INTEROFFICE MEMORANDUM

TO: CACP COMMITTEE
FROM: CINDY MCGLYNN/COMMISSION ON AGING
SUBJECT: UPDATE OF POLICIES
DATE: MARCH 27, 2018
CC:

Attached is the updated Senior Center policies approved by the Commission on Aging.

COMMISSION ON AGING MEETING MINUTES
Tuesday, February 6, 2018
Stoughton Room, Stoughton Area Senior Center

Present: Lou Havlik, Nancy Hoffman, Barb Manson, Mary Onsager, Jeanne Schwass-Long, David Sharpe, Charlotte Snow
Staff Present: Cindy McGlynn, Hollee Camacho
Absent & Excused: Bob Barnett, Roz Gausman, Faith Schuck, Susan Wollin

Call to order: J. Schwass-Long called the meeting to order at 11:07 AM.

December Minutes: Moved by L. Havlik, N. Hoffman seconded to approve; passed unanimously.

Director Comments

- Iceland Trip Tour tonight at 6pm.
- Kim's congregate meals on Thursdays have been a great success. We have had 40-50 people attend in the last month, compared with our usual 12-15 meal attendance. Participants still pay by donation and the County reimburses the Senior Center for meal prep expenses.
- Volunteers are needed as receptionists, Meals and Wheels and Kitchen subs.
- The Volunteer Income Tax Assistance (VITA) site is back in Stoughton. The Department of Revenue runs it through trained volunteers. A huge thank you to Covenant Lutheran for providing the space. Participants are asked to call the number during the times listed in our newsletter.
- Requested COA feedback on new wording in our newsletter to make it clearer that the Center is open to all. It was agreed that the back of the newsletter will now read, "*The Stoughton Area Senior Center, a non-profit agency, coordinates, develops, supports and monitors programs and services for adults. 55 years and older. Aside from our case management and nutrition services which have area and eligibility restrictions, all older adults are welcome to participate.*
- During COA's May elections, we will also look to reorganize the committees. Please, 1) look at the committees' descriptions in the Bylaws, 2) look closely at the tasks assigned to each per the Strategic Plan, and 3) prioritize which committees you would most like to work on.
    - Cindy extends a huge compliment to the group. As we begin the Accreditation process, the work your committees have done have been so helpful.
    - On the other hand, we need to continue working as a group. Committees need to be member-led. Staff time is at a premium, so their role should be serving as support and information to committees. We want to be respectful of your time and be sure your time is well-spent. Meetings don't need to be scheduled every month, but instead when projects are needed and members are available.

Senior Center Brochures: Fund Development Committee and Volunteer Committees have submitted their latest drafts of the Ways of Giving/envelope and Friendly Visitor brochures. Public Relations will review them at their next meeting.

Class Instructor Agreement: Historically, instructors of paid classes have donated a portion of their fees to the Center for use of our space. However there has never been a set policy or contract establishing it as a requirement so it hasn't been done equally across the board.

- The COA discussed the issue of how to incorporate new and long-standing groups and reviewed a form Hollee distributed that attempts to do this.
- COA suggests that all new classes submit 10% of their class proceeds to the Center to help support staff coordination, promotion, reservation and inquiries associated with class offerings as well as the upkeep and general operations of the facility; 5-6% for existing programs for one year; and an added bullet point that the agreement will be reviewed yearly.
- Cindy mentioned that Stoughton Hospital's Foot Care Clinic partnership will be excluded.
- Hollee will make the corrections and email it to be discussed in March.

Policy Manual: D. Sharpe and L. Havlick motioned to approve the Policy Manual revisions and to add the Senior Center/Class Instructor Agreement once completed and approved. Carried unanimously.

Strategic Plan: L. Havlick and C. Snow motioned to approve the 2016-2020 Strategic Plan. Carried unanimously. This is a working document and will change as the committees complete and add additional actions.

Accreditation: Accreditation Committee meetings are moving along. The last couple of Committees will be meeting next week. In March COA will see the first go-around.

Committee Reports:

- **Public Relations:** last meeting canceled.
- **Program:** M. Onsager reported that she has organized a field trip to the Stoughton Village Players Theater on Feb. 23.
- **Fund Development:** held a focus group with a local attorney and financial planner to discuss how to best approach entities about remembering the Center as an option estate planning.
- **Evaluation:** no meeting.

Legislative Update:

- Lou Havlick reported on the Senior Center Symposium she attended in Fitchburg last week.
  - About 20-25 people attended, representing 9 centers.
  - Many attendees were part of Friends Groups organized as 501c3's so there was a lot of discuss on fundraising. Lou shared our current focus on getting folks to remember the Center in their estate planning.
  - They received a tour of the Fitchburg Senior Center; Lou wonders if we could get similar display cases here?
  - Lou gave her notes and handouts to Hollee to attach with the next agenda and minutes.
- At a recent City Council meeting, when looking at budget numbers, a City Council member questioned why the Senior Center and Library get to carry over so much money. The Mayor

explained that these were funds donated to the City for the Center's endowment fund. Even after told this, the person insisted that this was still City's money. COA discussed the implications for those families who have donated under the impression the money would be used as eventual income for the Center and for potential donor who may reconsider giving donations. Cindy says more education is needed so City staff are clear on the donors' expectations of these funds. She will be meeting with the City Treasurer and discuss what policies or documents are in place depicting these are donor-restrictive funds.

Meeting Adjourned: Moved by C. Snow, seconded by D. Sharpe to adjourn the meeting. Carried unanimously. Meeting adjourned at 12:00 PM.

Next Meeting: Tuesday, March 6, 2018 at 11:00 AM

STOUGHTON AREA SENIOR CENTER

POLICY MANUAL

The Stoughton Area Senior Center's Mission:
We are dedicated to the enrichment of the lives of older adults and their families by providing diverse programs, social services and volunteer opportunities.

Approved by Commission on Aging
on ~~August 6, 2013~~
updated February 6, 2018

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GENERAL

PURPOSE

The Stoughton Area Senior Center provides services to older adults in the City of Stoughton and the Townships of Albion, Dunkirk, Dunn, Pleasant Springs and Rutland. The center coordinates, develops, supports and monitors programs and services for individuals over 55 years of age.

PROGRAMS & SERVICES

- Case Management
- Congregate Nutrition Site
- Home Delivered Meals
- Skill Development Programs
- Fitness & Wellness Programs
- Social & Recreation Programs
- Support Groups
- Health Screens and Services
- Volunteer Opportunities
- Publications:
  - Yahara Senior News, newsletter
  - Stoughton Area Guide for Senior Services
  - Website and brochures
- Host services from other senior agencies:
  - UW-Extension Nutrition Program
  - Energy Assistance
  - ~~Veterans Service Assistance~~
  - ~~Experience Works employment services~~

ADMINISTRATIVE STRUCTURE

The Senior Center Director manages the Stoughton Area Senior Center under the guidance of the Stoughton City Council's Community Affairs & Council Policy Committee and the Senior Center's Commission on Aging. The Senior Center Director supervises the following paid positions: Assistant Director, Case Managers, Nutrition Manager, Receptionist and Volunteer/Program Coordinator.

HOURS OF OPERATION

The Senior Center is open from 8:00 am – 4:30 pm Monday – Friday, and from 9:00 – 11:30 am on Saturdays. Special programs are sometimes held in the evenings or weekends.

SMOKING PROHIBITED

All City of Stoughton buildings are smoke-free.

SOLICITING

Selling products or services, or soliciting for religious, political or other organizations is not allowed.

PERSONAL BELONGINGS

Senior Center participants are responsible for their personal belongings while at the Senior Center or on a Senior Center-sponsored outing.

PHOTO CONSENT

Photos of volunteers and participants are taken periodically and used in promotional publications. Photographers ask for verbal consent when taking photographs. Volunteers indicate their choice for photo consent on their volunteer applications.

CONFIDENTIALITY POLICY

All staff and volunteers at the Stoughton Area Senior Center shall maintain confidentiality in the handling and use of participant information and records.

Any information relating to an individual's personal life, family, health or attendance at programs or activities at the Stoughton Area Senior Center shall not be discussed or shared at anytime outside of the Center without written consent of the individual.

All participants in activities and programs at the Stoughton Area Senior Center shall have the right to expect that any information supplied to staff or volunteers will remain confidential.

CARE & LIABILITY OF PARTICIPANTS

The Stoughton Area Senior Center is committed to making reasonable efforts to accommodate all participants. However, the Stoughton Area Senior Center recognizes its limitation on the type of services that it offers and provides to participants. The Stoughton Area Senior Center is a multipurpose recreational facility, and is not licensed in the State of Wisconsin to offer adult day care services. Further, the Stoughton Area Senior Center cannot provide any form of adult day care services to participants due to lack of trained staff, time constraints of staff to supervise or monitor the activities of the participant, and liability concerns. All participants must have the ability to function independently while at the Stoughton Area Senior Center or, as a prerequisite, the appropriate companion to accompany and assist that person at all times. See our Rules of Participation (page 16) for details.

PROCEDURES FOR RELEASE OF INFORMATION

All Stoughton Area Senior Center participants must complete a participation form. The Center uses this information for our MySeniorCenter registry system in case of emergency, to enhance our programs and services and to increase our accountability to our financial supporters.
The Senior Center will not release names, addresses, telephone numbers or other personal information about Center participants, volunteers or staff without his or her expressed written permission. Confidential information about a case management client will be released upon completion of the Client Release of Information form, which is filed with a case management clients' Case Manager.

COMMISSION ON AGING BYLAWS

A. MISSION

The Stoughton Area Senior Center is dedicated to the enrichment of the lives of older adults and their families by providing diverse programs, social services and volunteer opportunities.

B. RESPONSIBILITIES

The Commission on Aging (COA) serves as one of the oversight committees for the Stoughton Senior Center. The Commission reviews budget and staffing/personnel recommendations and forwards all recommendations to the Community Affairs and Council Policy Committee. The Commission on Aging will:

- hold regular monthly meetings
- formulate and regularly review senior center mission statements, goals,-objectives
- recommend policies
- establish procedures
- maintain accreditation standards
- undertake regular evaluation of activities and services
- review changes to annual budget
- exercise influence with other agencies and groups in the service area to ensure provision of adequate programs for older adults
- advocate for quality public policy and programming for older adults
- plan and carry out public information activities
- continue to establish participant representation on the governing structure.

A Commission member shall participate as a member of interview teams for hiring new staff members.

The City of Stoughton, the Senior Center's Strategic Plan, the National Council on Aging (NCOA) National Accreditation and the Wisconsin Association of Senior Centers (WASC) State Accreditation guides the work of the Commission on Aging.

C. MEMBERSHIP QUALIFICATIONS

1. The Commission shall consist of thirteen members, including six representatives from the City of Stoughton; one representative each from the Towns of Albion, Dunkirk, Dunn, Pleasant Springs, and Rutland; one representative from the City Council; and one representative from the Stoughton Area School District. The Director of the Senior Center is an ex-officio member of the Commission. The COA consists of seven members who are over fifty-five years of age.

2. Members representing the City and the City Council are appointed by the Mayor and approved by the City Council. The School Board shall appoint the School District representative and the respective Town Boards shall appoint the Town representatives. All Commission members, excluding City Council members, shall be appointed to serve three year terms.

3. Members will show both an interest in and active participation in Senior Center services.

D. ELECTION AND TENURE OF CHAIRPERSON

1. The Commission members shall elect the Chairperson and Vice Chairperson each May at the regularly scheduled meeting.

2. Chairpersons shall serve a one year term and may serve more than one term.

E. DUTIES OF OFFICERS

1. The Chairperson shall conduct all regular, special and ad hoc-committee meetings in accordance with Roberts Rules of Order; appoint-Commission on Aging members to the Standing Committees; and assist the Senior Center Director with preparation of the meeting agenda

2. The Vice Chairperson shall act as the Chairperson when the Chairperson is not present**.**

F. MEETINGS

1. A regular meeting shall be held each month.

2. Special meetings shall be held as needed.

G. COMMITTEES

STANDING COMMITTEES

1. The Standing Committees shall be Public Relations, Program, Evaluation, Fund Development and Volunteer. Each standing committee shall address assigned action plans to support the national accreditation and strategic planning processes by acting on them and reporting back to the COA.

2. Each Standing Committee shall include at least two Commission members and two community members to allow the Commission to have better representation and participation. Community appointments shall be made by the Committee Chairperson and approved by the Commission on Aging. Each Standing Committee shall appoint a Chairperson. The committees meet on an as-needed basis.

3. Each standing committee identifies partnerships and opportunities to collaborate with other agencies and community organizations.

PUBLIC RELATIONS COMMITTEE
The purpose of the Public Relations Committee is to promote awareness and understanding of Senior Center programs and services. The Committee uses its Marketing Plan to enhance the image of older adults and help promote a positive understanding of aging in the community.

PROGRAM COMMITTEE
The purpose of the Program Committee is to fulfill the programming needs of all adults fifty-five years and older and their families by planning for quality and diverse program opportunities.

EVALUATION COMMITTEE
The purpose of the Evaluation Committee is to determine the Senior Center's effectiveness in accomplishing its mission and to recommend changes to ensure the highest quality possible of programs and services.

FUND DEVELOPMENT COMMITTEE
The purpose of the Fund Development Committee is to identify and recommend ways to meet current and future funding needs.

VOLUNTEER COMMITTEE
The purpose of the Volunteer Committee is to support the Volunteer Coordinator in developing policies and procedures to recruit, orient and recognize volunteers.

AD HOC COMMITTEES

1. Ad Hoc Committees shall be appointed by the Chairperson to meet specific needs or address specific issues.

H. RULES OF PROCEDURE

1. Seven members shall constitute a quorum of the Commission for the transaction of business. The Director shall not be counted in determining a quorum.

2. Roberts Rules of Order shall be used.

3. Minutes shall be recorded according to City of Stoughton policy and shall be presented to the City Council in meeting packets.

I. AMENDMENTS OF BY-LAWS

1. By-laws may be amended by a majority vote of the Commission on Aging and with approval of the City Council. Any amendment of the by-laws required by City of Stoughton ordinances does not require a majority vote of the Commission on Aging.

Revised by Commission on Aging: Date: ~~February 10, 2009~~, September 1, 2015

Approved by Stoughton City Council: Date: ~~March 10. 2009,~~ November 3, 2015

FISCAL DEPOSIT and DISBURSEMENT PROCEDURE

CASH RECEIPTS

A ~~bi-monthly~~ weekly deposit of all cash and checks that are received by the Senior Center is prepared by the Senior Center Director and Assistant Director. All cash is double counted and a computer deposit form is completed and deposited with the City's Finance Department.

A bi-monthly deposit of all donations received for the Nutrition Programs (congregate and home delivered meals) are prepared by the Nutrition Site Coordinator. All cash and checks are double counted and a deposit form is completed and deposited with the City's Finance Department.

All deposits are transported to City Hall by the Director. All deposits are checked for accuracy and secured until they are deposited in the City's financial institution.

All deposit forms, computer programs and ledgers are available to the City's audit.

The following staff members receive cash or checks:

1. Senior Center Director
2. Senior Center Assistant Director
3. Nutrition Site Coordinator
4. Senior Center Receptionist

CASH DISBURSEMENTS

All disbursements are supported by invoices/check requests for goods and services. A check is only issued after it has been established that goods and services have been received and the invoice is reviewed. The Senior Center Director approves and codes the invoices ~~which are then delivered~~ electronically for the City's Finance Department, who records and processes all checks.

All checks are cut weekly by the City's Finance Department. The list of payments is then forwarded to the City Council Finance Committee for review and then to the City Council for approval. The Finance Department mails out payments following their approval.

DONATIONS TO THE SENIOR CENTER

Purpose

The aging population is increasing; its members are living longer; their projected needs are becoming more pronounced and diverse; and supporting funds are decreasing. As our population changes, so will our funding services. We invite contributions to the Stoughton Area Senior Center (SASC) to assist with our commitment to the older adults in our community.

Ways to Give Financially

- **Outright Gifts:** Monetary gifts receive instant tax benefits, while leaving an immediate impact to SASC.
- **Annual Planned Gifts:** Include SASC in annual charitable contribution goals.
- **Memorials:** Donate a sum of money in honor or memory of a loved one.
- **Bequests:** Name the SASC as a beneficiary of your estate through your will or trust.
- **City-Operated Endowment Fund:** Designate the SASC in your contribution and earn interest on your donations, securities, real estate or other assets to support SASC.
- **Stoughton Area Community Foundation Endowment Fund:** Designate the SASC in your contribution and earn interest on your donations, securities, real estate or other assets to support SASC.

Donations may be given for general center operations, or designated for a specific item or service such as case management, nutrition, education, fitness or social offerings. Contributions are payable to the:

Stoughton Area Senior Center, 248 W. Main Street, Stoughton, WI 53589 or
Stoughton Area Community Endowment Fund, P.O. Box 84, Stoughton WI 53589.

Other Ways to Give

- **Time & Talents:** Volunteers are who keep the SASC going strong. Deliver meals, help in the kitchen, teach a class, visit with a homebound senior, or serve on a committee. Interested volunteers are encouraged to fill out an application and discuss their interests with SASC staff.
- **Durable Medical Equipment**: Often contributions of bath benches, wheelchairs, walkers, canes, scooters, etc. are welcomed to replenish our Equipment Loan Closet.
- **Craft Items or Supplies**: SASC has some space available for craft item sales to profit the Center. Wood donations enable Senior Center Wood Shop participants to make more items for sale.
- **Used Cell Phones:** Through a partnership between the National Council on Aging and Cellular Recycler, donations of unwanted cell phones, laptops, cameras, mp3 players and video game consoles keep harmful chemicals out of our landfills and 90% of all proceeds benefit the SASC.

Donated items must be usable, in good to excellent condition, easily maintainable and needed by the Senior Center. The SASC reserves the right to accept or reject donations for the above or other reasons.

RECORDS & REPORTING GUIDELINES

Purpose
The Stoughton Area Senor Center (SASC) keeps complete records that provide a picture of its daily to annual operations, as well as helps guide the Center's choices about its future growth and development. Staff regularly prepares and circulates reports to inform Commission on Aging and City Council members, participants, staff, funders and the community about aspects of its operation, program and services.

Participant Records
All general and emergency contact information (i.e. address, phone, email) is saved in the MySeniorCenter database. Individuals are asked to submit this information when they are issued a MySC participant sign-in card, or request case management, home delivered meal services or volunteer information. This information is not released without an individual's written permission. New participant, referral and assessment forms used for case management, home delivery clients, and volunteer applications are saved on the shared S: drive.

Service Records and Reports
The SASC uses the MySeniorCenter database system to store and compile all program and service statistics (i.e. number of activities provided and total participation numbers). Monthly volunteer reports are prepared and distributed to RSVP of Dane County, and case management and nutrition reports are prepared and distributed to Dane County Area Agency on Aging. Mid-year and annual reports of volunteer, case management, nutrition, as well as all programming and information and assistance statistics are prepared and distributed to staff, Commission on Aging (COA), Stoughton City Council and area Town Boards. The Annual Report is uploaded on our website; and it, along with the quarterly and mid-year reports, are available to anyone upon request. All of these reports are also on the City of Stoughton's shared S: drive.

Meeting Minutes
Minutes of all COA meeting are recorded, saved and uploaded on the City's website. Minutes of staff meetings are recorded, saved and distributed to all staff members.

Evaluation Records and Reports
Through the Senior Center Evaluation Plan, Senior Center staff and the Commission on Aging (COA) conduct ongoing assessment and evaluation of all areas of organizational operation. The results of evaluations are summarized, shared with staff, instructors and participants through a variety of forms of communication and used in the SASC planning process.

Planning Records and Reports
In order to ensure the Center is accomplishing its mission and adheres to standards established through the National Institute of Senior Centers, SASC reviews and strengthens its key operations and programs through conducting five-year strategic plans and NCOA re-accreditation processes. Both processes involve extensive committee work. All meeting minutes, action plans and final reports are saved on the S: drive and available to the public.

CITY OF STOUGHTON MUNICIPAL BUILDING USE POLICY

Approved by Council 7/28/2015

STATEMENT OF POLICY

Recognizing that City Buildings and their grounds belong to the community, the City of Stoughton offers the use of certain City facilities by and for the benefit of residents, but not to interfere with any municipal operation of the community. The primary use for all city buildings will be for city business and events, which shall take precedence over and above any secondary uses. This policy does not cover the Opera House, Library or Park Facilities such as shelters or athletic fields, which are covered under separate policies. The Common Council Chambers also serves as the City's Emergency Operations Center and therefore cannot be reserved for non-governmental users. Reasonable cost recovery fees will be assessed to maintain City facilities for future use.

Commercial enterprises and for-profit businesses will not be allowed to reserve city building spaces.

The City of Stoughton will consider all qualified users without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other status covered by applicable state or federal laws or regulations.

The fact that a group is permitted use of the room(s) does not in any way constitute endorsement of the group's policies or beliefs by the City, or staff.

All organizations/individuals using the Stoughton City Buildings will maintain compliance with Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.

This policy may be subject to change based on need or circumstances as approved by the City.

APPLICATION PROCESS

Applications for use of available rooms will be given on a first request basis. All City of Stoughton committees, commissions and boards, city departments, and any other groups under the control of the City Council shall be given priority in scheduling. Building use will be determined by the Building Director (BD). Groups will be allowed to use the facility on a first-come, first-served basis after governmental groups. Room use will be limited to twelve times per calendar year. Advance reservations must be made 30 days in advance, except in special circumstances as approved by BD. Regularly scheduled meetings may be made no more than 6 months in advance, and are always subject to cancellation due to city needs.

The application shall specify the facilities requested, the date(s) needed, time and the name, telephone number, and the address of at least one (1) person of the organization or group who shall be personally responsible for all charges arising out of the intended use of such facility. Applications for use of a facility shall be submitted to the appropriate facility contact listed in the section below.

APPEAL PROCESS

If there is a question as to approval or denial of a user group by the BD, an appeal may be submitted to the Mayor.

FACILITY USER FEE SCHEDULE

Subject to availability, use of facilities during normal business hours shall not be subject to a rental fee.

All facilities rented for hours outside normal operation will be charged an hourly rental fee. The fee shall be charged per hour and will start ½ hour before the scheduled start time of the event and continue ½ hour following the completion of the event. The fee is intended to cover basic overhead including building monitoring during the event. The fee shall be $15 per hour.

Existing fees may be waived by BD's request or judgment for specific charitable or non-profit activities that benefit the city.

USERS

Governmental Users

City of Stoughton governmental meetings and activities include, but are not limited to: meetings of city committees, commissions, boards, events or meetings sponsored by a City department, committee or commission and are under the control of that body. City governmental users shall be given priority in scheduling. Other governmental units may be granted use of space if space is available.

Non-Governmental Users

Non-governmental users are all users not considered governmental users.
Non-governmental users may be allowed use of the facility per this policy when space is available, with the understanding that if a governmental user requires the use of a facility they will be bumped from using the facility. The City of Stoughton specifically excludes the following types of uses of its meeting rooms (except at the Library where Library Board Policies shall govern):

- Programs involving the sale, advertising or promotion of products or services. City facility space is not intended to compete with private locations for profit making events.
- Training events that are used to promote, market, or sell items or services.
- Business firms and other for-profit organizations soliciting or selling products or services, regardless of purpose.
- Private social functions, such as showers, birthday parties, and the like (except at the Senior Center and Youth Center.)
- Political campaigns and/or fundraising
- Programs not in keeping with the City's goals and objectives, or which would interfere with the operation of the City

ROOMS AVAILABLE FOR USE

Rooms listed in this Section may be available to groups and organizations upon approval dependent on the user requirements, availability of space and time of use. Requests for use of meeting rooms should be submitted to the following for processing:

*Please see the attached fee schedule.

EMS –EMS Office, 873-6500

Hanson Room: Room size: 40 x 28

Code Capacity = 90 persons
Design Capacity = 70 persons
Furnishings: Flip top tables on coasters, chairs and podium.
Audiovisual Available: Ceiling mounted projector, projection screen, VCR/DVR, TVs (2) and podium. Wireless Internet access available
No computer available for use

Halverson Room: Room size: 32 x 22

Code Capacity = 32 persons
Design Capacity = 20 persons
Furnishings: Flip top tables on coasters, chairs and podium.
Audiovisual Available: Ceiling mounted projector, projection screen, VCR/DVR, White Board, TV and podium. Wireless Internet access available
No computer available for use

Note: Halverson and Hanson Room can be combined to accommodate larger meeting space.

Fire Department –Fire Chief, 873-7218

Training Room: Approximately 1,500 square feet, 25 tables and 50 chairs available,
Room Capacity: 45 seated at tables, 80 without tables; Video Projector (no computer provided), Audio equipment available, Wireless Internet access available.
No computer available for use.

Senior Center –Senior Center Receptionist, 873-8585

Main Floor: Seating for 100 people at tables; Video Projector (no computer provided) and Audio equipment available, Wireless Internet access available. Kitchen available for catered foods only –no utensils or tableware available for use.

Lower Level: Capacity 30 to 50, Wireless Internet access available.

Second Floor: 2 small meeting rooms with capacity 10-15, Wireless Internet access available.

Youth Center – Parks & Recreation Director, 873-6746

Main Floor: Lounge Area with TV and Video Games – No food on carpet, kitchen available for catered meals only – no utensils or tableware available for use.

Second Floor: Capacity for 200

GENERAL RULES AND REGULATIONS

Conditions of Use:

The applicant(s) must provide sufficient supervision so that the event will remain orderly and to prevent damage to the facility.

- Decorations and other items may not be attached to walls or fixtures;
- Prior to departure the room will be put into the same condition and configuration;
- On departure all lights shall be turned off and the room/facility secured and locked.
- Violations to this policy shall be grounds to deny future requests.

The use of the room is subject to all ordinances and laws being complied with, specifically, but not limited to the prohibition of tobacco use and/or possession of alcohol or illegal substances.

The City may place restrictions and/or additional requirements for the use of the facility. The applicant may be required to pay for these associated costs.

Cleaning and/or Damage to City Property

The applicant shall be responsible for

- Reasonable and necessary expenses incurred by the City for the purpose of cleaning the facility beyond customary cleaning done by the City;
- For the cost of replacement or repair of damaged property.

Miscellaneous

The City is not responsible for any equipment or other property left at the facility at any time. Property left for 30 days will be deemed abandoned and disposed of in a manner deemed appropriate by the City.

Unless specified otherwise by the BD, premises must be returned to its original condition, to include location of tables and chairs and equipment (if any) used. All trash and refuse generated will be removed and hauled to designated location by users.

Additional specific policies, rules, exceptions, and limitations as pertain to each specific building are contained herein, and violations by users may lead to suspension of use privileges for any using party.

Failure to meet the above requirements may result in the denial of future use for the individual or group associated with the facility's use.

Approved by the Common Council on July 26, 2005
Revision approved by Council on August 22, 2006
Revision approved by Council on January 27, 2009
Revisions approved by Common Council on July 29, 2015

CITY OF STOUGHTON
BUILDING USE APPLICATION

This form is to be completed by all groups requesting use of a City facility for an event that is not a primary City function. The City reserves the right to cancel a scheduled use in the event of an anticipated violation of any rule, regulation or law or if a governmental user requires the use of the facility. Any misrepresentation on the application may void any use of the facility.

_____ **EMS Facilities –contact EMS Office (873-6500)**
_____ **Fire Station Training Room contact Fire Chief (873-7218) or firedept@ci.stoughton.wi.us**
_____ **Senior Center Facilities –contact Senior Center Receptionist (873-8585)**
_____ **Youth Center –contact Parks & Recreation Director (873-6746)**

ORGANIZATION: _____

ORGANIZATION CONTACT: _____

Name: _____

Phone: Days: _____ Evenings: _____

Name: _____

Address: _____

_____

DATE OF MEETING: Beginning at _____ AM/PM Ending at _____ AM/PM

ATTENDANCE – EST. TOTAL _____

DESCRIBE PLANNED ACTIVITY IN DETAIL: _____

_____

_____

_____

FACILITIES USE AGREEMENT: The undersigned application agrees to abide by all rules and regulations of the City of Stoughton regarding use of city facilities, to hold harmless and to indemnify the City of Stoughton from any and all claims, losses, damages, actions, causes of action and liabilities of any kind or nature whatsoever which are directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends or invitees which result in injury or loss of property to any person using the facilities herein described. My organization/group will be responsible for the repair or replacement of any damages to the facility. My organization/group agrees to comply with the conditions set forth in the City of Stoughton Building Use Policy. My organization/group agrees to meet ADAA (Americans with Disabilities Act) requirements and to provide accommodations to access the meeting or program.

Additional Requirements: _____

_____

_____

Signature: _____ _____

Approved: _____ Date: _____

FEES AND DEPOSITS

_____ No Fee for Governmental Defined Users

_____ Flat Fee $10 per use

___ hours at $15/hour _____ Hourly Rental Fee (starting ½ hour before event and continuing ½ hour beyond event.)

_____ TOTAL

Senior Center/Class Instructor Agreement

Description of Services: Classes offered through the Stoughton Area Senior Center are specifically designed for older adults, and are to be offered for little or no cost.

This agreement is by and between the **Stoughton Area Senior Center (SASC)** and the **Instructor (_____)** to provide instruction for classes to be conducted for participants of the Stoughton Area Senior Center on the following dates and times:

Name of Class: _____
Day and time of class: _____ Number of class sessions: _____
Room location(s): _____ Cost/class: _____

Stoughton Area Senior Center (SASC) will:

- Provide the room space and parking for the class;
- Advertise and promote the class through its online and print materials;
- Field questions and inquiries associated with the class;
- Register all individuals on or before the beginning date of the class;
- Provide **Instructor** with a roster with all enrollees when registration is required;
- Other:_____

Instructor will:

- Instruct the class at the location and the dates and times specified above;
- Provide necessary supplies and materials, unless otherwise arranged;
- Review Center information (bathrooms, exits, attendance check-in, etc);
- Collect payment from class participants;
- Assist with room set-up/take-down as needed;
- Keep class costs affordable for participants with fixed incomes;
- Submit a portion of the class proceeds (10%) to **SASC** to help support staff coordination, promotion, reservation and inquiries associated with class offerings, as well as the upkeep and general operations of the facility.
- Continually monitor all activities of class participants to ensure a safe environment;
- Allow for **(SASC)** to conduct occasional class surveys and review agreement yearly.

Program Cancellations: If the Stoughton School District cancels school, we will not deliver Meals on Wheels, however the Center may stay open per City of Stoughton policy. We encourage participants to practice good judgment regarding personal safety and health. If you choose to cancel a class due to poor driving conditions, illness or another reason, we ask that you contact our receptionist.

I _____ **(Instructor),** understand and agree to adhere to the above agreement.

Signature: _____ **Date:** _____
(Instructor)

Signature: _____ **Date:** _____
(SASC, Senior Center Representative)

Please return completed form to:
Stoughton Area Senior Center, 248 W. Main Street, Stoughton WI 53589

RESEARCH POLICY GUIDELINES

One function of the Stoughton Area Senior Center is to be a learning agency in relation to the field of aging. Research in the area of gerontology is increasing and drawing considerable interest. As a learning agency, the Stoughton Area Senior Center can serve as a valuable resource for research by students and professionals.

1. Any person wishing to do research involving Stoughton Area Senior Center participants, volunteers, or staff must complete and submit two copies of the attached Research Project Request Form to the Director of the Stoughton Area Senior Center 248 West Main Street, Stoughton ,WI 53589.

2. In addition, researcher must submit two copies of the research proposal including Informed Consent Form(s) and any proposed instrument(s) to be used during implementation of the research project.

3. University and College students and faculty must submit two copies of each of the following:

   A. Study Protocol

   B. Letter of Approval from the professor or department chairperson directly involved with the project and/or from the University or College's Human Subjects Review Board

4. The Director will consult with the appropriate staff of the Stoughton Area Senior Center about the proposed research project. The Director will schedule a convenient time for researcher to meet with the appropriate staff if they wish to have additional information or express concerns about the proposed project.

5. Project submission must allow thirty (30) calendar days lead time for staff and city attorney review at the discretion of the Director.

6. Research proposals must meet the criteria of the Stoughton Area Senior Center.

   A. Project must be compatible with the goals and objectives of the Stoughton Area Senior Center.

   B. Project must be related to the older adult and/or the aging process or to the administration/operation of the senior center.

   C. Project results should be of value to the Stoughton Area Senior Center

   and its participants , volunteers, or staff.

D. Project must honor all confidentiality guidelines of the Stoughton Area Senior Center. The Stoughton Area Senior Center will not release names, addresses, telephone numbers, and/or personal information from the Stoughton Area Senior Center participants, volunteers, or staff without their written or expressed verbal permission to do so.

E. Participation in the research project by Stoughton Area Senior Center participants or volunteers is strictly voluntary.

F. Research project must not interfere with or detract from services or activities of the Stoughton Area Senior Center or use of the Stoughton Area Senior Center facilities.

G. Amount of staff time required for non-funded projects must be minimal and research must be conducted at no cost to the Stoughton Area Senior Center or its participants, volunteers, or staff. Funded projects will be requested to compensate the Stoughton Area Senior Center for actual costs of staff time and other expenses as may be incurred in conducting the research project including space utilization, utilities, copies, travel, etc..

7. The Director will evaluate the number of research projects in process at any one time and determine scheduling of research projects.

8. The Director will review research requests and determine the final disposition of the request. The Director will then submit a brief description of the research project at the next regularly scheduled meeting of the Commission on Aging.

9. Researcher must finish project within definite time period to be agreed upon. If needed, an extension may be approved by the Director upon written request.

10. Researcher must provide identification cards or recognition slips to participants, volunteers, or staff prior to their participation in research projects. Two copies of the identification card/recognition slip must be submitted to the Stoughton Area Senior Center along with the other required documents specified herein.

11. Researcher shall not recruit participants without clearance and arrangements having been made by the Director or designee. Initial contact will be made through newsletter, bulletin boards, staff, group activities. Stoughton Area Senior Center participants, volunteers, or staff shall be contacted directly by mail, telephone, or in person without prior knowledge and approval of the Director. Promotional materials must be submitted along with other required documents specified herein.

12. If the nature of research project changes the Stoughton Area Senior Center must be notified and approval sought.

13. Any changes in the names of researchers participating in the project or in the researcher's supervision shall be reported to the Director.

14. If any publication or media contact results from the research project, proper credit shall be given to the Stoughton Area Senior Center.

15. All research projects will be monitored by the Director, noting compliments and complaints. Upon receipt and investigation of documented complaint, the Director reserves the right to evaluate the complaint and immediately cancel approval of the research project and any further research project by the researcher.

16. Researcher must provide a summary of findings to the Director within a six (6) month period following completion of the research project.

17. "Observations" of the Stoughton Area Senior Center services or activities may be conducted at the discretion of the Director.

18. Inquiries may be made as needed to the Director for clarification of these Research Guidelines.

Date Policy Adopted by Commission on Aging: August 5, 2003
Date Policy Adopted by City Council: August 26, 2003

Reviewed & approved by Commission on Aging: October 6,2009
Approved by Stoughton City Council: November 24, 2009

STOUGHTON AREA SENIOR CENTER
RESEARCH PROJECT REQUEST FORM

Name of Primary Researcher: **Telephone:**

Address:

College or University Affiliation and Department Affiliation;

Name and Title of Faculty Supervisor:

Names and Telephone of Additional Researchers Participating in the Project;

Brief Description of Research Project.(Include Nature and Extent ,Purpose , and Benefits)

Expected Beginning Date: **Expected Completion Date:**

The Primary Researcher will submit necessary materials from the Research Policy Guidelines and a letter answering the following questions:

1. What assistance with implementing your research project are you requesting from the Stoughton Area Senior Center?
2. Expected amount of Stoughton Area Senior Center staff time required?
3. Expected length of time to be spent in contact with the research participant(s)?
4. Is this a “non-funded” or “funded” research project?
5. What measures will be taken to insure the confidentiality of research participant(s)?

Signature of Primary Researcher _____Date_____

Approved By _____Date_____
Director

POLITICAL POLICY

PURPOSE
The Senior Center does not endorse candidates for public office and remains nonpartisan in its programming. However, the Senior Center provides information on the status of legislation impacting the lives of older people, allows incumbent office holders and candidates for public office to visit the Center, and encourages older adult participants to be active in the legislative process.

INFORMATION SHARING
The Stoughton Area Senior Center is a public building, and everyone is welcome to visit. The Senior Center regularly schedules opportunities for incumbent office holders to speak on issues important to older adults and to hear participant's views (i.e. Coffee with the Mayor). Likewise, candidates for public office provide a valuable opportunity for participants to learn of candidate's views on issues and to communicate their concerns to candidates. Candidates are encouraged to visit, speak with interested individuals and share campaign literature.

Incumbents and candidates for public office may not disturb existing programs. They may approach interested older adults at dining tables, in the lounge or at the entrance; however visiting classrooms or during programs is not allowed. Incumbents and candidates are cautioned to honor the wishes of participants who do not want to converse or be photographed.

CANDIDATE FORUM PROCEDURES
In conjunction with other groups or as a special program, the Senior Center may arrange candidate forums prior to various elections. All candidates will be invited to participate. Candidates must adhere to the chosen format described in the invitation. Should candidates be unable to appear on the date of the program, they may designate a surrogate. Nevertheless, a candidate forum may proceed without all candidates represented.

Incumbents and candidates who want to show a political videotape or film (at other than scheduled forums) or hold a political rally in the facility must make arrangements to rent suitable space.

RULES OF PARTICIPATION

The Stoughton Area Senior Center, owned and operated by the City of Stoughton, welcomes all members of the community to enjoy these facilities. The Stoughton Area Senior Center rules are for the benefit of senior center participants. Behavioral activity will be regulated to protect the rights of citizen users.

1. Consumption of alcohol, tobacco and use of illegal drugs are not permitted at the Senior Center.

2. Individuals who are under the influence of alcohol or any illegal drug are not welcome at the Senior Center.

3. The Senior Center is a smoke free environment. (City ordinance 9.2)

4. Harassment and/or discrimination on the basis of race, sex, religion, sexual orientation, color, age, socio – economic status, handicap or national origin is not allowed at the Senior Center.

5. All participants need to function in the center without one-to-one assistance or supervision from staff. Individuals who need assistance must have a qualified companion or aide escort them at all times, provide any personal assistance, and agree to the Center's policies. All participants will conduct themselves so as not to infringe upon normal activities or other participants.

6. All participants must be able to move safely and independently in the Center (or use an assistive device and/or service animals independently). Individuals are responsible for providing and maintaining personal assistive devices.

7. All participants must understand their responsibility and be able to conform their behavior to the rules of the Center. When dealing with the issue of dementia, each individual and their family will be dealt with on a case by case basis.

8. When using computers in the Senior Center computer lab, all participants are expected to abide by the rules and regulations of the posted *Computer & Internet Acceptable Use Policy*. Inappropriate and/or unacceptable use of the Center's computers will result in suspension or revocation of Internet use privileges.

Approved by Commission on Aging: October 7, 2008

Approved by Stoughton City Council: July 14, 2009

INAPPROPRIATE BEHAVIOR POLICY

STATEMENT OF PHILOSOPHY
The Stoughton Area Senior Center is a friendly and inviting place for older adults. Behavior which inhibits older adults from using and enjoying the Center is inappropriate and may result in the loss of Senior Center privileges. This policy provides reasonable rules of behaviors, and is enforced for the benefit of all participants.

EXAMPLES OF INAPPROPRIATE BEHAVIOR
Inappropriate behavior includes any behavior which is disruptive to participants or staff at the Senior Center, including:

- Violation of posted "Senior Center Rules of Participation"
- Offensive, shouting or loud discourse;
- Threatening or intimidating behavior or language;
- Offensive hygiene
- Stealing or damaging Center property;
- Solicitation or selling without prior permission by the Director.
- Any crime, misdemeanor or violation of City Ordinance

PROCEDURES
Concerns about inappropriate behavior should be channeled to the Director of the Center. The Director (or designee) shall take appropriate action under this policy statement.

Any staff member may request that inappropriate behavior cease. If the inappropriate behavior continues, the Director (or designee) may request that the individual leave the building and tell the offender that the police will be called if he/she does not leave at once. If the individual refuses to leave, the police shall be called.

The police will be called in an emergency situation. An emergency situation is any situation in which an individual's actions is perceived to present an imminent danger to the life or safety of himself/herself or others. Such incidents include assault and other crimes of violence or misdemeanors, or the threat of attempt to commit such crimes.

LOSS OF CENTER PRIVILEGES
After consultation with staff and the individual, the Director may determine that the privilege to attend the Senior Center will be revoked. If restrictions are warranted, the Director shall provide a letter to the individual restricting attendance at the Center for a specified period of time. Additional violations may result in police intervention.

Approved by Commission on Aging: October 7, 2008
Approved by Stoughton City Council: July 14, 2009

INTERNET ACCEPTABLE USE POLICY

PURPOSE: The Stoughton Area Senior Center offers access to public use computers and the Internet as part of its mission to provide services and materials in a variety of formats to meet the information, education and recreation needs of our patrons.

DEFINITIONS

- The Internet is an electronic network that provides resources, materials and information.
- The Internet is a global entity that does not fall under the control of governance of any single agency, government or organization.

GENERAL GUIDELINES

- To use the Senior Center computer lab users must sign-in to use the senior center computer lab by using their MySeniorCenter card.
- In order to insure as fair access as possible to any computer station, the senior center may set time limits. The Senior Center reserves the right to end an Internet session when time limits are exceeded.
- Staff reserves the right to intervene if they judge that equipment is being misused.
- Users may not in any way alter, reconfigure or damage the public access workstations. Doing so will result in loss of computer privileges.
- Personal software programs may not be used on senior center computers. Personal data may be brought into the Senior Center using portable media, such as disks, cds, flash drives, etc.
- The Senior Center does not guarantee that information found on the Internet is entirely accurate, authoritative, factual, timely or useful for patrons' purposes.
- The availability of networked information via senior center computers does not constitute the Senior Center's endorsement or the content of the information.

ACCEPTABLE USE

- Users of the Internet are responsible for all copyright compliance in accordance with Title 17 of the United States Code.
- Parents/Guardians are responsible for minor children's use of the Internet. The Senior Center staff can help guide and educate users while they use the Internet, but they cannot monitor children's use, or limit it. Parents/Guardians should provide children with guidelines on acceptable use of electronic resources, including email and chat rooms.
- Computers may not be used for any illegal or criminal purpose. This includes, but is not limited to:
    - violation of computer system security,
    - unauthorized use of computer accounts or access codes,
    - obstruction or disruption of other people's work,
    - violation of copyright or software licensing restrictions
    - harassment of other users, or violation of their privacy,
    - libeling, slandering or maliciously offending other users,
    - damaging equipment, software or data belonging to the senior center or other users,
    - sending, receiving or damaging material that may reasonably be construed as obscene.

Approved by Commission on Aging: October 7, 2008
Approved by Stoughton City Council: July 14, 2009

SERVICE ANIMAL POLICY

The Americans with Disabilities Act (ADA) Title II regulations requires that State and local governments give people with disabilities an equal opportunity to benefit from all their programs, services and activities.

SERVICE ANIMAL DEFINED

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

SERVICE ANIMALS MUST BE UNDER CONTROL

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal or other effective controls.

Valid requests to remove a service animal are very limited and include when the animal is out of control and the handler does not take effective action, and also if the animal is not housebroken. When either of these is the case, staff must offer the handler the opportunity to receive the same goods or services without the animals' presence.

ADA TITLE II: STAFF REQUIREMENTS

- Staff will ask two questions
  - (1) is the dog a service animal required because of a disability, and
  - (2) what work or task has the dog been trained to perform.

  Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- Food service businesses must allow service animal's access to the dining area even if local or state health codes prohibit access by animals.
- Staff are not required to provide care or food for a service animal.

PROGRAM REGISTRATION POLICY

For programs with established fees and registration deadlines, participants must pay the registration fee in full on or before the deadline in order to be guaranteed participation in a program. Payment may be made in person at the Senior Center or by mail at 248 W. Main Street, Stoughton WI 53589. Include name, address, phone number, class or trip and check when registering by mail.

Program/Class Refunds
Program and class fees are fully refundable if cancellation is made prior to the registration deadline. Refunds may be possible for cancellations made after a registration deadline. However, non-recoverable costs such as meals, supply fees, etc., will be deducted from your refund.

Cancellations/Postponements
In the event a Senior Center program or activity is questionable due to weather conditions, participants will use their own judgment for travel and will call the Senior Center for program confirmation. Every effort will be made to contact participants in a timely way. No meals will be served when Stoughton Area Schools are closed due to inclement weather.

DAY TRIP POLICY

RESERVATIONS AND PAYMENT

- Trip reservations must be made through the participating senior center by the designated deadline for each individual trip. Trip registrants must include payment in full in order to guarantee reservation.
- Once all seats are filled, a wait list will be created. Those on the wait list will be contacted only if a seat becomes available.
- Checks or money orders must be payable to the Stoughton Area Senior Center. Payments must be received on or before the closing sign up date.

CANCELLATIONS

- Cancellations must be made directly with the Senior Center receptionist. If you need to cancel your reservation, and it is:
  - **before** the deadline, you will be removed from the trip list. If you have submitted a payment, it will be returned to you upon cancellation.
  - **after** the deadline, and there is not a wait list, you are responsible for finding a replacement. If you do not find a replacement, your money will not be refunded.
- If extenuating circumstance arise that prevent you from participating at the last minute, you must contact the Program Coordinator immediately so the group is not waiting to depart.

MEDICAL EMERGENCY FORMS
Medical emergency forms are required for each individual. This information is confidential and will not be used except in an emergency situation and will remain in the possession of the trip escort or van driver in the event that it is needed. The trip escort/van driver will return this information to the center after the

trip, where it will be secured for confidential purposes. This form must be updated yearly and/or upon your notification of changes.

DAY OF THE TRIP

- No smoking or consumption of alcoholic beverages is allowed on the bus. As a courtesy to others with medical intolerances, please refrain from wearing strong fragrances such as perfume or cologne.
- The bus will not stop enroute for participant pickup or otherwise. Trip participants must stay with the scheduled itinerary for the entire trip.
- Parking: We need to keep parking spaces at the Senior Center available for others who utilize the facility while you are on a day trip. We encourage carpooling or parking in the two city lots on Division/Washington and Division/Jefferson Streets.
- Please check in with a Senior Center Receptionist prior to boarding the bus. This is where you will check in, and fill out an emergency contact form (if needed).
- Staff/Volunteers will not be available for one-on-one assistance unless an emergency occurs on the trip. If in need of a personal caregiver, the caregiver must sign up as an additional passenger and pay the full price for the seat.
- Seating on the bus is available, first come – first serve. If you require special seating arrangements, it cannot be guaranteed. Reasonable accommodations can be made, but it must be approved by the Trip Escort or Bus Driver.
- In extenuating circumstances, certain rules/guidelines on the trip may be added, modified, or overridden at the discretion of the Trip Escort, Bus Driver or the Program Coordinator. This includes but is not limited to, issues involving safety or the overall well-being of the group and all participants.

Approved by Commission on Aging: October 6,2009

Approved by Stoughton City Council: November 24, 2009

DAY TRIP POLICY AGREEMENT

In consideration for being permitted by the Stoughton Area Senior Center to participate in the following day trip, I agree as follows:

ALL TRIPS IN CALENDAR YEAR: _____

I agree to comply with all rules, regulations and instructions of the Stoughton Area Senior Center, and its staff and volunteers in regard to and during the day trip. I understand that the trip may involve risks of injury, loss of damage, including but not limited to, bodily injury, sickness, disease, death and property loss or damage. I recognize the inherent danger involved and take full responsibility for my actions and physical condition and assume those risks. I release and hold harmless the City, its elected and appointed officials, officers, employees and authorized representatives from any liability, claims, demands, damages, legal actions, costs and expenses, including attorneys' fees, of whatsoever kind of nature (included those listed above) which arise from any injury to myself during my participation in the day trip and any injury, loss or damage to other persons or property arising from my negligence.

I understand that during the day trip, Senior Center staff or volunteers may be available to assist me but that I shall be solely responsible for my own safety and actions. I represent to the City that I am aware of no health restrictions which would preclude me from safely participating in the day trip. I have completed an Emergency Contact card (below) and provided it to Senior Center staff. I shall have sole responsibility for the protection of my property against theft, damage or loss.

_____
(Printed/Typed name)

_____ _____
Signature Date

STOUGHTON AREA SENIOR CENTER
Day Trip Emergency Information

Participant Name: _____ Phone #: _____
Address: _____

IN CASE OF EMERGENCY NOTIFY:
Name: _____ Relation: _____ Phone #:_____
Name: _____ Relation: _____ Phone #:_____

Medical concerns to note in an emergency: _____

ILLNESS & ACCIDENT PROCEDURES

1. Contact Senior Center staff immediately if someone at the Center is ill or injured.
2. Do not move the individual. The staff person will assess the situation and determine the proper course of action.
3. In the event of a serious injury or illness, it is the Center's policy to call the Emergency Medical Services immediately. Volunteers or other participants should never take anyone to the doctor or hospital in the event of an emergency. This is the responsibility of the EMS personnel. If the person does not wish to be transported by ambulance, the EMS personnel will evaluate the patient and determine if they are able to sign a release of treatment, at which time there will be no charge to the individual. This releases the Stoughton Area Senior Center and EMS personnel from any responsibility.
4. All accidents/injuries will be reported to the Director within 24 hours.

Approved by Commission on Aging: October 6, 2009

Approved by Stoughton City Council: November 24, 2009

EMERGENCY EQUIPMENT LOCATIONS

· **FIRST AID KIT (1)**
  · Main level, behind kitchen door to back hallway.

· **FIRE EXTINGUISHERS (9)**
  · All three floors, north and south end of hallways
  · Inside garage next to lower lever entrance
  · Kitchen, east wall

· **AED (2)**
  · Main floor wall of the south entrance
  · Lower level, near garage entrance east of the elevator

EMERGENCY EVACUATION PLAN

PURPOSE: to provide information and direction for the employees of the Stoughton Area Senior Center in the event of a fire, severe weather or other emergency event.

STATEMENT OF POLICY: Should there be an emergency event to warrant shelter, a well- defined emergency plan is essential in order to provide protection to employees, citizens and visitors in the Senior Center. All employees should become familiar with these procedures, and should be prepared to assist other employees, citizens and visitors in the event of an emergency.

IN CASE OF A FIRE:

1. Activate the fire alarm to alert others in the building that an emergency exists
2. Remain calm
3. Immediately leave the building using the nearest exit
4. DO NOT use the elevator
5. Call 911 from a safe location, stating address and nature of emergency.
6. Proceed to the main or lower level (river side) parking lots
7. Remain in the parking lot a distance from the building until you receive further instruction from Senior Center Staff and/or Emergency Services Personnel.

IN THE CASE OF SEVERE WEATHER:

1. Upon receiving notification or observation of approaching severe weather from a reliable source (e.g. radio, TV, police/dispatch, certified weather spotter, etc.) notify others around you.
2. Remain calm
3. Take the nearest stairway to the basement level
4. Supervisors should ensure the department offices are secured before leaving.
5. In the basement and if possible, sit or kneel far as practical from windows and exterior doors, staying near interiors wall with your head down. You may cover yourself with your hands or blankets.
6. Remain in the basement until further instructions are received from Senior Center Staff and the storm has passed.

DISASTER RECOVERY PLAN

Location of Services
248 W. Main St.
Stoughton, WI 53589
608-873-8585

If this location is not accessible we will operate from:

PROGRAM	ALTERNATE LOCATION
Administration	EMS Head quarters
Congregate and Home Delivered Meals	EMS Head quarters
Programming	One of the following City of Stoughton or community partner facilities: EMS Head quarters, Fire Station, City Hall, Youth Center, Stoughton School district, Stoughton Hospital

If a large scale disaster event would occur the Senior Center would follow the City of Stoughton's Emergency Plan. City officials would determine whether to suspend services and when it would be appropriate to re-open.

PRIMARY CRISIS MANAGER
Cindy McGlynn, Director
608-209-6227 – Cell
cmcglynn@ci.stoughton.wi.us

If Primary Crisis Manger is not available:
Hollee Camacho, Assistant Director
608-234-2226 – cell

EMERGENCY CONTACT
Dial 911 for Police/Fire
Stoughton Police Department non-emergency number 608-873-3374

EMERGENCY PLANNING TEAM

a. Cindy McGlynn – Senior Center Director
b. Donna Olson, Mayor
c. Rodney Scheel, City Planning Director (information recovery)
d. Lisa Schimelpfenig, EMS Director (alternative location manager)
e. Hollee Camacho, Assistant Director (Senior Center relocation team)
f. John Montgomery, IT Director (communications recovery)
g. Kim Whitford, Nutrition Site Manager (Senior Center relocation team)
h. Kristin Ott, Receptionist (Senior Center relocation team)
i. Kelly Janda, Case Manager (Senior Center relocation team)
j. Erin Bleck, Case Manager (Senior Center relocation team)

EMERGENCY COMMUNICATIONS
The Mayor and the Senior Center Director will determine the nature and possible duration of the program and where services will be located. The Director will contact staff to inform them of this information. Staff will then communicate with appropriate contracted services (Consolidated Foods and Transit Solutions).

AGENCY PROPERTY
The City of Stoughton maintains an inventory of all department property which is updated annually. A copy of this inventory is maintained at City Hall.

LOCATION OF KEY DOCUMENTS
There is a fire proof safe at the Senior Center. This safe contains checks or cash stored prior to deposit. Other important documentation such as insurance policies, contracts, grant documents and tax exempt letters are stored at City Hall.

RECORDS BACKUP

a. A computer server performs a backup on all documents nightly. This backup covers all programs installed on the server. Our participant database, MySeniorCenter is web-based, a backup is performed daily by our contracted provider.
b. All documents contained in personnel files are stored at City Hall.

CYBER SECURITY
To protect our computer software, City Hall stores all computer software and electronic files for our computers. A back up is routinely conducted.

EMERGENCY SUCCESSION
In the unlikely event that the Director of the Senior Center is unable to function due to disability, death or sudden departure, the Assistant Director will assume those duties until a permanent change can be made. If that individual is unable to perform those duties, the Mayor will appoint an Acting Director.

The Disaster Recovery Plan will be reviewed and updated annually.