

SAN JUAN COUNTY AREA AGENCY ON AGING

Policy and Procedures

Policy Title:	Activity Committee
Effective Date:	January, 2024
Revised Date:	

Policy

It is the policy of San Juan County Area Agency on Aging that a sub-committee of the Aging Advisory board shall be established to take suggestions and schedule activities at the senior centers. This committee shall consist of a representative from each of the centers from the Aging Advisory Board and a designee from the Aging Administration office.

At each center there will be a box for collection of suggestions for activities from current center participants that are active and attending the senior centers. *(Definition of Active Participant: Senior must have a registration form filled out and entered into the aging tracking system NAPIS Form. Senior must actively be participating in congregate meals provided at the center for at least 6 months consistently. Participation needs to be at 70% attendance and above.)*

1. These suggestions will need to take into consideration that all activities are not funded and will need to have a volunteer willing to provide the activity. The Activity Committee will quarterly receive from the centers these suggestions.
2. The Activity Committee will work with the center directors for time and scheduling of the activities at their perspective centers.
3. The Activity Committee will provide a quarterly calendar for each center with activities that pertain to that center.
4. Understanding of everyone involved that activities will need to be done on a volunteer basis as there is no funding for activities. It can be suggested that if supplies or prizes for the activity are needed it is on a bring your own supplies/prize.
5. An activity request form (attached) should be filled out with the request so that the volunteer for the activity can be contacted to see if they are

still interested in providing the activity.

6. All activities will need to follow these guidelines
 - a. Activities and calendars will be approved quarterly
 - b. The Activity Committee will approve the activities.
 - c. All presenters of the activities will need to fill out a volunteer form and have it approved by the county before sessions can begin.
 - d. Activities can be scheduled with the following considerations but please note this is not a guarantee of hours. There may be times we are short staffed or there may be a family emergency that constitutes classes/activities being cancelled. (Guidelines will be provided by each center due to staffing being different at each center.)
 - e. Presenters cannot try to rearrange scheduling of activities. Changes will need to be approved through the Activity Committee Aging Administration Designee.
 - f. If a seasonal party is requested that will need to be coordinated with the Activity Committee Aging Administration Designee working in conjunction with the Center Directors plans for a seasonal parties. (we will not host 2 parties for the same holiday)
 - g. All calendars and menus provided by San Juan County will have our branding. We will not post, supply, or hang up outside entities calendars or activity fliers.
 - h. Cooking classes or demonstrations in the dining room are not allowed. Nor are they allowed in the kitchen.
 - i. The County reserves the right to charge a fee if needed to cover the cost of supplies. Only 60+ can attend the activity. (The only exception to this rule would be any clients that are currently enrolled in the CSBG program that are under the age of 60)
 - j. If it is a physical activity and not sponsored by the county. The person providing the activity will need to obtain and maintain at all times during the session(s) general liability insurance from an insurance company licensed to do business in Utah in case of accidents during the course of the activity
 - k. All participants in activities that involve physical exertion must complete a participant release form prior to participating in the event.

- l. Use of space does not constitute that the entity is employed by the county or has precedence over county functions.
- m. Set up and clean up should be done by the party providing the activity.
- n. If set up and clean up does not happen we reserve the right to cancel the activity or provider of the activity for the next session. Repeat offenses will cancel the activity permanently.
- o. Providers of the activity and participants are expected to follow the Senior center code of conduct.
- p. The County shall assume no responsibility for losses suffered, by the presenter, its agents, employees or participants.

Activity Form

Center	
Activity	
Description of Activity	
Does this require insurance	Yes No
Person Providing Activity	
Contact Information	Phone: Email:
Volunteer form attached	Yes No
Does this require waivers for participants	Yes No
Date Received	
Approved	Yes No
Notes	



San Juan County Volunteer Application

Date of Application: _____

Name: _____
First Initial Last

Address: _____
City State Zip

Work #: _____ **Email:** _____

Department: _____

Volunteer Experience and any Special Skills or Training

Have you, since the age of 18, been convicted of a crime, excluding minor traffic offenses?
() Yes () No

If yes, give dates, details and penalties for each occurrence, including dates of any probationary periods. Attach additional sheets if necessary. NOTE: Each conviction will be judged in relation to time, seriousness, circumstances and relationship to the position sought, and will not necessarily bar you from volunteering.

As a volunteer of San Juan County I agree to abide by their policies and procedures. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I perform for the organization. I agree that all the work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward. I affirm that this application contains no misrepresentations or falsifications and that the information given by me is true and complete.

Signature of Applicant

Date

Waiver for Physical Activities Adult

Owner warrants having all participants in events or activities that involve physical exertion to complete an executed Participant's Release Form attached in this Exhibit.

San Juan County Release and Waiver of Liability Agreement

EVENT(S): _____

DATE(S): _____

LOCATION: _____

In consideration of being permitted to participate in any way in the above named event(s) the undersigned:

1. Hereby acknowledges that the activities of the above named event(s) involve the risk of serious injury and or death and or property damage and hereby assumes full responsibility for any risk of such injury, death or damage whether caused by negligence of Owner or otherwise.
2. Hereby agrees to release from liability, indemnify save and hold harmless San Juan (Herein "Owner"), and each of its designees, agents and employees, for any loss, liability, damage, or cost they may incur arising out of or related to the undersigned's participation in the event(s) whether caused by the negligence of the Owner or otherwise.
3. Hereby agrees that the release and waiver of liability, hold harmless, and indemnity agreement extends to all acts of negligence by the release, including negligent rescue operations or procedures of the Owner or any person aforementioned.

I have read the forgoing agreement, fully understanding its terms. Understanding that I have given up substantial rights by signing it, and have signed freely and voluntarily without inducement assurance or guarantee being made to me and intend my signature to be a complete and unconditional release of all liability to those mentioned above.

I fully understand that there is no rider medical insurance provided.

Signature of Participant Date

SAN JUAN COUNTY AREA AGENCY ON AGING

Policy and Procedures

Policy Title: Activities/Trips

Effective Date: May, 2020

Revised Date: January, 2024

Policy

It is the policy of San Juan County Area Agency on Aging that participants must sign up for all scheduled programs, trips, and events.

Activities or events will need to go to the Activity Committee to be considered for approval.

1. The activity or event needs to be for the age group 60+
2. The County reserves the right to charge a fee if needed.
3. Attendance to the activity or event needs to be open to all seniors 60+ within San Juan County.
4. Movies
 - a. The movie name cannot be advertised.
 - b. There cannot be a fee collected for viewing the movie.

San Juan County Area Agency on Aging reserves the right to not guarantee scheduling activities or events due to availability of space, staff availability or the event activity is not sanctioned by the County.

- If one cannot attend a particular program or event after having signed up, a phone call to the center to indicate cancellation is required.
- Programs/events/trips may have a deadline to sign-up. Due to space constraints, participants are advised to pay close attention to sign-up start dates, deadlines, and details for each individual program/event/trip.
- Participants must follow the Van Rules on trips and the Senior Center Code of Conduct while in our Centers