>
- Lake County Convention and Visitors Bureau: <https://www.visitlakecounty.org/Home>
- McHenry County Convention and Visitors Bureau: <http://www.visitmchenrycounty.com/>

Bus Charters:

- Ideal Charter: <http://www.idealcharter.com/>
- Jones Travel: <http://www.jonestravel.com/>

Many visitor bureaus and tourism places will host “Fam” Tours. These tours are great ways to try out a destination or learn about various attractions in an area. We strongly encourage checking out a fam tour if possible. Many times they are free!

EXTENDED TRAVEL

Overnight Trips: Whether it is a three-day Midwest destination or a weeklong trip, people that travel together become fast friends and want to do more! Traveling with organizations such as Mayflower and Collette has great advantages: they are travel professionals, they offer traveler's insurance, and they offer commissions back to your township. (Yes, you can generate revenue with working with a travel partner). You can do it yourself too, the members if ITASCSC have travel itineraries they would share.

Travel Partner Resources

- American Classic Tours: <http://www.amclassictours.com/>
- Collette Travel: <https://www.gocollette.com/en>
- Globus Travel: <https://www.globusjourneys.com/>
- Mayflower Tours: <https://www.mayflowercruisesandtours.com/>

UTILIZING COMMUNITY PARTNERSHIPS

Get creative! Utilize volunteers or interested community members to launch and champion an idea. It is okay to start small and gauge interest. Set parameters on who qualifies. If the event is not successful right away, that is okay. Try again and learn from past events.

- Make a Difference Day <https://nationaldaycalendar.com/national-make-a-difference-day-fourth-saturday-in-october/>
 - October 26, 2019
 - Collaborate with school groups, scout groups, or others to offer a special day of service or program to residents (yard clean up, test smoke detectors, deliver food packages, help a community agency with a project, etc.)
- Holiday Programs
 - Adopt-A-Family
 - Adopt-A-Senior
 - Breakfast with the Bunny
 - Children with Disabilities Holiday Party
 - Easter Baskets
 - Gift Card Drives
 - Thanksgiving Meal Baskets
 - Toy Drive
 - Valentine’s Day Baskets
- School Supply Drives
 - Work with local schools/retailers on collection
 - Partner with a community group to collect for in-house distribution
 - “Pack the Bus”
- Community Paint-A-Thon <https://www.handsonsuburbanchicago.org/Paint-A-Thon>
 - An initiative of ten townships, which paints the exterior of homes at no cost to older adults, persons with disabilities, or veterans. Paint is donated and work supplied by volunteers teams.
- Veteran Support
 - Honor Roll – Recognition at Board Meeting
 - Fundraiser
 - Clean Up Yard Project

Work with local veteran groups (Legion, VFW) Park districts, Library, municipal spaces-examine what is out there...what can you do to help...

VOLUNTEERS

Volunteers: This is a great way to have skilled people share their time and talents in your organization. Finding volunteers can be another challenge. The links below are local ways to recruit for volunteers. Using your township website, social media, flyers (drop off at Panera, Starbucks, grocery stores, etc.)

Mobilize participants or residents to give back to community

- Donations from knit/crochet group
- Niles Men's Club paints house for Paint-A-Thon
- Arrange volunteers to help in schools with reading time or mentoring in elementary school
- Advisory Committee/Council
 - Disability Committee
 - Group of nine members who advise on issues affecting people with disabilities. Offer suggestions on programming and resources.
 - Can volunteer at events, help fundraise, advocate for programs, and more

SHIP: Senior Health Insurance Program

<https://www2.illinois.gov/aging/ship/Pages/aboutship.aspx>

The Senior Health Insurance Program (SHIP) is a **free** statewide health insurance counseling service for Medicare beneficiaries and their caregivers.

Benefits Access: <https://webapps.illinois.gov/AGE/BAA/Welcome.aspx> (Online Application Link) seniors or Persons with Disability Ride Free Transit Card- License Plate Discount Internet filing for the above benefits is quick and easy. These benefits are now available for **TWO** years once approved

Self-Directed Volunteer Teams: <https://sdvnetwork.com/home/intro-video/>

A Self Directed Volunteer Team (SDV Team) is a multi-skilled group of volunteers who share responsibilities for addressing a challenge or opportunity in their community. Projects are usually time-limited, involve a continuum of volunteer roles and rely on the creativity and initiative of the team members to complete the work as a team. Through time, the team is empowered to take full responsibility for its own functioning and for results.

Watch our two-minute video.

Volunteer Recruitment:

- Idealist: <https://www.idealists.org/en>
- Hands on Suburban Chicago: <https://www.handsonsuburbanchicago.org/>
- Volunteer Match: <https://www.volunteermatch.org/>

SENIOR CITIZENS SERVICES COMMITTEE

Sec. 220-5. Care for the elderly. Upon the request of the supervisor of general assistance, the township board may enter into contractual agreements with the operators of nursing homes, retirement homes, or other facilities for the care of the elderly for the purchase of care for elderly public assistance recipients. All agreements shall be written and shall provide for the rendition of services to the eligible residents of the township. For the purpose of purchasing care for the elderly, the township board may expend, upon recommendation of the supervisor of general assistance, its funds and any funds made available to it by other governments for general township purposes.

(Source: P.A. 82-783; 88-62.)

Illinois State Statutes (60 ILCS 1\ Township Code: Senior Citizen Services:

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=006000010HArt%2E+220&ActID=770&ChapterID=13&SeqStart=54200000&SeqEnd=55000000>

Sec. 220-10. Township committee for senior citizens' services.

(a) The township board may appoint a township committee for senior citizens' services comprised of not more than 9 members. A minimum of one-third of the committee shall be 55 years of age or older. The initial members shall serve their terms as follows: 3 members for 1 year, 3 members for 2 years, and 3 members for 3 years. Succeeding members shall serve 3-year terms.

(b) Members of the committee shall select one of their number to serve as chairman and may select other officers deemed necessary.

(c) Members of the committee shall serve without compensation but shall be allowed necessary expenses incurred in the performance of their duties under this Section.

(d) The committee shall cooperate with the Illinois Department on Aging and with the Department of Transportation, whenever appropriate, to develop and administer programs designed to maintain the self-sufficiency and personal well-being of citizens residing within the jurisdiction of the township who are 55 years of age or older.

(e) The committee may receive federal funds made available to the Department on Aging or the Department of Transportation for the implementation of federally approved senior citizens programs. The local funding shall be provided from the township general fund.

(f) The committee may enter into service agreements or contracts for the purpose of providing needed or required transportation services or make grants to another governmental entity, not-for-profit corporation, or community service agency to fund programs for senior citizens, subject to the approval of the township board.

(Source: P.A. 82-783; 88-62.)

Website Narrative Example:

The Hanover Township Committee for Senior Citizens' Services is the voice of the mature adult community, fostering new ideas and providing opportunities for fellowship and personal growth. The Committee is instrumental in encouraging independence, self-esteem, and well-being among seniors by promoting the sharing of life experiences through volunteerism and community involvement.

This advisory committee to the Hanover Township Board of Trustees is made up of residents who represent the senior population of the Township on issues and concerns of interest to seniors. President, Vice President, Secretary and Treasurer are elected officers. The committee meets the 2nd Monday of each month at 1:00PM in the Senior Center to discuss programs and services, and meetings are open to the public

FUNDRAISE

Trunk Sale (As if a garage sale, but items are in trunks-charge for the parking space to sell)
Foods for Sale (Paczki's, Taffy Apples, Popcorn, etc.) Get the food donated or at a reduced cost.
The fundraising arm of the committee operates "Ye Olde Gift Shoppe" located in the reception area of the Senior Center. Profits from their sales are used to sponsor programs, pay for entertainment and purchase raffle prizes.

- Donations
 - ASK! Asking for a small donation to offset the cost of a program is reasonable
 - Include language about not refusing service, or seeing staff if you need help paying for things
- Fees for Service
 - Charge folks the "break even" amount for an event
- Fundraisers
 - Partner with local businesses for fundraisers
 - Small scale: bake sale, ice cream
 - Large scale: campaign to sell bricks, heritage items, etc.
- Grants
 - Civic organizations (Lions, Rotary, Kiwanis, Jaycees, etc.)
 - Local Companies (utilize chamber events to build relationships)
 - Senior Health Insurance Program
 - Through the Area Agency on Aging can provide a small stipend for Medicare counseling services
 - Community Economic Development Association (CEDA)
 - Low Income Home Energy Assistance Program (LIHEAP)
- Sponsorships
 - Establish tiered levels for special events to offset cost
 - Each tier can have associated benefits
 - Corporate Levels
 - Programs – assess a sponsorship fee if a for-profit entity would like to do a presentation

CAREGIVER RESOURCES

- [Advance Directives](#): Durable Power of Attorney for Property, Durable Power of Attorney for Health Care, and Living Will.
- [Community Care Program](#), through case management, in-home care and adult day services, helps frail older people, who might otherwise need nursing home care, to remain in their own homes.
- [Adult Protective Services Program](#) investigates and assesses reports of abuse.
- [Grandparents Raising Grandchildren Program](#) promotes awareness of older caregivers who are currently raising their family's children and establishes support groups to assist them.
- Information on [Housing Options](#).
- In-home care.
- [Legal Assistance Program](#) offers professionals who advocate for and represent older clients in civil cases.
- [Long Term Care Ombudsman Program](#) responds to questions, concerns and complaints that involve people who live in long-term care facilities.
- [Meals Programs](#), including home-delivered meals.
- [Senior Centers](#) provide resources, services and programs.
- [Senior HelpLine](#) is a toll-free number (Voice & TTY) providing information and assistance.
- [Transportation Programs](#).

Sliver Search: Endangered Missing Persons Advisory <https://www.silversearchillinois.org/>

Dementia Friendly America: <https://www.dfamerica.org/dfa-communities/?fbclid=IwAR0XbQVtXV0qX1WphSLI7pTjv5GwCgwpfhqoQSPrAbfOyWRgX82neufLV34> what is Dementia Friendly America (DFA)? DFA is a national network of communities, organizations and individuals seeking to ensure that communities across the U.S. are equipped to support people living with dementia and their caregivers. Dementia friendly communities foster the ability of people living with dementia to remain in community, engage, and thrive in day-to-day living.

Alzheimer's Association: www.alz.org

SUPPORT GROUPS

- Caregiver (training available through Alzheimer's Association)
- Chronic Pain Foundation (peer-led)
- Memory Café
 - Offers safe space for those with memory loss and their caregivers to enjoy fellowship and a meal; may be offered in conjunction with local nutrition provider or Case Coordination Unit)
- Memory Health
 - Different topic monthly
 - Brain teasers/puzzles
 - Normal Aging vs. Dementia
 - Relaxation Techniques
 - Superfoods
 - Group storytelling: https://www.eurekalert.org/pub_releases/2011-02/uom-spi022511.php

SOCIAL SERVICES RESOURCES

SHIP: Senior Health Insurance Program

<https://www2.illinois.gov/aging/ship/Pages/aboutship.aspx>

The Senior Health Insurance Program (SHIP) is a **free** statewide health insurance counseling service for Medicare beneficiaries and their caregivers.

Senior HelpLine: <https://www2.illinois.gov/aging/Resources/Pages/helpline-main.aspx>

1-800-252-8966 or (TTY) 1-888-206-1327

the Senior HelpLine provides information on programs and services and links persons 60 years of age and older and their caregivers to local services.

Professional staff briefly assess needs, send literature and write referrals for a range of services such as [care coordination services](#), the [Long-Term Care Ombudsman program](#), legal services, [transportation](#), employment and [nutrition](#) services.

Senior HelpLine staff also provide [abuse](#) intake and accept appeals and service inquiries from the [Community Care Program](#) clients. **When You Call . . .** It is helpful to have...the client's name, age, address, present services received, and daytime telephone numbers.

Adult Protective Services:

<https://www2.illinois.gov/aging/ProtectionAdvocacy/Pages/abuse.aspx>

Responsibilities as a Mandated Reporter of elder abuse:

https://www2.illinois.gov/aging/ProtectionAdvocacy/Documents/APS_ProKnow_Web.pdf

To report suspected abuse, exploitation or neglect of an older person, call the statewide, **24-hour Adult Protective Services Hotline: 1-866-800-1409, 1-888-206-1327 (TTY).**

- Elderly Service Officer Training <http://www.illinoisattorneygeneral.gov/seniors/eso.html>
 - Available through the Attorney General Office
 - Intended for Law Enforcement, but those working in Social Services can attend
- Illinois Hunger Coalition <https://ilhunger.org/>
- Make Medicare Work Coalition http://www.ageoptions.org/services-and-programs_makemedicarework.html
- Mental Health First Aide Training <https://www.mentalhealthfirstaid.org/>
- **National Association of States United for Aging and Disabilities**
<http://www.advancingstates.org/>
- **CLESE: Coalition of Limited English Speaking Elderly:**
<https://www2.illinois.gov/aging/PartnersProviders/Pages/clese.aspx> Senior citizens not fluid in English and who live in Northern Illinois can locate an ethnic provider by contacting the Coalition of Limited English Speaking Elderly (CLESE), a consortium of ethnic organizations dedicated to the care of older adults. CLESE represents 18 different ethnic groups.
- **Consumer Fraud Protection Bureau:** <https://www.consumerfinance.gov/>

ILLINOIS AREA AGENCIES ON AGING

In accordance with federal [Older American's Act](#) regulations, the Illinois Department on Aging has divided Illinois into **13 Planning and Service Areas (PSAs)**.

The 13 Planning and Service Areas in Illinois are each managed and served by an **Area Agency on Aging**. The Department works in partnership with these agencies: 12 not-for-profit corporations and 1 unit of local government, the City of Chicago.

Area Agencies have the primary task of planning and coordinating services and programs for older people in their respective areas. The Area Agencies receive funding from the Department based on a formula which takes into consideration the number of older citizens and minorities in that area, as well as the number living in poverty, in rural areas, and alone.

Like the Department on Aging, Area Agencies are not, as a rule, direct service providers. Area Agencies contract with local agencies, which provide services to the older people who live in the same community

Click on this Map to identify your AAA:

https://www2.illinois.gov/aging/PartnersProviders/Pages/aaa_map.aspx

- [Chicago Department of Family and Support Services](#)
- [Age Options, Inc.](#)
- [Northwestern Illinois Area Agency on Aging](#)
- [Northeastern Illinois Area Agency on Aging](#)
- [Western Illinois Area Agency on Aging](#)
- [Central Illinois Agency on Aging, Inc.](#)
- [East Central Illinois Area Agency on Aging, Inc.](#)
- [West Central Illinois Area Agency on Aging](#)
- [Area Agency on Aging for Lincolnland, Inc.](#)
- [AgeSmart Community Resources](#)
- [Midland Area Agency on Aging](#)
- [Southeastern Illinois Agency on Aging, Inc.](#)
- [Egyptian Area Agency on Aging, Inc.](#)

IDOA: Illinois Department on Aging <https://www2.illinois.gov/aging/AboutUs/Pages/default.aspx>

MARKETING

- *Eventbrite*: post your event on this site for free: <https://www.eventbrite.com/l/post-events/>
- *Facebook Events listing*: Interested participants can click if they are interested or going through this area on Facebook. <https://www.facebook.com/events/>
- *Meet Ups*: a website to promote your events, have people register and meet up. <https://www.meetup.com/>
- *Metro Mix Chicago*: post your event on the website for a wider audience: <https://chicago.metromix.com/>
- *Oakley's Family Guide*: family focus website and quarterly publication you can post-free. <http://www.oakleesguide.com/>
- *Time Out Chicago*: post your event on the website for a wider audience. <https://www.timeout.com/chicago/get-listed>
- *Eventbrite*: post your event on this site for free: <https://www.eventbrite.com/l/post-events/>
- Creating a facebook page can be a great way to engage your community. Using a free online system like hootsuite.com can help manage your posts so you do not have to post content every day.







ASSOCIATIONS


- Illinois Township Association of Senior Citizens Service Committees <https://itascsc.net/>
- American Society on Aging: <https://www.asaging.org/>
- Association of Illinois Senior Centers <https://ilseniorcenterassoc.net/>
- Illinois Park and Recreation Association: <https://www.ilipra.org/>
- National Council on Aging <https://www.ncoa.org/>
- National Institute of Senior Centers: <https://www.ncoa.org/national-institute-of-senior-centers/join-nisc/>
- Northwest Special Recreation Association: <https://www.nwsra.org/>

- NISC: sharing online forum for best practices and resources for senior center directors: <https://www.ncoa.org/national-institute-of-senior-centers/nisc-crossroads-national-institute-of-senior-centers/>
- Program Ideas for Senior Centers: <https://www.ncoa.org/national-institute-of-senior-centers/senior-center-programs/>
- Standards and Accreditation for Senior Centers: <https://www.ncoa.org/national-institute-of-senior-centers/standards-accreditation/>
- Economic Security Programs for Senior Centers: <https://www.ncoa.org/national-institute-of-senior-centers/economic-security-senior-centers/>
- Improving Health Programs for Senior Centers: <https://www.ncoa.org/national-institute-of-senior-centers/improving-health-senior-centers/>
- Practical Tips for Senior Centers: <https://www.ncoa.org/national-institute-of-senior-centers/tips-for-senior-centers/>
- National Senior Center Month (September): <https://www.ncoa.org/national-institute-of-senior-centers/national-senior-center-month/>


RESOURCES






I.T.A.S.C.S.C. Senior Center Starter Kit Flash Drive Contents

 All About ITASCSC	10/21/2019 9:30 AM	File folder
 Human Resources	10/21/2019 10:03 AM	File folder
 Programs	10/21/2019 10:03 AM	File folder
 Start HERE!	10/21/2019 9:26 AM	File folder
 Transportation	10/21/2019 10:03 AM	File folder
 Volunteers	10/21/2019 10:03 AM	File folder

 Start HERE!



















 Senior Center Starter Kit 2019 FINAL	10/21/2019 9:23 AM	Microsoft Word D...	55 KB
 Senior Center Starter Kit 2019 FINAL	10/21/2019 9:23 AM	Adobe Acrobat D...	451 KB

 All About ITASCSC







 2020 ITASCSC Registration Form	10/21/2019 9:20 AM	Chrome HTML Do...	51 KB
 All About ITASCSC Slides	10/21/2019 9:20 AM	Microsoft PowerP...	934 KB
 APPL FOR COMMITTEE MEMBERSHIP	10/21/2019 9:20 AM	Adobe Acrobat D...	244 KB
 BYLAWS Final	10/21/2019 9:30 AM	Adobe Acrobat D...	233 KB
 TOI Infographic	10/21/2019 9:20 AM	Adobe Acrobat D...	1,192 KB

Human Resources				
	190-1 General Use Reserves Permit 7.23.15	7/19/2017 10:21 AM	Microsoft Word 9...	94 KB
	190-1 Permit Application for Hanover To...	7/19/2017 10:21 AM	Microsoft Word 9...	86 KB
	190-1 Reservation Application of Non-Se...	7/19/2017 10:32 AM	Microsoft Word 9...	88 KB
	Application for Employment	7/21/2017 12:44 PM	Microsoft Word 9...	2,969 KB
	Best Practices- AISC Centervention 2019 2	10/21/2019 9:22 AM	Microsoft PowerP...	332 KB
	CLIENT INTAKE FORM	10/21/2019 9:22 AM	Microsoft Word D...	19 KB
	Code of Conduct	10/21/2019 9:22 AM	Adobe Acrobat D...	150 KB
	Disclaimer	10/21/2019 9:22 AM	Microsoft Word D...	12 KB
	Emergency Preparedness Plan - Updated	7/21/2017 12:44 PM	Adobe Acrobat D...	505 KB
	Ethics Policy - 02-2016	10/21/2019 9:22 AM	Adobe Acrobat D...	188 KB
	Final Community Matrix	3/14/2017 10:02 AM	Microsoft Word D...	17 KB
	Final Research Guidelines	3/8/2017 3:47 PM	Microsoft Word D...	14 KB
	Financial Policies Ordinance	7/21/2017 12:44 PM	Adobe Acrobat D...	2,960 KB
	Form 2.21 - Township Incident Report	7/21/2017 12:44 PM	Adobe Acrobat D...	145 KB
	Form2.21-TownshipIncidentReport (1)	10/21/2019 9:22 AM	Microsoft Word 9...	125 KB
	Goals and Objectives Informaiton	10/21/2019 9:22 AM	Microsoft Word D...	89 KB
	Hanover Township Credit Card Guidelines	7/21/2017 12:44 PM	Adobe Acrobat D...	90 KB
	Hanover Township Media Guidelines	7/27/2017 11:27 AM	Adobe Acrobat D...	90 KB
	Hanover Township Personnel Policy upd...	10/21/2019 9:22 AM	Adobe Acrobat D...	1,509 KB
	Hanover Township Purchasing Policy 08 ...	7/21/2017 12:44 PM	Microsoft Word 9...	58 KB
	Hanover Township Senior Services disest...	10/21/2019 9:22 AM	Microsoft Word D...	21 KB
	HT Communications Plan FINAL	7/27/2017 11:26 AM	Adobe Acrobat D...	146 KB
	HT Conflict of Interest	8/16/2011 1:27 PM	Adobe Acrobat D...	634 KB
	HT Ethics Ordinance	8/16/2011 1:23 PM	Adobe Acrobat D...	2,048 KB
	HT Investment Policy	8/16/2011 2:39 PM	Adobe Acrobat D...	3,193 KB
	HTSCSC Bylaws Final Revised 9 12 16	7/22/2017 10:04 AM	Adobe Acrobat D...	91 KB
	HTSS Delivery of Services Procedure	1/2/2018 12:06 PM	Adobe Acrobat D...	1,312 KB
	Identity Protection Policy	7/21/2017 12:44 PM	Adobe Acrobat D...	37 KB
	Job Descriptions	1/2/2018 10:58 AM	Adobe Acrobat D...	9,403 KB
	Maintenance Request Form	1/2/2018 12:07 PM	Adobe Acrobat D...	285 KB
	Media Release	1/2/2018 10:15 AM	Adobe Acrobat D...	1,222 KB
	Online Social Media User Guidelines	10/21/2019 9:22 AM	Adobe Acrobat D...	103 KB
	OPT Personnel Policy Manual 2019 08-20...	10/21/2019 9:22 AM	Adobe Acrobat D...	680 KB
	Personnel Policy	10/21/2019 9:22 AM	Adobe Acrobat D...	317 KB
	Policies and Procedures Manual TOC	10/21/2019 9:22 AM	Adobe Acrobat D...	493 KB
	Preventative Maintenance Schedule	10/21/2019 9:22 AM	Adobe Acrobat D...	531 KB
	Professional Services Agreement	7/27/2017 4:24 PM	Adobe Acrobat D...	7,952 KB
	Research Procedure	10/21/2019 9:22 AM	Adobe Acrobat D...	73 KB
	Senior Center Organizational Chart	1/2/2018 11:00 AM	Adobe Acrobat D...	271 KB
	Senior Services Action Plan - FY18 Quarte...	10/21/2019 9:22 AM	Microsoft Word D...	25 KB
	Sexual Harassment Policy - 02-2018	10/21/2019 9:22 AM	Adobe Acrobat D...	174 KB
	Township Organizational Chart	1/2/2018 10:59 AM	Adobe Acrobat D...	304 KB

Programs









 190-1 HTSS Independent Contractor Agre...	10/21/2019 9:29 AM	Microsoft Word D...	23 KB
 2018 Data and Stars N Stripes Pages Engli...	10/21/2019 9:22 AM	Adobe Acrobat D...	633 KB
 2018 Sponsorship Brochure	10/21/2019 9:22 AM	Adobe Acrobat D...	695 KB
 2019 Social Services Intake Form	10/21/2019 9:29 AM	Microsoft Word D...	28 KB
 ACC-CSP - Grief and Loss Support Group...	10/21/2019 9:53 AM	Adobe Acrobat D...	454 KB
 April May Senior Newsletter	10/21/2019 9:30 AM	Adobe Acrobat D...	1,322 KB
 AWN Summer 2019 Community Events C...	10/21/2019 9:30 AM	Adobe Acrobat D...	828 KB
 CLIENT INTAKE FORM	10/21/2019 9:53 AM	Microsoft Word D...	12 KB
 Event Planning Form Fillable (2)	10/21/2019 9:31 AM	Adobe Acrobat D...	556 KB
 Hanover Township Senior Services Evalua...	7/21/2017 3:56 PM	Microsoft Word D...	258 KB
 HT Photo Release	7/28/2017 12:20 PM	Adobe Acrobat D...	129 KB
 HTSS Proposal Form 2018	10/21/2019 9:31 AM	Microsoft Word D...	162 KB
 Instructor information document FINAL ...	10/21/2019 9:32 AM	Microsoft Word D...	49 KB
 Lending Closet Equipment Agreement	1/2/2018 12:04 PM	Adobe Acrobat D...	321 KB
 logic model explanation	7/27/2017 11:13 AM	Microsoft Word D...	15 KB
 Registration Pages	1/2/2018 12:02 PM	Adobe Acrobat D...	1,304 KB
 SIGN IN SHEET	10/21/2019 9:53 AM	Microsoft Excel 97...	16 KB
 Sign In Sheets	10/21/2019 9:53 AM	Microsoft Word D...	1,470 KB

Transportation

 ACC-CSP - Grief and Loss Support Group...	10/21/2019 9:25 AM	Adobe Acrobat D...	454 KB
 Adendum to Drivers Handbook 8.22.19	10/21/2019 9:25 AM	Microsoft Word D...	12 KB
 FINAL HTSS Drivers REVISED Handbook 0...	10/21/2019 9:25 AM	Adobe Acrobat D...	742 KB
 Transportation Services Waiver Agreement	1/2/2018 12:05 PM	Adobe Acrobat D...	1,402 KB
 TransportationCustomerGuid	10/21/2019 9:25 AM	Adobe Acrobat D...	762 KB
 TRIP applicationseniors	7/28/2017 11:57 AM	Adobe Acrobat D...	40 KB

type: Adobe Acrobat Document
Size: 761 KB
Date: 10/21/2019 9:25 AM

Volunteers

 2018 Volunteer Handbook (4)	10/21/2019 9:43 AM	Adobe Acrobat D...	981 KB
 2018 Volunteer Handbook	10/21/2019 9:36 AM	Adobe Acrobat D...	981 KB
 Confidentiality Form Volunteers	7/31/2017 12:28 PM	Adobe Acrobat D...	762 KB
 SHIP Volunteer Counselor Application	10/21/2019 9:33 AM	Adobe Acrobat D...	152 KB
 VOLUNTEER INFORMATION FORM	10/21/2019 9:33 AM	Adobe Acrobat D...	75 KB
 Volunteer Interest Form	1/2/2018 12:03 PM	Adobe Acrobat D...	401 KB
 Volunteer Job Descriptions	1/2/2018 11:02 AM	Adobe Acrobat D...	9,562 KB
 Volunteer Positions Header Page	7/19/2017 11:38 AM	Microsoft Word D...	13 KB

