

Clarence Senior Center

Membership Handbook



Serving Clarence Seniors Since 1981

**4600 Thompson Road
Clarence, New York 14031**

716-633-5138

Fax 716-633-2276

e-mail: contact@clarenceseniorcenter.org

www.clarenceseniorcenter.org

Center Hours

Monday thru Friday	9:00 AM - 4:00 PM
Wednesday Evenings	6:30 PM - 9:30 PM

Table of Contents

The Clarence Senior Center	3
Mission Statement	3
Vision Statement	3
Board of Directors.....	4
Staff.....	4
Membership and Dues.....	5
Sign-in Procedures.....	5
Guests.....	5
Suggestion Box	5
Supplemental Class or Program	
Participants (SCPP).....	6
Programs, Classes and Events	7
Member Groups.....	8
Volunteer Opportunities.....	8
Health Related	8
Reservations & Cancellations.....	8
CSC Travel Policy	9
Nutrition Program.....	10
Silver Streak Newsletter	10
Transportation	11
Shopping Schedule	11
Emergency Closings	12
Telephone Directory.....	13

The Clarence Senior Center

In 1981, the doors of the Clarence Senior Center were opened. In 1985, the Clarence Senior Citizens, Inc. was incorporated under the laws of the state of New York as a 501 (c)(3) nonprofit, charitable corporation. The Town of Clarence provides an annual stipend for the operation of our Center and also provides for the use and maintenance of the buildings. Capital improvements to the buildings and grounds are also funded by the Town, along with grants that may be available from government agencies or philanthropic organizations.

This corporation is governed by a Board of Directors, the members of which are appointed for three-year terms by the Town Board. At least two thirds of the appointments shall be members of the Clarence Senior Center. The Town Supervisor also appoints a councilman to serve as a liaison between the two Boards. The officers of the corporation are elected by the Corporate Board each December for a term of one year and installed the following January. The Board meets the second Thursday of each month and operates under the Freedom of Information and Right to Know Laws. Neither the officers nor Board members receive compensation for their services. The staff of the Center are employees of Clarence Senior Citizens, Inc., not the Town of Clarence.

Mission Statement

The mission of the Clarence Senior Citizens, Inc. is to provide social, recreational, educational, and nutritional programs, as well as opportunities for volunteerism, to persons in the community who are age fifty-five and older.

Vision Statement

The vision of Clarence Senior Citizens, Inc. is to have an exhilarating awareness of the needs of our senior citizens and provide a state-of-the-art facility to meet those needs fostering a good will atmosphere of friendship and camaraderie.

We envision Clarence Senior Citizens, Inc. will greatly expand its programs in order to offer more recreational, educational, cultural, and social opportunities for all seniors.

2012

Board of Directors

Officers

ChairpersonWilliam Westley
Vice Chairperson..... Neil Struebing
Secretary..... Jim Blum
Treasurer.....Darrell Young
Assistant TreasurerJackie Carpenter

Directors

Henry Becker
E. Paul Corbelli
Violet Oldenski
Rosemond Ruhland
Paul Schulz
Janet Vito

Staff

Executive Director..... Karla R. Madrid
Program Coordinator Debbie Santiago
Program/Office Asst.Carol Serviss
Bookkeeper..... Lorré Lewer
Office Manager Susan Shisler
Office Assistant.....Joyce DePronio
Van Driver Ken Adams
Substitute Van Driver Bill Held
Nutrition Coordinator..... Roger Moren
Substitute Nutrition Coordinator Carolyn Dorigo
.....
Meals on Wheels Site Mgr.Mary Lou McDermott
Erie Co. Outreach Services.....Jessica Kudela

Membership

Membership is open to Town residents at least 55 plus years of age and their spouses, regardless of age are automatically accepted with the eligible member.

Applications for membership are available in the Office. Membership dues are listed below.

Associate member must be a former member of the Clarence Senior Citizen's, Inc.; a former resident of the town; one who pays school taxes to the Town of Clarence; or a property owner in the Town for a minimum of ten years.

Membership applications must be renewed annually and updated when personal information changes. Membership renewal assures membership privileges and receipt of the Silver Streak newsletter each month of the coming year.

Membership Dues

As of January 1, 2012 membership dues for all Center Members are as follows:

Individual	\$10.00
Couple	\$20.00
Associate Membership	\$10.00
Associate Couples	\$20.00

Sign-in Procedures

Please sign in upon entering the Center and sign out when leaving. Sign in sheets for this purpose are located in the foyer. This is important for safety reasons. Be sure to sign-in to all in-house activities and sign-up for all outside trips.

Guests

Guests are welcome! Contact the CSC Office for rules regarding guests.

Suggestion Box

The suggestion box is located in the foyer of the Center under the sign in sheets. Your suggestions are appreciated.

Supplemental Class or Program Participants (SCPP)

- When a particular class or program has enrollment availability, SCPP (non-member guests of the CSC) may apply to join that particular class or program.
- The SCPP must be at least 55 years of age.
- Along with the class fee, the SCPP shall pay a yearly supplemental class or program participation fee for each class or program in which they have enrolled, (e.g. if the SCPP has enrolled in two classes or programs during the year the SCPP shall pay the fee twice). The fees are subject to change by the Board of Directors. For fee information contact the office.
- Prior to being permitted to join a class or program, the SCPP shall register with the CSC office.
- SCPP will not be involved in any program activities in which they are not enrolled.
- The SCPP shall be permitted in the Center one half hour prior to the start of the class or program and shall leave one half hour after the class or program ends.



Zumba Class

PROGRAMS, CLASSES and EVENTS

Current Classes & Activities

AARP Driving Course and Income Tax Assistance
Arts & Crafts Workshops
Bingo
Bocce
Bridge (beginners, intermediate,
and men's & women's duplicate)
Ceramics
Computer Classes
Dance (jazz, line, and tap)
Dominoes & Scrabble
Euchre
Gardening
Guest Speakers
Movies
Pinochle
Ping Pong
Poker
Pool (Billiards)
Resistance Training Exercise
Sewing, Knitting and Crochet
Shuffleboard
Stretch & Tone
Tai Chi
Watercolor Painting
Woodworking
Zumba

Events

Alcohol-Free Happy Hour
Christmas Tree Decorating
Monthly Birthday Parties
New Years Party
Oktoberfest
Pot Luck Dinners and Game Night
Special Holiday Luncheons
Strawberry Social
Summer Picnics in the Park
Volunteer Appreciation Party
Veteran's Recognition

Member Groups

Book Group
Couples Club
CSC Diners
Nature Explorers
CSC Travelers
Theatergoers & Music Lovers
Widows & Widowers

Volunteer Opportunities

Greeters
Decorators
Instructors
Librarians
Meals-On-Wheels
Newsletter Assemblers
Nutrition Program
Retired Senior Volunteer Program (RSVP)
Special Event Set-up/Clean-up
Tax Assistance Aides
Telephone Assurance Program

Health Related

Alzheimer's Support Group
Exercise Classes
Flu and Pneumonia Shots
Weekly Blood Pressure Checks
Insurance/Health Programs

Reservations & Cancellations

Attendance at special events is on a first-come, first-served basis. Please sign up as soon as possible. To cancel your reservation for any event or activity, please call the office at **633-5138**.

*Programs subject to change

CSC TRAVEL POLICY

TRIPS

1. Advertisement of trips begins as early as possible prior to date of departure.
2. Reservations for members only are accepted the first two weeks after a trip is announced after which time reservations from non-members, who must be 55 years or older, will be accepted.
3. Travel partners must be 21 years or older.
4. Checks made payable to the vendor will be collected by the Center and forwarded to the vendor. The total cost of a Day Trip must be paid at the time the reservation is made. Extended travel requires a down payment at the time of reservation and payment installments are due per vendor requirements.

CANCELLATIONS

Day Trips – If you need to cancel your reservation, call the Center office at 633-5138. Every effort will be made to sell your ticket. If this is not possible, it is at the discretion of the vendor if and when a refund will be issued.

Extended Travel – If you need to cancel your reservation, contact the vendor, the CSC Travelers Coordinator, and the Senior Center office at 633-5138. Check terms of trip reservation as to any refund due you. Trip cancellation/interruption insurance is highly recommended.

In the event a trip is cancelled, due to unforeseen circumstances, refunds will be processed in a timely manner.

TRAVEL OUTSIDE THE U.S.A.

Proper identification is required. If you do not carry proper identification at the time of departure from the CSC, you will not be allowed to board the motor coach and your money will not be refunded. Our policy must coincide with the transportation carrier's policy without exception.

SEATING FOR ALL TRIPS

Motor coach seating is assigned according to reservation date. The same seat is kept for the entire trip. Visually/ambulatory impaired sit at the front of the motor coach.

PARKING

Please park your vehicle along the outer perimeter of the CSC parking lot.

Revised 12/08/11

Nutrition Program

The Clarence Senior Center is an Erie County Nutrition Dining site. The County coordinates the delivery of meals to the Center Monday-Friday. The Center employs a Nutrition Coordinator who, along with volunteers, prepares and serves the meals at 12:30 PM. One does not need to be a member of the Clarence Senior Center to participate in the lunch program, which is open to Erie County residents 60 or older and their spouses. Guests of the Nutrition Program arrive at noon and leave the building by 1:30 PM.

There is a suggested contribution for lunch. Sign-up for meals is done a week in advance. The Nutrition Coordinator orders meals on Thursday for the week to follow. Meals are well balanced, healthy and nutritious with consideration being given to those who have special dietary needs. Sign-up for meals can be done on site or by calling the CSC Office at **633-5138**.

Persons who qualify for the Erie County Nutrition Program may be granted guest privileges at the CSC for day(s) when they have followed the procedure to sign up for the meal in advance.

**Erie County Nutrition Program
Lunch Served at 12:30 PM**

Silver Streak

The *Sliver Streak* is the Center's monthly newsletter that is mailed to the membership. This publication is meant to keep members aware of programs, activities and events offered.

Each month's edition may include:

- Remarks from the Chairman of the Board
- Board of Directors' Announcements
- "For the Good of the Center" and Suggestion Box questions and answers
- Remarks from the Executive Director and Program Coordinator
- Monthly Highlights
- Announcements and reminders of events, classes, programs trips and registration deadlines
- Monthly menu
- Monthly Events Calendar
- Weekly Activities Schedule

Transportation



The Town of Clarence provides a vehicle for Center use. Its main purpose is to provide transportation for members to and from the Center.

The vehicle picks up passengers Monday through Friday. Members may call the office at **633-5138** for pick-up arrangements. Reservations are on a first call, first-reserved basis. Passengers vary on a daily basis, and thus pick-up time will also vary.

The responsibility of vehicle drivers is limited to providing hand held assistance to passengers as they enter or leave the vehicle.

Trips are scheduled to area supermarkets or shopping malls. Reservations are made by calling the Office.

A suggested donation is requested to help defray costs. The driver will provide an envelope for your trip as you enter the van.

Transportation Shopping Schedule

The current shopping schedule is subject to change and is listed in the latest issue of the *Silver Streak*.

Emergency Closing Policy

The Center may close any day of the year due to any number of reasons. Weather and utilities are the most common reasons. The Executive Director will make the decision based on input from sources such as Erie County Nutrition, New York State Police, Clarence Highway Department and others.

1. If electricity or water are cut off, the Erie County Health Department requires the Center to close.
2. If the Erie County Nutrition Program is unable to deliver food, The Nutrition Program at the center is cancelled.
3. If the Town Highway Department or the New York State Police advise that the roads are in poor condition or if especially bad weather is expected, the Center will be closed.
4. Closing of the Center is not dependent on the closing of the Clarence Schools.
5. When it has been determined that the Center will be closed, the following will happen:

A. CLOSE BEFORE OPENING

If the Center will not open for the day:

- a. A message will be entered on the Center's answering machine (633-5138) for members and staff. The day and date will be included. Since the answering system is disabled if the power is off, it will be necessary to follow TV or radio reports in that case.
- b. The Executive Director will call the following so information is available publicly:

WGRZ TV, Channel 2
WIVB TV, Channel 4
WBEN, Radio, 930

B. CLOSE DURING THE DAY:

If the Center should close during the day:

- a. An announcement will be made in the Center and everyone will be expected to evacuate the Center IMMEDIATELY. The bus will return riders home.
- b. Announcements (A.a.) and (A.b.) above will be followed.

Telephone Directory Town of Clarence

Senior Center..... 633-5138

Town Hall Offices:

Accounting.....407-8937
Assessor.....741-8941
Attorney.....741-8935
Building/Plumbing.....741-8950
Court Clerk.....741-8948
Animal Control.....407-8912
Engineer.....741-8952
Highway Department.....741-3210
Parks Department.....741-8927
Supervisor.....741-8930
Tax.....741-8940
Town Board.....741-8929
Town Clerk.....741-8938
Zoning Department.....741-8933

AARP.....1-800-687-2277
Clarence Library.....741-2650
Erie County Adult Protection.....858-6877
Erie County Dept. of Sr. Services.....858-8526
Handicapped Tag Information.....741-8938
H.E.A.P.....858-7644 or 858-7870
Meals on Wheels (MOW) Clarence.....633-9783
Outreach Services.....636-3070
Social Security.....1-800-772-1213

Transportation:

Clarence Senior Center Van.....633-5138
Erie County Van / Going Places Van.....858-7433
Rural Transit (Clarence).....565-3323