

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.

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.
- **Wood or Craft Items:** SASC has some space available for craft item sales to profit the Center.
- **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 Senior 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 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.

CANDIDATES FOR PUBLIC OFFICE

PURPOSE

The Senior Center does not endorse candidates for public office and seeks to remain nonpartisan in its program. 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.

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; visiting classrooms or during programs is not allowed. 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.

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.