



# MEMO

TO: Agecare residents, families & staff

FROM: Bonnie Whitney

DATE: April 20th, 2017

SUBJECT: New Recreation Outing process

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We are excited to announce a new way to organize and plan our community recreation outings as well as our bus outings.

Starting May 1<sup>st</sup>, we will be passing out a yellow form to all resident along with the monthly calendar titled "May 2017 Outing Calendar". On one side of this form, there is a calendar with all outings listed. On the other side of the form, there is a sign up for the outings. When residents receive this form, they may chose up to 2 outings to attend for the month. Residents must include the date and name of the outing in which wanting to attend, their name and room number. Residents also must write if they are ambulatory, with or without walker as well as if they utilize a wheelchair.

Residents in wheelchairs must have a working seat belt as well as foot pedals in order to go on a bus outing. Any outing can be cancelled for trips where the weather may be hazardous.

Not all submissions will be accepted as there is limited space available and we would like all residents interested to have an opportunity to participate. Recreation staff will notify residents attending at least a day before the outing and will collect the bus money (if applicable) at that time.

Please deposit a complete Outing Sign Up form into the Recreation department mail slot located outside of the Recreation office.

Please do not hesitate to come speak with me personally in regards to these changes.

Yours truly,

Bonnie Whitney  
Recreation Manager