

GREENWICH SENIOR CENTER

Policies and Procedures Manual

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INTRODUCTION

As a community focal point for older adults, the Greenwich Senior Center offers a wide variety of programs, activities and services to the residents of Greenwich who are age 62 or older. They include but are not limited to:

- Nutritious light breakfast and 3 course lunch
- Recreation and Leisure
- Cultural and Educational lectures
- Expressive Arts
- Health and Wellness
- Cards and Games
- Computer classes
- Trips
- Holiday Parties and Themed Events
- Transportation available daily
- Senior Employment Agency
- Social Work Services
- Public Health Nurse Clinics
- Commission on Aging Offices
- Monthly Newsletter
- Volunteer Opportunities

Questions regarding these policies and procedures may be directed to the Senior Center Administrator. The contents of this manual are arranged in alphabetical order and are subject to periodic review and revision.

MISSION STATEMENT

The Greenwich Senior Center exists to provide a broad spectrum of services, which empowers, enriches and improves the quality of life for our members who are residents of the Town of Greenwich and are age 62 or older. The Center also acts as a focal point for cooperative arrangements with community agencies and individuals who advocate for older adults.

VALUES

The Greenwich Senior Center provides an atmosphere conducive to increasing self-esteem, independence, mutual concern, equality and respect. The Center welcomes everyone who is a resident of the Town of Greenwich and age 62 or older regardless of his or her social or economic status.

VISION

The Greenwich Senior Center provides its members who are residents of the Town of Greenwich and are age 62 or older with a state of the art facility offering comprehensive services. Programs would include recreation, education, employment, health, social service, nutrition, socialization, transportation and advocacy.

TOWN OF GREENWICH -COMMISSION ON AGING

The Commission on Aging is an official department of the Town of Greenwich government and is the Town agency responsible for the needs of Greenwich's older residents and over sees the operation of the Senior Center. The strategic plan of the Commission on Aging is in Appendix A.

The Commission:

- Is a community resource for issues affecting older adults
- Identifies and documents the needs of older adults
- Plans and coordinates services to meet those needs
- Provides education, information and referral about older adult issues
- Advocates for older adult issues at local, state and national levels
- Provides materials on aging issues and the care of older adults

The volunteer members of the Commission on Aging serve three-year terms. Commission members are nominated by the Board of Selectmen and appointed by the Representative Town Meeting.

MISSION

The mission of the Commission on Aging is to improve the quality of life for older Greenwich residents through planning, coordination, advocacy, education and Senior Center programming.

VISION

As people grow older in Greenwich, they will be able to remain in Town with as much independence as possible. This can be achieved with the support of Town agencies and community organizations. The older adults will be full partners in this process and will be included in the planning, development and delivery of support services. Older adults will have opportunities to contribute to the community and to live with pride and dignity.

The Commission on Aging will conduct the following activities:

- Manage the Greenwich Senior Center;
- Advocate on behalf of older adults;
- Identify unmet needs of older adults, conduct research and collect data;
- Provide information to the community on the needs of older adults, serve as a clearing house for disseminating information, and provide public education on issues affecting their caregivers;
- Provide information on and referral to programs, services, and benefits;
- Convene meetings and serve as a forum for issues concerning older adults;
- Provide information on funding sources for programs and encourage funding partnerships;
- Act as an independent arbiter on problems or complaints affecting older adults;
- Establish and maintain collaborative relationships with community, professional and governmental agencies; and
- Participate with Town offices and community health and human service agencies in community planning activities.

ACCIDENTS/ILLNESSES/INCIDENTS

Should a senior center participant become ill or incapacitated during a visit to a center, the staff should first call 911 and then proceed to take necessary, precautionary measures.

Accidents/Illnesses/Incidents occurring at the Senior Center should be reported to the Administrator of the Greenwich Senior Center, within 24 hours. **Phone: 203-862-6720.**

The Administrator will maintain and file appropriate records and notify the Risk Management Department in compliance with the Town of Greenwich policies.

An Accident/Incident Form (Appendix B) **MUST** be filled out in duplicate. One copy is to be forwarded to the Town's Risk Management Department; the other copy will be retained and filed by the Senior Center Administrator.

ALCOHOL AND DRUGS IN THE CENTER

The Greenwich Senior Center will not serve or provide alcoholic beverages or dispense drugs on senior center property or in other sites rented or leased for the purpose of administering Senior Center programs.

Participants possessing alcoholic beverages on the premises will be asked to leave and will be given a warning for the first offense. A second occurrence will result in suspension from the Center. Should a Center member or guest arrive intoxicated, they will be required to leave the Center and if necessary, assistance may be sought by calling 911.

Over- medication should not be mistaken for intoxication. Instead, it should be assessed and referred appropriately.

BULLETIN BOARDS

The Senior Center Administrator must approve all information posted on the bulletin boards within the Greenwich Senior Center. Postings are for information only, and do not constitute the endorsement of the Greenwich Senior Center or the Commission on Aging.

BUS ETIQUETTE

All members using Senior Center sponsored transportation services and participating in Center trips must use a seat-belt where fitted and abide by the policies of the service they are utilizing. Seat assignments are the responsibility of the Trip Leader on any Center organized trips.

Riders must be able to board and disembark the bus independently, be attentive to pick-up and departure times, have patience with those who require additional time, keep the vehicle passageways clear of obstacles and treat the Driver of the vehicle with dignity and respect.

CELL PHONE ETIQUETTE

Center members are to be mindful and considerate of other members, staff and volunteers when using cell phones at the Center. Expectations concerning cell phone use at the Center include:

1. Turn the cell phone ringer to **'Off'** or to **'Vibrate'** whilst inside the center.
2. Use the cell phone only for important calls that you know will be coming otherwise, let the calls go to Voice Mail to be retrieved during breaks in the program or after lunch.
3. Cell phones are not to be used during program activities, lectures/presentations, at the lunch table or in any other activity of the center area that infringes upon the comfort and privacy of others.
4. Make any necessary calls from a place that offers privacy both to the caller and to others at the center.
5. When making a call, speak in a low tone of voice and use appropriate language that is not intrusive, offensive, disruptive or impinging upon the privacy of others.
6. Do not use the camera on the cell phone to take photographs of others or of activities at the center without permission.

CENTER HOURS

The Senior Center will open at 9:00 a.m. and close at 4:00 p.m., Monday through Friday. Occasional evening and weekend programs are run. Exceptions to regular Center hours must be approved by the Senior Center Administrator.

CENTER PARTICIPATION AND DISRUPTIVE PARTICIPANTS

The Greenwich Senior Center exists to provide a broad spectrum of services for our members age 62 years or older which empowers, enriches and improves the quality of their lives while also acting as a focal point for cooperative arrangements with community agencies and individuals who advocate for older adults.

In our effort to provide a comfortable environment for all, the following guidelines have been developed to enhance the experiences of older adults participating in the activities and programs offered by the Greenwich Senior Center at its primary location (299 Greenwich Avenue) and all other locations within the greater community where Senior Center programs are held:

- Participation is open to individuals who are capable of performing the basic skills of daily living i.e.: self-toileting, self-feeding, self-mobility, with or without assistive devices, the ability to make appropriate decisions, and to maintain appropriate attire and personal hygiene.
- In the event that a participant is not able to carry out any of the above activities on their own, they must be escorted by an aide/companion to assist as deemed necessary. The aide/companion **must** accompany their client at all times throughout their stay at the center.
- Participants are asked to promote good will. No participant shall mistreat, either verbally or physically, any other participant or staff member. Mistreatment includes sexual, racial, cultural or otherwise harassing comments or behavior.
- The use of alcohol or illegal drugs is not permitted.
- Programs, rooms, equipment, etc. are never for the exclusive unscheduled use of any one participant or group but rather are for the use of all participants.

- The Center Code of Conduct also applies to TAG/TAG Driver/Staff and all other contracted providers of services to the Senior Center and/or Commission on Aging.

These procedures are intended to maintain the integrity of the Center and its mission, as well as the dignity of the Center's participants. In order to fulfill our mission, it is necessary for all members to embrace an attitude of respect and cooperation.

On occasion, some participants may experience issues including behavioral or physical conditions which may interfere with the smooth functioning of the center or the wellbeing of its members. This may include:

- **Improper conduct:** Such as disruptive behavior, verbal or physical aggression, sexual harassment, mistreating or damaging the facility and/or its furnishings, failure of aide/companion to abide by Center Guidelines, stalking, profanity, drinking or obvious intoxication, possessing alcoholic beverages or unauthorized substances in the center. Blatant disregard for Center policies and inappropriate or intimidating behavior toward members, staff and all contractors of the Senior Center and or Commission on Aging will not be tolerated
- **Deteriorating health:** Deterioration in capabilities in personal activities of daily living, mobility or escalating health issues that impinge upon an individual's independence
- **Security risks:** Refers to persons who steal from other participants or the center in general, or present a clear and present danger to Center participants, staff or volunteers.

Procedure:

1. A staff member will discuss any incident with the participant, reminding him or her of the policies and procedures regarding participation. The staff member will also speak to any caregivers/spouses/family regarding the incident. These conversations will be documented in the participant's file as an Incident Report.
2. If inappropriate behavior continues, a written warning will be issued regarding participant's inappropriate behavior and possible consequences. Participants/caregiver shall receive one copy and the other will be placed in the participant's file.
3. Temporary suspension from participation in Center activities for a time to be determined will follow if the participant is not able to correct or modify behavior as outlined in 1 and 2. The decision of a suspension will be made by a committee consisting of no less than three of the following people: The Senior Center Administrator, a Social Service designee, the Director of the Commission on Aging and any outside designee to be determined by Center Administration.
4. If there is concern that the older adult is no longer able to participate appropriately in Center activities, the committee will meet with the family and/or member if possible to review the situation. The administration of the Senior Center will have the final authority for assessing a participant's suitability for participation at the Center and will work with the member's and the members' family to assist the transition to a more suitable and supportive environment.
5. If at any time during the above process the participant and/or his/her family is agreeable, the Senior Center Administrator and the Social Worker will try to offer alternatives to Center attendance.

CHARITABLE DONATIONS

The Senior Center may accept donations, both cash and in-kind (e.g. furniture and fixtures, equipment, professional services, etc.) at the discretion of the Senior Center Administrator through the ***Friends of the Greenwich Senior Center, Inc.*** Donations should be accompanied with a letter indicating the purpose for which they are made (if a specific purpose is intended). Donations (cash or in-kind) may also be submitted to the BET of the Town of Greenwich, for review. All donated items accepted by the BET of the Town of Greenwich become the property of the Greenwich Senior Center.

In most instances, the Senior Center Administrator will issue thank-you letters to the donors. In some circumstances, depending on the size or significance of the donation, the Director of the Commission on Aging and/or the First Selectman of the Town of Greenwich, reserve the right to initiate the thank you response.

CHILDREN IN THE SENIOR CENTER

Children are permitted to visit the Senior Center for specific reasons and under controlled conditions. Since each situation may be different, the Senior Center Administrator will exercise discretion in approving such visits. An adult must supervise visiting children at all times.

Brief tours of the Senior Center by persons of all ages are encouraged.

COMPLAINT POLICY

Any member, his/her family or member of staff who is dissatisfied with any aspect of the service delivered by the Greenwich Senior Center, (including the standard of service delivered, service policies, procedures, decisions, or the actions or attitude of any staff member), is encouraged to raise their complaint with the Senior Center Administrator and or the Director of the Commission on Aging.

Any person who makes a complaint will be dealt with fairly and without prejudice. The Senior Center Administrator will actively examine any complaint received with an open mind and with the intention of resolving the complaint. The Greenwich Senior Center views the complaint procedures as a positive mechanism for reviewing service activities and identifying ways to enhance service delivery procedures.

Greenwich Senior Center Procedures for Handling Complaints

Any staff member who receives a complaint, whether verbal or in writing, about Greenwich Senior Center, should refer the complaint to the Senior Center Administrator immediately (normally within 24 hours of receiving the complaint). The Senior Center Administrator should discuss the matter with the complainant in person to seek to resolve the issue at the earliest opportunity (normally within 48 hours of receiving the complaint).

If the matter cannot be resolved through discussion, the Senior Center Administrator should inform the complainant of the proposed actions that they will take to address the issue and indicate a timeframe within which they will report the outcomes of these actions back to the complainant. (Normally, a response should be provided to the complainant in writing within 10 working days.)

Confidentiality will be maintained at all times. In taking actions to examine and resolve a complaint, all staff should as a general principle, only disclose details of the complaint to any person if necessary to address the complaint; and specifically respect any confidentiality concerns expressed by the complainant.

When addressing a complaint, whether substantiated or not, Greenwich Senior Center will consider whether the matter indicates an opportunity to modify or enhance procedures or communication practices to ensure that similar concerns or problems do not arise in future.

If, the complainant remains dissatisfied after receipt of advice from the Senior Center Administrator, the Senior Center Administrator should refer the complainant to The Director of the Commission on Aging for further action.

COMPUTER & INTERNET ACCEPTABLE USE POLICY

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

Computer & Internet Acceptable Use Policy

1. Computers at the Greenwich Senior Center are to be used for educational, informational and recreational purposes only.
2. Any violation of law while using a computer at the Greenwich Senior Center may subject the individual to criminal prosecution.
3. Time limits of 30 minutes will be imposed if another member is waiting to use a computer.

Proper use of computer conduct while at the Greenwich Senior Center includes:

1. No illegal activities and avoiding anything that might damage the good reputation of the Greenwich Senior Center and the Town of Greenwich.
2. Ensuring that personal information is protected against identity theft.
3. Not displaying or transmitting images, sound or text which may cause discomfort, anxiety, inconvenience, offence or embarrassment to others.
4. Not using the computers at the Greenwich Senior Center for personal profit, private, political or commercial purposes.
5. Not visiting obscene or offensive websites and not displaying or sending obscene, harassing, defamatory or disruptive messages, files or images.
6. Not visiting chat rooms or social networking sites.
7. Not changing, deleting or adding files to the network or hard drive or attaching personal external drives or loading personal software onto the center owned equipment.
8. Not playing games from an Internet site, including Web sites, or, interactive games.
9. Observance of copyright laws and software license restrictions.

Consequences of failing to observe the *Computer & Internet Acceptable Use Policy* may include the issuing of written or verbal warnings; suspension of the right to use a computer owned by or located at the Greenwich Senior Center; and, involvement of appropriate authorities such as the local police.

CONFIDENTIALITY

Confidentiality shall be maintained by staff and instructors in compliance with all relevant laws and regulation, including HIPPA. It is expected that all participants will respect the privacy of others.

COPY/FAX MACHINES/PUBLIC USE PC'S

Only Senior Center staff, instructors or authorized volunteers may operate the copy machine. Limited copying may be permitted at the discretion of the Center staff. Use of any publicly available PC's is governed by the Computer & Internet Acceptable Use Policy.

ELIGIBILITY

Any resident of Greenwich, CT 62 years or older who meets the following criteria is eligible for membership in the senior center:

1. Eligibility

Proof of eligibility includes:

- Verification of age and identity:
A valid Driver's License, DMV-ID or Passport
- And**
- Verification of residency:
A recent (within the past 6 months) utility bill, credit card bill, bank statement or cable bill. Registration will be updated annually.

A current Town of Greenwich Senior Beach Pass will be accepted as proof of age and residency for individuals age 62 and older.

2. Health

Participants must exhibit independence and ability for self-care. Mental disorientation or physical disabilities requiring individual care cannot be accommodated unless an aide or assistant is provided by the participant. The Senior Center Administrator will exercise discretionary judgment as to the Center's ability to accommodate any individual. The Center reserves the right to decline services to individuals if the staff and/or facilities are inadequate for their needs. In such cases, the Senior Center Administrator and the Social Worker will suggest appropriate resources to caregivers.

A family member, home health aide, companion or assistant must accompany a disabled older adult as a caretaker. Family members or assistants acting as companions must incur all self-costs

as related to the programs/activities utilized by the disabled older adult. In the instance of certain functions or events where for example, a special meal is offered, center members have priority for the special meal. Attendants or caretakers are welcome to attend the event to assist their family member who is a member of the center, however may only partake of the special meal on an availability basis.

3. Temporary Member

An out-of-town family member who is visiting for an extended period and living at the same address as the center member may become a temporary member of the center provided that they meet the above eligibility requirements.

EXERCISE ACTIVITIES

Definitions: Exercise activities are organized physical activities lasting at least 15 minutes in duration, that work the body's muscles and/or cardiovascular system. Activities include but are not limited to: aerobics, armchair exercises, dancing, stretching, swimming, Tai Chi, weight training, etc. Areas of the Senior Center in which exercise activities take place are designated as "perfume/cologne free zones".

Registration: All participants must be registered Center members in order to take part in exercise activities.

Physician Consultation: Participants should consult with their personal physicians prior to starting any exercise program. The Senior Center Administrator shall reserve the right to request a written statement from a participant's physician at any time, and shall also reserve the right to deny and suspend participation of any participant at any time.

Instructor Registration: All instructors conducting or monitoring exercise programs must first complete a registration form listing the instructor's name, title, organization, telephone number, qualifications, and certifications. (Refer to Appendix C)

Accident/Injury: In the event of an accident or injury to a participant, Emergency Medical Services (EMS) personnel may be called by dialing 911. Two incident reports must be completed immediately. One is to be retained on file by the Senior Center Administrator, the other to be sent to the Town of Greenwich Risk Management Office in accordance with Town procedures. Reports must list the participant's name, address, telephone number, and the nature of the injury. Reports must be sent within 24 hours of the occurrence.

FINANCIAL TRANSACTIONS

Financial transactions at the Greenwich Senior Center are derived from or necessitated by the Center fees and fundraisers. The following are typical examples of fees and/or fundraisers:

Fees

A non-refundable fee will be charged to help offset the costs of certain activities. These include trips, entrance fees, and transportation for trips, parties, lunches, regular activities that incur a cost and other such activities. Refunds are issued if the event is cancelled by Senior Center Administration.

The Center does not charge a membership fee. There is a nominal fee for yearly parking permit.

Materials/Supplies Reimbursement Fees

Instructors may require students to obtain specific materials for certain classes and arts/craft projects. When materials are difficult to obtain certain instructors may purchase said materials and be reimbursed by participants. Instructors must provide proof of purchase before requesting such reimbursement. These transactions should be kept to a minimum.

Fund Raisers

Raising funds for the benefit of the Center and its participants is not allowed, except by direct permission of the Commission on Aging. Any form of gambling and/or games of chance is prohibited. Under no circumstance, should a Senior Center staff collect, dispense, exchange, or borrow money.

Fund raising events will be coordinated through the Friends of the Senior Center 501(c)3 nonprofit organization.

FIRE EMERGENCY/BOMB THREAT/LOCKDOWN

In the event of a fire or bomb threat, the Senior Center Administrator must enact the Town of Greenwich disaster evacuation and recovery plan and ensure that everyone is out of the building. If the Senior Center Administrator is absent, The Director of the Commission on Aging assumes this responsibility.

It is the policy of the Greenwich Senior Center that everyone **MUST** evacuate the building whenever the fire alarm is activated. The Greenwich Senior Center has emergency routes posted throughout the building. In addition, the instructions listed below will be followed:

Proceed to the nearest emergency exit upon hearing the fire alarm or seeing a fire. Remember to always take the stairs. **DO NOT USE THE ELEVATORS.**

Handicapped individuals who are unable to utilize the stairs should remain **IN** the stairwell until Fire Department personnel evacuate them.

Calmly exit the building and meet on the grassy area in front of the Senior Center (on Greenwich Avenue).

Report any known missing individuals to the Fire Department.

Do not re-enter the building under any circumstances, unless directed by the Fire Department

The Lockdown Policy applies when Members, Staff and visitors need to be locked within the building for their own safety. This will usually occur if there is a dangerous intruder on the grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it perilous for Members, Staff and visitors to be outside.

If recognizing the situation calls for lockdown, the Staff of the Greenwich Senior and The Commission on Aging locks all doors and windows in the building and closes the blinds and curtains. The Staff records the names of those members in attendance.

The Administrator and or The Director of the Commission on Aging will establish and maintain phone contact with the police. Remaining in contact allows the police to be constantly updated on the situation. When police arrive, they will make contact with the Administrator and or The Director of the Commission on Aging when the threat has been averted. When this occurs, the “all clear” is to be sounded.

FOOD IN THE CENTER

Food prepared at home and brought into the Center to share must be limited to baked goods. The purpose of this policy is to avoid any items prone to food poisoning as per the Greenwich Department of Health.

GAMBLING IN THE CENTER

Any form of gambling or gaming is prohibited in the Senior Center, or in the other sites rented or leased for the purpose of administering Greenwich Senior Center programs.

GREATS – The Greenwich Retirees Eating and Tarrying Society Inc.

The **GREATS** is a separately incorporated nonprofit membership organization with the purpose of providing entertainment for and to utilize the talents and resources of older adults. GREATS members are members of the Greenwich Senior Center. The GREATS may raise funds to meet their purpose in compliance with Federal, State and local laws and regulations. Representatives from The GREATS may attend Commission on Aging meetings. The GREATS by-laws appear in Appendix D, page 41.

GUESTS

Center members may bring one guest (someone who does not live in town such as a visiting friend) once per month. The visitor must sign-in at the reception desk and may participate in the programs with the member only.

Guests cannot be in the Center without their sponsoring member. Guests must be over 21 years of age. The babysitting of grandchildren is not permitted at the Center.

If the member’s guest is an out-of-town family member and visiting for an extended stay, then they may become a temporary member of the Center as long as they meet the age and health eligibility requirements detailed in this manual.

INCLEMENT WEATHER POLICY

Emergency Closings – Weather Conditions

The First Selectman is the only Town official who has the authority to close Town's offices and facilities due to emergencies. In the event the Town's offices and facilities are closed due to an emergency condition a general announcement will be made to local media.

The Greenwich Senior Center follows the Town of Greenwich Public Schools closings, delays and early release notification protocols. If Greenwich schools are closed due to inclement weather, the Senior Center will operate under the following guidelines:

- Staff will report to work as usual.
- Senior transportation will be canceled.
- Nutrition will be canceled.
- All other Senior Center programs and services will be canceled.
- All speakers/instructors will be notified immediately after the decision is made.
- The Center will be closed.

Individuals are advised to check more than one form of communication for information including phone, email, internet, television or radio for announcements.

School notification protocols are as follows:

In the event of a DELAYED OPENING and/or a SCHOOL CLOSING:

In the event of inclement weather or other causes (power outages, etc.) for the delayed opening or closing of school, the Superintendent or his/her designee will determine an appropriate and safe course of action. Generally, the decision is made and announced* between 5:00AM and 6:00AM. Please note that although every attempt is made to determine the opening status of the schools as early as possible, the Superintendent reserves the right to make that decision at any time based on the conditions of the moment. In the case of a delayed opening, please continue to check the status of the schools, as the status could change to a closing if the weather or an emergency situation continues/becomes worse.

*The following methods of communication may be used for notification of school closures and delayed openings:

- Robo Call issued through MySeniorCenter
- Town of Greenwich Web Site: www.greenwichct.gov
- GPS Web Site: www.greenwichschools.org
- Television: Cablevision Channel News 12 and other local and regional stations
- Radio: [WGCH 1490AM](#)

This local Greenwich radio station is among the first to announce school opening status changes and other news.

PARKING

Parking Permits are available for purchase to new members of the Center who are residents of the Town of Greenwich and are age 62 or older and to current members who have attended at least 12 programs within the last calendar year. The permits are valid for the calendar year (January thru December) and allow the member to park in designated Senior Center permit parking spaces and meters.

PETS IN THE CENTER

Generally, pets are not allowed in the center. However, the Center Administration may make exceptions for service animals or for special program presentations.

POLITICAL ACTIVITIES

Information Sharing: It is permissible for elected officials to make presentations on topics of particular interest to older adults. For example, a Senator may explain new changes in Social Security regulations. They may also schedule constituents' information meetings at the centers.

Campaign Season: Candidates for public office or their representatives may mingle informally at any time, as long as they do not interrupt or disrupt scheduled or structured activities. They may frequent common or public areas in the Center. Candidates may be invited to debate issues of concern to older adults at the Senior Center. Political candidates may also distribute literature at the Center.

PORNOGRAPHY

Pornographic images, whether obscene or not, may not be displayed on PC's, laptops or in print at the Senior Center. Illegal use of the Senior Center's computers will be reported to enforcement authorities.

RACIAL INTOLERANCE

Racial intolerance of any kind will not be tolerated at the Senior Center. Offenders may be expelled from the Center and could face legal sanctions.

RELIGIOUS ACTIVITIES

General reference to a Deity is acceptable as long as the Deity is non-denominational. Religious group activities of an educational or entertaining nature are permissible. These activities should occupy a scheduled period and should be restricted to a specified portion of the building and no one should be forced to attend these functions.

The Senior Center should not interfere to prohibit one from expressing themselves, nor, will the Center staff members organize or lead in a prayer.

RESEARCH IN SENIOR CENTER

All requests must be submitted in writing, to the Senior Center Administrator.

Decisions to permit Center research will be based on: (1) purpose of research; (2) appropriateness of questions; (3) length of the questionnaire; and (4) demands on staff time or extent of staff involvement.

RESPECT FOR OTHERS

All staff, volunteers, members and visitors are required to treat each other in a respectful manner and without prejudice irrespective of gender, race, ethnicity, sexual orientation, religion or other characteristics.

Members of the Center are expected to be mindful that in addition to being a place for leisure and activity, the Greenwich Senior Center and its alternate program locations are also workplaces for its staff and volunteers. Therefore there must be respect for the staff and volunteer's rights to privacy and confidentiality in the fulfillment of their duties.

The Greenwich Senior Center adheres to the Town of Greenwich policy which states: "The Town of Greenwich is committed to maintaining a work environment free of inappropriate or disrespectful conduct. The Town will not tolerate any behavior by any employee that creates an unacceptable employment environment".

Failure to do so could result in action being taken against staff or volunteers, and/or expulsion of participants from the Center.

NUTRITION PROGRAM

A light breakfast and a 3 course hot lunch service is available Monday to Friday. Meals are available 20 days per month. Take-out of the noon meal is also available. A schedule of fees shall be prominently posted and printed in the Centers' monthly newsletter. Meal orders must be submitted the day before you wish to attend. The availability of meals for those who call on the morning of the meal is not guaranteed and their names may be placed on a waiting list. Take-out meals are distributed when those who are eating in the dining room have gone through the serving line. Members who have placed their names on the lunch list for a take-out may have a designee pick up the meal for them.

A Senior Center member may bring one guest per month to the noon meal. The guest meal is to be paid for at the member price. This request must be presented to the Senior Center Administrator at least two days prior to the day they wish a guest to attend.

As a professional courtesy, employees and volunteers of other organizations, renting space in the building housing the senior center, may purchase a meal at a slightly higher fee. Meals for staff or for others are strictly based upon availability.

Special events or celebratory meals are intended to be eaten at the party or event and are not available on a 'take-out' basis from the event.

SMOKING

Smoking of any type (including E Cigarettes) is not allowed inside the Center. It is allowed in the rear external area of the Center.

SOLICITATIONS

Solicitations by any person, agency or company for private gain are prohibited. The Senior Center Administrator has a responsibility to avoid providing an audience for unscrupulous solicitors.

TRANSPORTATION

Transportation to and from the Center and to certain special trips and locations is provided by the TAG (Transportation Association of Greenwich) - a private not-for-profit specialized transportation service for older disabled individuals and transportation for disadvantaged of all ages.

Senior Center members may make their reservations the day before they wish to attend by writing their name on the sign-up sheet at the front desk. Members may also reserve a trip by calling TAG directly on (203) 637-4345. Bus Etiquette/Code of Conduct policies apply.

TRAVEL/TRIPS

Only members who are registered and self-sufficient will be allowed to go on trips. A staff member will accompany the participants on trips (with the exception of the weekly grocery trips). Each traveler should sign a trip Release of Liability form (Appendix E).

The staff member will be responsible for taking attendance prior to departure and upon return. Staff on the trip will follow the Accident/Incident procedures as necessary and all accidents/incidents must be reported to the center Administrator or Director of the Commission on Aging (no later than 24 hours of return).

Participants are required to sign up for trips, programs and special lunches with the Program Specialist who will input the relevant information in the data base. A waiting list will be established should a trip or event be fully subscribed.

SENIOR CENTER TRIP RULES

1. All trips are open to Senior Center members.
2. Members who require a personal care attendant may bring their attendant but the full cost of the trip for the attendant must be paid. Sign-ups for all trips are on a 'first-come, first-served' basis.
3. Participants must be self-sufficient to go on trips and able to carry all purchases independently. Senior Center Administrator may require physician's certification to approve travel.
4. Bus Drivers are not responsible for lifting and carrying bags for members who participate in shopping trips.
5. Inappropriate behavior (directed at Staff, fellow members or contracted service providers) of any kind will **not** be tolerated.

6. Registration will commence upon receipt of the required deposit. All monies are non-refundable unless a replacement can be found from the waiting list.
7. Seat assignments will be the responsibility of the Trip Leader.
8. Certain exceptions will be handled on a case by case basis by Senior Center staff.
9. Participants must furnish their own transportation to and from meeting points.
10. Absolutely no smoking or alcoholic beverages on the buses.
11. Trip participants will sign a Release of Liability form (attached in Appendix E).
12. All trip participants must provide a cell phone number if available. In addition, all trip participants should carry an index card with their name, address, and emergency contact and also the contact details of the trip coordinator and Senior Center. It should also include any pertinent medication information.
13. Buses will not wait for anyone. Participants must adhere to the scheduled arrival and departure times. Should you become disconnected from the group while on a trip, use the information on your nametag to call your trip coordinator or the Senior Center.
14. Participants who miss the bus are responsible for their own transportation home.

TRIP CANCELLATION/REFUND

If a member must cancel their participation in a Center trip, it is their responsibility to find someone else to fill their place and to collect the fee from the person who is replacing them on the trip. The cancelling member must also advise the Program Specialist of the change in attendees.

If a substitution cannot be found, then staff may help locate a substitute if there is a waiting list for that particular event. If there is no waiting list and an alternative attendee cannot be found, then, the person who cancelled is NOT entitled to a refund.

If the Senior Center was responsible for cancelling a trip or program, then all participants are entitled to a full refund.

USE OF CENTER EQUIPMENT BY PARTICIPANTS

Under no circumstances is any item to be removed from the Senior Center. This includes furniture, equipment, plants, tools, records, supplies, and other items that belong to the Senior Center.

VOLUNTEER OPPORTUNITIES

The Greenwich Senior Center encourages volunteering. Volunteers allow Senior Center staff to expand and enhance programs and services. Volunteers serve in many capacities: they serve as Council members, instructors or administrative support. They also serve on refreshment committees, trip committees, or as various activities facilitators.

Volunteer recruitment, training, assignment, and retention are all important aspects of Senior Center management. Supervision closely parallels that of regular staff, since they are also expected to support the mission of the Senior Center and comply with the policies and procedures of the Town of Greenwich.

WARMING AND COOLING CENTER

At the direction of the Town of Greenwich's Office of Emergency Management, the Senior Center shall be used as a designated Warming or Cooling Center during normal weekday hours: 9 a.m. – 4 p.m.

Appendix A - Town of Greenwich -Commission on Aging Strategic Plan

Town of Greenwich -Commission on Aging Strategic Plan FY 2018-21

INTRODUCTION:

The Commission on Aging is the designated overall planning department for older persons in Greenwich, and has been an official department of Town government since 1975.

MISSION:

The mission of the Commission on Aging is to improve the quality of life for older Greenwich residents through planning, coordination, advocacy, education and Senior Center programming.

VISION:

As people grow older in Greenwich, they will be able to remain in Town with as much independence as possible. This can be achieved with the support of Town agencies and community organizations. Older adults, and those that support them, will fully participate as partners in this process.

The Commission on Aging will conduct the following activities:

- Manage the Greenwich Senior Center;
- Advocate on behalf of older adult residents, as a class, in the Town of Greenwich;
- Identify unmet needs of older adults, conduct research and collect data;
- Provide information to the community on the needs of older adults, serve as a clearing house for disseminating information, and provide public education on issues affecting their caregivers;
- Facilitate information on and referral to programs, services, and benefits;
- Convene meetings and serve as a forum for issues concerning older adults, as a class;
- Provide information on funding sources for programs and encourage funding partnerships;
- Act as an independent arbiter on problems or complaints affecting older adults;
- Establish and maintain collaborative relationships with community, professional and governmental agencies; and
- Participate with Town offices and community health and human service agencies in community planning activities.

AREAS OF FOCUS:

A. Transportation

1. Participate in transportation planning in the region, including engaging in advocacy for special needs and comprehensive transportation planning for older adults. (2018, 2019, 2020, 2021)

Action Plan

- a. Advocate expansion of currently available transportation services to address the needs of older adults for after-hours/weekend services not currently covered by existing services. (2018, 2019, 2020, 2021)
- b. Coordinate with existing agencies providing programs in driving cessation to publicize and expand their services. (2018, 2019, 2020, 2021)
- c. Coordinate with appropriate Town offices to expand parking availability for members of the Senior Center. (2018, 2019, 2020, 2021)
- d. Monitor the effectiveness of and alternatives to transportation, to and from the Senior Center, for older adults in our community. (2018, 2019, 2020, 2021)
- e. Annually review and negotiate various transportation contracts. (2018, 2019, 2020, 2021)
- f. Monitor and negotiate expanded parameters for the Share-the-Fare program. (2018, 2019, 2020, 2021)
- g. Periodically monitor/audit the Share-the-Fare Program. (2018, 2019, 2020, 2021)

B. Communications

1. Review effectiveness of information services delivery to service providers in the community to facilitate exchange of information and interagency linkages. (2018, 2019, 2020, 2021)

Action Plan

- a. Manage and monitor effective communication strategy to older adults, caregivers and direct service providers in the community. (2018, 2019, 2020, 2021)
 - b. Continue to review and update the Directory of Aging and Disability Services both printed and digitally on the Town website. (2018, 2019, 2020, 2021)
 - c. Curate enhanced web and social media presence. (2018, 2019, 2020, 2021)
 - d. Explore State of CT initiative for [agewellct](#)/[agewellgreenwich](#) satellite website. (2018, 2019, 2020, 2021)
2. Publish and distribute monthly issue of the Senior Center newsletter; expand newsletter circulation to reach a wider audience. (2018, 2019, 2020, 2021)
 3. Lead and plan the “Successful Aging: Health, Education & Wellness Series” and other community forums on relevant issues of interest to older adults, caregivers and industry professionals. (2018, 2019, 2020, 2021)
 4. Update and distribute the Directory of Aging and Disability Services and other educational information appropriate to the needs of older adults in print and digital formats. (2018, 2019, 2020, 2021)
 5. Work with the Senior Providers Network, community organizations and agencies; local media; Faith communities; etc. ... to enhance their communications with older adults. (2018, 2019, 2020, 2021)
 6. Monitor the use of the Commission on Aging page on the Town web site to provide timely information. (2018, 2019, 2020, 2021)
 7. Provide appropriate and timely information to older adults relating to relevant and timely issues. (2018, 2019, 2020, 2021)
 8. Brand and promote marketing materials to inform the Greenwich Community about issues relevant to older adults and caregivers and to enhance visibility and utilization of the Commission on Aging and Senior Center. (2018, 2019, 2020, 2021)

C. Planning

(1) Work with the First Selectman, municipal offices and local organizations to coordinate Commission on Aging initiatives. (2018, 2019, 2020, 2021)

Action Plan

- a. Release the Strategic Plan to the Town of Greenwich Selectman's Office, Town Departments and other community organizations as appropriate. (2018)
- b. Cooperate with the Town of Greenwich Selectman's Office, the Town of Greenwich Emergency Operations Center, appropriate local, regional, State and Federal Departments and Agencies for Emergency Preparedness, Evacuation and Shelter of vulnerable older adults in Greenwich. (2018, 2019, 2020, 2021)
- c. Collaborate with the Town of Greenwich Selectman's Office, Town Departments, community organizations and Greenwich residents on the Age/Dementia Friendly Greenwich initiative. (2018, 2019, 2020, 2021)
- d. Establish Age/Dementia Friendly Greenwich Advisory Board and Stakeholder groups. (2018)

(2) Coordinate with appropriate Town Departments on the renovation plan of the Senior Center facility located at 299 Greenwich Avenue. (2018, 2019, 2020, 2021)

Action Plan

- a. Participate with the Town of Greenwich Selectman's Office, appropriate Town Departments and community organizations in developing a model for future programming for the Greenwich Senior Center. (2018, 2019, 2020, 2021)

(3) Continue to provide leadership to the Senior Providers Network. (2018, 2019, 2020, 2021)

(4) Conduct periodic research to identify emerging issues affecting older adults. (2018, 2019, 2020, 2021)

D. Health Care

(1) Advocate for resources to address the needs of frail older adults including long term care options, respite care, community based or home care services, adult day care to support “aging in place”. (2018, 2019, 2020, 2021)

(2) Communicate and coordinate with home and community based service providers to minimize duplication of services. (2018, 2019, 2020, 2021)

(3) Provide information and referral to older adults and caregivers regarding agencies and organizations that provide quality-needed services. (2018, 2019, 2020, 2021)

(4) Maintain liaison with the Board of Nathaniel Witherell, Department of Human Services, other Town Departments and community agencies as appropriate with representatives of each Board attending meetings of the other. (2018, 2019, 2020, 2021)

(5) Coordinate and collaborate with appropriate Town Departments and community organizations on relevant and timely issues. (2018, 2019, 2020, 2021)

E. Housing

(1) Advocate for development of an array of housing opportunities for older adults which are appropriate to a broad range of income, personal desire, and degree of independence. (2018, 2019, 2020, 2021)

(2) Advocate for the development of workforce housing (Moderate Income Housing) for staff of agencies and programs serving older persons. (2018, 2019, 2020, 2021)

(3) Maintain a cooperative role between the Commission on Aging and all housing related agencies and services consistent with responsibilities defined in the Plan of Conservation and Development. (2018, 2019, 2020, 2021)

F. Advocacy

(1) Strengthen the role of the Commission on Aging in coordinating services for older adults Town-wide through cooperative planning, budgeting and program development with boards, agencies and departments of the Town of Greenwich and the community at large. (2018, 2019, 2020, 2021)

Action Plan

a. Maintain a liaison with the BET, the RTM and Town Departments to monitor and advocate budget items and legislative matters related to programs and services for older adults. (2018, 2019, 2020, 2021)

b. Ensure funds for the Commission on Aging and Senior Center are sufficient to carry out their mission. (2018, 2019, 2020, 2021)

- c. Maintain a strong role as liaison between members of the Senior Provider Network, elected officials at all levels and municipal department heads regarding services to older persons. (2018, 2019, 2020, 2021)
- d. Monitor and study the Town's Tax Relief Program. (2018, 2019, 2020, 2021)
- e. Participate in renewal of the Senior Tax Relief Program prior to the sunset of the current program. (2018, 2019, 2020, 2021)
- f. Maintain liaison with the Board of Nathaniel Witherell, Department of Human Services, other Town Departments and community agencies as appropriate. (2018, 2019, 2020, 2021)
- g. Promote awareness of and participation in the Age/Dementia Friendly Greenwich initiative for designating Greenwich as an Age Friendly Community. (2018, 2019, 2020, 2021)

(2) Identify and promote senior program needs to other funding sources. Determine with Town officials the need for and suitability of on-going private sector support to achieve goals. (2018, 2019, 2020, 2021)

Action Plan

- a. Conduct funding advocacy in relation to established priorities. (2018, 2019, 2020, 2021)
- b. Participate in planning and program development activities of the Southwestern Connecticut Agency on Aging. (2018, 2019, 2020, 2021)
- c. Identify and secure private funding for the "Successful Aging: Health, Education & Wellness Series." (2018, 2019, 2020, 2021)

G. Management

The Senior Center is the Town's focal point for independent older adults for recreation, enrichment, volunteer and paid employment, health promotion and social services. The Greenwich Senior Center exists to provide a broad spectrum of services, which empowers, enriches and improves the quality of life for our members.

(1) Operate the Senior Center as the Town's focal point for independent older adults for recreation, enrichment, volunteer and paid employment, health promotion and social services. (2018, 2019, 2020, 2021)

Action Plan

- a. Plan and present a broad spectrum of programming designed to meet the diverse needs and interests of older adults. (2018, 2019, 2020, 2021)
- b. Prepare and administer the operating budget to accomplish the Senior Center mission. (2018, 2019, 2020, 2021)

(2) Maintain the Senior Center facility as a space that is inviting, attractive, adaptable and accessible, and that accommodates the Senior Center's programming needs. (2018, 2019, 2020, 2021)

Action Plan

- a. Prepare, present and administer a budget that provides for maintaining the Senior Center facility and its programming. (2018, 2019, 2020, 2021)
- b. Maintain strong reporting relationships between the Commission on Aging, elected officials and municipal department heads regarding the management of the Senior Center and the provision of services to older persons. (2018, 2019, 2020, 2021)

(3) Plan and develop a new Senior Center program and renovated facility designed to address the needs of older adults through 2030. (2018, 2019, 2020, 2021)

Action Plan

- a. Study, plan and develop a program design for the Senior Center of the future that can be translated into spatial requirements for the Center in conjunction with the Friends of the Greenwich Senior Center.
- b. In conjunction with the Selectman's Task Force, develop and implement a strategy that establishes the Senior Center as a priority in the community.
(2018, 2019, 2020, 2021)
- c. Ensure that the strategy for long-term viability of the Senior Center fully incorporates programs, facilities, people and adequate financing.
(2018, 2019, 2020, 2021)
- d. Consider all options for expanded Senior Center programs in the community.
(2018, 2019, 2020,2021)
- e. Establish and maintain strong lines of communication with all Town and community organizations to encourage maximum awareness and utilization of the Greenwich Senior Center.
(2018,2019,2020,2021)
- f. Develop a long term strategy to ensure ongoing viability of the Senior Center.
(2018, 2019, 2020, 2021)

**BYLAWS
OF
FRIENDS OF THE GREENWICH SENIOR
CENTER INC.**

A Connecticut Non-Stock Corporation

ARTICLE I

Name and Address

The name of the corporation shall be **FRIENDS OF THE GREENWICH SENIOR CENTER INC.**, a non-stock corporation organized under the laws of the State of Connecticut. The legal and official place in this state where the principal office of the Corporation is to be located is at 299 Greenwich Avenue in the Town of Greenwich, Fairfield County, Connecticut.

ARTICLE II

Term of Existence

The period of existence and the duration of the life of the Corporation shall be perpetual, unless dissolved according to law.

ARTICLE III

Association Objectives and Purposes

- (a) The purpose for which the Corporation was formed is to raise funds, under its tax exempt status to fund capital projects and programs of The Greenwich Senior Center above the funding provided by the Town of Greenwich and its members' fees. The Greenwich Senior Center has been recognized as an essential facility and service to the older adults of the Town of Greenwich, Connecticut. The Town Government has recognized the Senior Center and its activities to be its financial burden but also recognizes that it is operating within fiscal restraints that limit its ability to fully fund all needs of the Senior Center.
- (b) Friends of The Greenwich Senior Center Inc. shall be a non-profit organization.
- (c) The principal objects and activities are:
 - 1) To raise awareness of the needs of the older adults of the Town of Greenwich for a Senior Center that adequately meets their needs for programming, food services and socialization.
 - 2) To raise funds to be used by the Senior Center for capital expenses to construct a new Senior Center or to renovate the existing Senior Center to meet the needs of the older adult population of Greenwich.

- (d) In furtherance of the Principal Objects, but not otherwise stated, the Corporation may adopt these Additional Objects to be carried out if approved by a majority vote of the Board of Directors:
- 1) Purchase, take on, lease, hire or otherwise acquire, any real or personal property which may appear convenient.
 - 2) Sell, lease, mortgage or otherwise deal with all or any part of the property of the Corporation.
 - 3) Borrow and raise money and secure its repayment in any manner it deems best.
 - 4) Invest the funds of the Corporation in or upon such investments, securities or properties, as may be thought fit.
 - 5) Do any such lawful things as are incidental or conducive to the pursuit or attainment of the Principal Objectives.
- (e) No part of the net earnings of the Corporation shall inure to the benefit of any Director or Officer of the Corporation or be distributable to its Officers or any other private individual (except that reasonable compensation may be authorized and empowered to pay for services rendered to or for, or reimbursement for expenses incurred on behalf of, the Corporation affecting one or more of its purposes set forth in Article III hereof), and no Officer of the Corporation, or any private individual shall be entitled to share in the distribution of any of the Corporation's assets on dissolution of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
- (f) Notwithstanding any other provision of these Articles, the Corporation shall not carry on any activities not permitted by an organization exempt from the United States' Federal income tax law contained in Section 501(c)(3) of the Internal Revenue Code or its regulations as they now exist or as they may be amended.
- (g) Upon the dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation, if any, shall be distributed exclusively to charitable, religious, scientific, testing for the public safety, literary, educational organizations which would then qualify under the provisions of Sections 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may be amended, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office is located is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV

Members

Section 1. Categories of Members

The Corporation shall have no members.

ARTICLE V
Board of Directors

Section 1. Powers and Duties

The activities, property, affairs and business of the Corporation shall be managed by the Board of Directors. The Board of Directors shall have the right to vote on all matters. Each member of the Board of Directors shall be expected to attend programs and events of The Friends of the Greenwich Senior Center Inc., especially fund raising events.

Section 2. Number and Composition

The Board of Directors shall consist of not less than four (4) members and not more than fifteen (15) elected Directors, each of whom shall be an individual who is active and diligent in meeting the obligations of a Director, and who is committed to promoting and supporting the welfare, success and purposes of the Corporation. The number of elected Directors in office at any time shall constitute the number of Directorships of the Corporation, which number shall be deemed to have been determined by resolution of the Board of Directors. In addition to regular Directors, the Corporation may have ex-officio Directors who shall be advisory and whose position shall be honorary and who shall not be permitted to vote on any action of the Board.

Section 3. Classes and Terms of Directors

The Board of Directors shall be made up of three (3) classes of Directors in as equal a number per class as is possible. In each year, as the term of a class expires, the class replacing it shall be elected to serve a full three-year term so that every year approximately one-third of the Board shall be elected. A Director may serve for a maximum of two (2) consecutive three year terms. At that time the Director must leave the Board of Directors for a period of one year before being reconsidered for election as a Director.

Section 4. Nomination and Election

The initial slate of Directors shall be appointed by the First Selectman of the Town of Greenwich. Successive slates of Directors shall be proposed by the Nominating Committee of the Board which shall prepare and present to the Board, at least thirty (30) days prior to the date set for the election, a slate of Directors. Once the slate is presented additional candidates may be added to the slate upon nomination by a minimum of two (2) members of the Board. Said nomination must be made no later than twenty (20) days prior to the date set for the election. Twenty days prior to the date set for the election, the Secretary shall send by e-mail to Board members with e-mail addresses and by first class mail to those without e-mail addresses, the proposed slate of Directors. The Secretary and the Chairman shall tally the votes received on or before the date set for the election and shall announce the results to the Board. Should any Board member dispute the results, the votes shall be recounted before the entire Board. The Directors shall take office at the close of the meeting at which they were elected.

Section 5. Resignation or Removal

The resignation of any elected member from the Board of Directors shall be in writing and addressed to the Chairman of the Board of Directors. If no effective date is stated, the resignation shall be effective upon receipt by the Chairman. Acceptance of the resignation shall not be necessary to make it effective.

Any Director whose conduct is detrimental to the Corporation may be removed by the Board of Directors at any meeting of the Board of Directors upon a vote of two-thirds (2/3) of the Directors present and voting. Notice of the proposed removal shall be given to the Director in question at least ten (10) days prior to the meeting at which the matter will be voted on by the Board.

ARTICLE VI

Officers

Section 1. Designation of Officers

The Officers of the Corporation shall be as follows: Chairman, Vice-Chairman, Secretary, Treasurer, and such other Officers as the Board of Directors may from time to time appoint. The Officers shall be chosen from among the elected Directors. There may be multiple Vice-Chairmen at any one time as the Board shall determine is appropriate.

Section 2. Terms of Office

The term of each elected Officer shall be two (2) years. Upon the completion of two (2) successive terms in the same office, no person shall be eligible for reelection to that same office until two (2) years have elapsed.

Section 3. Nomination and Election

Officers shall be elected at the annual meeting of the Board of Directors, following the election of the Board of Directors. Officers shall take office at the close of the meeting at which they are elected.

The Nominating Committee shall prepare a slate of Officers for election, which slate the Secretary shall send by e-mail to Board members with e-mail addresses and by first class mail to those without e-mail addresses at least thirty (30) days prior to the annual meeting of the Board of Directors. Any two (2) Directors may make additional nominations by submitting such nomination(s) in writing to the Secretary at least twenty (20) days prior to the annual meeting. The Secretary shall then promptly give written or oral notice of any such additional nominations to each Director and shall give such notice, in any event, at least five (5) days prior to the annual meeting. No additional nominations may be made at the annual meeting.

Section 4. Duties of Officers

- Chairman:** The Chairman of the Board of Directors shall:
1. preside at each meeting of the Board of Directors;

2. present at each annual meeting an annual report of the work of the organization;
3. appoint all committees and committee members;
4. see that all books, reports and/or certificates required by law are properly kept or filed;
5. be one of the Officers who are signors on checks of the organization;
6. have such other powers as may be reasonable construed as belonging to the chief executive of any organization.

Vice-Chairman: The Vice-Chairman of the Board of Directors shall:

1. in the absence or inability of the Chairman to exercise his or her office become acting Chairman of the organization with all the rights, privileges and powers as if duly elected as Chairman.
2. may, if so authorized by a Motion of the Board of Directors, be a signor on checks of the organization

Secretary: The Secretary of the Board of Directors shall:

1. keep the minutes and records of the organization in proper order and in appropriate books;
2. file any certificates required by either Federal or State Statute;
3. give and serve all notices to members of the organization;
4. be the official custodian of the records and seal of the organization;
5. may, if so authorized by a Motion of the Board of Directors, be a signor on checks of the organization;
6. present to the membership and Board of Directors at any meetings any communications addressed to the Secretary of the organization;
7. attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

Treasurer: The Treasurer of the Board of Directors shall:

1. supervise the receipt and custody of the Corporation's funds;
2. cause to be kept correct and complete books and records of account, including full and accurate accounts of receipts and disbursements in books belonging to the Corporation;
3. be one of the signors of checks of the organization and be one of the signors on accounts of the organization;
4. render to the Board of Directors a monthly statement of the finances of the organization, said statement to be a permanent part of the minutes of each meeting of the Board of Directors;
5. render to the membership a statement of the finances of the organization at such times as directed to do so by the Board of Directors;
6. assume responsibility for all funds and securities of the Corporation;
7. prepare, distribute and retain or cause to be prepared, distributed and retained, all reports, records and returns required by law regarding the Corporation's financial status;
8. perform such other duties as may be assigned to him or her, or specifically required to be performed by him or her, by the Board of Directors or by the Chairman.

Section 5. Filling of Vacancies

Any vacancy occurring in the position of Director or Officer may be filled at a meeting of the Board of Directors by a majority vote of the Directors then in office, provided that the name of any candidate has been presented by the nominating committee or by any two (2) Directors at a previous meeting of the Board of Directors; or by the nominating committee or by any two (2) Directors though written notification to each Director at least ten (10) days in advance of the meeting at which a vote is taken. Any person so elected to fill a vacancy shall serve out the unexpired term of his or her predecessor.

ARTICLE VII
Meetings

Section 1. Regular Meetings of the Board

The Board of Directors shall meet at least five (5) times a year during each calendar year. Reasonable notice of the date, time and place of each such meeting shall be given to each Director by mail, telephone, telefax, email or personally a minimum of two (2) weeks prior to the meeting. No notice need be given of any meeting or meetings held in accordance with a schedule of meetings distributed to and approved by the Board of Directors.

Section 2. Special Meetings

Special meetings of the Board of Directors may be called by the Chairman, and shall be called by the Secretary upon receipt of written request of three (3) elected Directors stating the purpose of such meeting. Reasonable notice of the date, time and place of each such meeting shall be given to each Director by mail, telephone, telefax, email or personally a minimum of two (2) weeks prior to the meeting.

Section 3. Annual Meeting

The annual meeting of the Board of Directors shall be held each year in August at such time and place as the Chairman shall designate. Reasonable notice of the date, time and place of each such meeting shall be given to each Director by mail, telephone, telefax, email or personally a minimum of two (2) weeks prior to the meeting.

Section 4. Waiver of Notice

Members of the Board of Directors may waive notice of any meeting by signing a written waiver to be filed with the Secretary either prior to or at any such meeting. The attendance by a member of the Board of Directors at any meeting of the Board shall constitute a waiver of notice of that meeting. All waivers shall be made a part of the minutes of that meeting.

Section 5. Action In Lieu of Meeting

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all of the Directors consent to said action in writing. Such written consent shall be made a part of the minutes of the proceedings. Such action by written consent shall have the same force and effect as a vote of the Directors at a duly convened meeting.

Section 6. Quorum

A majority of the number of Directors then serving in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. Ex-Officio Directors shall not be counted in determining a quorum.

Section 7. Voting

The act of a majority of the elected Directors present at a meeting at which a quorum is present at the time shall be the act of the Board of Directors unless a greater number is required by these Bylaws or by law. Ex-Officio members shall not have the right to vote on any matter.

A director of the corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless such director shall file a written dissent to such person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

Section 8. Records of Meetings

There shall be a written agenda for each meeting to be prepared by the Chairman and distributed by the Secretary to all members of the Board of Directors prior to each meeting. The Secretary shall keep detailed minutes of each meeting which shall include a list of those attending the meeting. All minutes shall be dated and signed by the Secretary.

ARTICLE VIII Committees

Section 1. Standing Committees

Standing Committees may be chaired by a member of the Board of Directors. With the exception of the Executive Committee, the Chairman shall appoint the chairperson and members of each committee, which may include individuals who are not members of the Board of Directors. With the exception of the Executive Committee and the Nominating Committee, each committee shall serve at the pleasure of the Chairman and shall have such authority and shall perform such duties as the Board of Directors shall from time to time determine.

There shall be the following standing committees:

1. Executive Committee: This committee shall consist solely of members of the Board of Directors and shall consist of the Officers and such other Directors as the Chairman may from time to time appoint. The Chairman of the Board of Directors shall be the Chairperson of the Executive Committee. The Executive Committee shall meet at the call of the Chairman or of any two (2) Officers to conduct the affairs of the Corporation between meetings of the Board. The Executive Committee shall have the same authority as the Board of Directors, to the extent that such authority may be lawfully delegated, but shall meet and exercise such authority only when the Executive Committee determines that Board action is required on a matter prior to the next regular meeting of the full Board and that if no such action is taken, the Corporation will be disadvantaged. The Executive Committee shall also perform such duties as the Board of Directors may, from time to time, require of it. A quorum of the Executive Committee shall consist of a majority of its members and matters shall be decided by a simple majority vote of those members present and voting. At least two (2) days' notice of the meetings shall be given by telephone, telefax, email, or express courier delivery. The Chairman shall make a full report of the meetings of the Executive Committee to the full Board of Directors at its next held meeting.
2. Nominating Committee: The nominating Committee shall have not fewer than three (3) nor more than five (5) members appointed by the Chairman, each for a term not to exceed two (2) years. The majority of this committee shall consist of Directors, but non-Board members may also serve on this committee. Members of the Nominating Committee shall not be eligible for reappointment until after one (1) year has passed following the expiration of their respective terms on the committee. The Chairman shall appoint the Chairperson of the committee. A quorum shall consist of a majority of the members of the committee and questions shall be decided by simple majority vote of those members present and voting. At least five (5) days' notice of the meetings shall be given by telephone, telefax, email, or express courier delivery. The Nominating Committee shall nominate candidates for the Board of Directors and Officers for election at the annual meeting and may take nominations to fill vacancies in such positions. In making nominations, the committee shall select individuals who are broadly representative and reflective of the interests served by the Corporation.
3. Finance Committee: The responsibilities of this committee include fact finding for the Board on matters relating to the financial administration of the Corporation and preparation of the annual budget for presentation to the Board. The Treasurer shall serve as chairperson of this committee with such other members as the Chairman may appoint.
4. Public Relations and Communications Committee: This committee will organize and oversee advertising and public relations and will be responsible for the organization's newsletter and website.
5. Fund Raising Committee: This committee will be responsible for the fund raising activities and special events of the Corporation.

Section 2. Other Committees

The Board of Directors may create additional committees from time to time for such purposes and with such powers and duties as the Board determines will further the goals and objectives of the organization.

Section 3. Reporting to the Board of Directors

The chairman of each committee shall submit a written report to the Chairman of the Corporation at least five (5) days prior to each regularly scheduled meeting of the Board of Directors of Friends of the Greenwich Senior Center and at such other times as requested by the Chairman. Committee chairs and members are not expected to attend meetings of the Board of Directors of the Corporation but shall only attend such meetings when specifically requested to do so by the Chairman.

ARTICLE IX

Executive Director

The Board of Directors may employ an Executive Director pursuant to such arrangements, contractual or otherwise, as the Board deems appropriate. The Executive Director shall serve at the pleasure of the Board of Directors. If hired, the Executive Director shall have the principal operating responsibility for the Corporation and shall, subject to the supervision of the Board of Directors and the Chairman, operate the business affairs of the Corporation. The Executive Director shall see that all orders and resolutions of the Board of Directors are carried into effect. In general, the Executive Director shall perform other duties as may from time to time be assigned to him or her, or specifically required to be performed by him or her, by these By-laws, by the Board of Directors, or by law. The compensation and terms of employment of the Executive Director shall be determined at least annually by the board of Directors. The Board will meet in Executive Session to evaluate the Executive Director's performance and to decide upon the annual salary of the Executive Director.

If there is no Executive Director, the Chairman shall assume the duties, but not the compensation, of the Executive Director.

ARTICLE X

Conflicts of Interest

Directors shall disclose to the Board of Directors any conflicts of interest which arise, and no elected Director shall vote on any matter which would involve a conflict of interest. In the event that a Director questions whether a conflict exists, the issue shall be decided by a majority vote of the elected Directors present and voting, provided that the Director in question shall not vote.

ARTICLE XI

Indemnification

The Corporation shall indemnify its Directors, Officers, employees and agents against judgments, fines, penalties, amounts paid in settlement and expenses including attorney's fees, which they may incur or be subject to in connection with their acts in such capacity, provided such acts were not reckless, against the law or against the decisions of the Board of Directors, in accordance with and to the extent that such indemnification is authorized by Connecticut Statutes. The Corporation may purchase insurance providing indemnification in such amounts and with such coverage as the Board of Directors may from time to time determine.

ARTICLE XII

Compensation

No Officer or Director of the Corporation shall at any time receive, or be entitled to receive, any compensation or any pecuniary profit from the operation of the Corporation, or upon its dissolution. An Officer or Director shall be entitled to reimbursement for any out of pocket expenditures made with prior knowledge and approval of the Board of Directors.

ARTICLE XIII

Honorary Designations

The Board of Directors may designate certain persons, institutions, organizations, societies or corporations as sponsors, benefactors, contributors, advisors or friends of the Corporation or such other title as the Board of Directors shall deem appropriate. Such persons, institutions, organizations, societies or corporations shall serve in an honorary capacity and shall have no membership rights in the Corporation unless the Board specifically votes to grant such rights.

ARTICLE XIV

Amendments

These Bylaws may be amended at any meeting of the Board of Directors at which a quorum is present by a two-thirds (2/3) vote of the Directors present and voting, provided notice of the proposed change to the Bylaws has been delivered to the Directors at least ten (10) days prior to the date of the meeting at which said proposed change to the Bylaws will be voted on.

ARTICLE XV

Parliamentary Authority

The rules contained in "Robert's Rules of Order, Revised" shall govern the Board of Directors in all cases except where they might conflict with these Bylaws, in which case the Bylaws shall prevail.

ARTICLE XVI
Finance and Property

Section 1. Fiscal Year

The fiscal year of the Corporation shall begin on September 1 and end on August 31 of each year.

Section 2. Audit

The financial records of the Corporation shall not be subject to an annual audit by a certified public accountant and shall only be audited at such time as called for by a vote of the Board of Directors at a meeting of the Board of Directors at which a quorum is present by a majority vote of the Directors present and voting.

Section 3. Approved Signatures

All checks, drafts and other orders for the payment of money shall be signed by the Chairman and Treasurer or by any other Officer, Officers or agent as such other Officer, Officers or agent may be specifically authorized to do so by a vote of the Board of Directors.

Section 4. Contracts and Debts

Contracts may be entered into or debts incurred only as directed by a Resolution of the Board of Directors. When the execution of any contract or other instrument has been authorized by the Board of Directors without specification of the executing Officer, the Chairman is authorized to execute the same in the name of and on behalf of the Corporation.

Section 5. Contribution, Gifts and Bequests

Contributions, gifts and bequests may be accepted by the Corporation in accordance with its policies. Unless otherwise designated by the donor or otherwise prescribed by statute or law, such gifts, bequests or contributions shall be utilized at the discretion of the Board of Directors.

ARTICLE XVII
Exempt Activities

Notwithstanding any other provision of these By-Laws, no member, Officer, Director, employee, agent or representative of this Corporation, shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by any organization exempt under Section 501 (C) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended, or by an organization contributions to

which are deductible under the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

Adopted October 1, 2010

Appendix B - Accident/Incident Report Form

Greenwich Senior Center **Accident / Injury Report Form**

Status:	SENIOR CENTER MEMBER
Outcome:	INJURY
1. DETAILS OF INJURED PERSON	
Name: _____	Phone: (H) _____ (W) _____
Address: _____	Sex: <input type="radio"/> M <input type="radio"/> F
_____	Date of birth: _____
2. DETAILS OF INCIDENT	
Date: _____	Time: _____
Location: _____	
Describe what happened and how: _____	

3. DETAILS OF WITNESSES	
Name: _____	Phone: (H) _____ (W) _____
Address: _____	

4. DETAILS OF INJURY

Nature of injury (e.g. burn, cut, sprain) _____

Cause of injury (e.g. fall, grabbed by person) _____

Location on body (e.g. back, left forearm) _____

5. TREATMENT ADMINISTERED

First Aid given Yes No

First Aider name: _____

Treatment: _____

Referred to: _____

SECTION 6-9 MUST BE COMPLETED BY STAFF MEMBER

6. DID THE INJURED PERSON STOP WORK ?

Not Applicable

7. INCIDENT INVESTIGATION (comments to include causal factors):

8. RISK ASSESSMENT

Likelihood of recurrence: _____

Severity of outcome: _____

Level of risk: _____

9. ACTIONS TO PREVENT RECURRENCE

Action	By whom	By when	Date completed

10. ACTIONS COMPLETED

Signed : _____ Title: _____

Date: _____

Appendix C - Exercise Instructor Registration Form

All instructors conducting or monitoring exercise programs must first complete this registration form listing the instructor’s name, title, organization, telephone number, qualifications, and certifications.

Date _____
Name _____
Title _____
Organization/Employer _____
Telephone# _____ Cell Phone _____
SS# _____
Address _____
Email _____

Certifications _____

Qualifications _____

Appendix D – GREATS By-laws

BY-LAWS

of

THE GREENWICH RETIREES EATING AND TARRYING SOCIETY, INC.

ARTICLE I

Name

The name of this corporation shall be The Greenwich Retirees Eating and Tarrying Society, Inc., (the “Corporation”).

ARTICLE II

Section 1. Purposes: The purposes of the Corporation shall be to serve the older adults of Greenwich, Connecticut who are fifty five years of age or older and members of the GREATS, to administer reserve funds, to provide a source of entertainment for and to utilize the talents and resources of older adults, which purposes shall be considered charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code; and to engage in any and all lawful activities and to exercise all powers incidental to the foregoing purposes, except as restricted herein or under the provisions of Chapter 600 of the Connecticut General Statutes entitled Nonstock Corporation Act.

Section 2. Policies: The Corporation shall conduct its affairs as a nonprofit organization and to that end it shall apply for and maintain qualification as an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. The Corporation shall not engage in any act or activity, accept any contribution, or make any investment, donation or other expenditure which is not permitted to such exempt organizations under said Section 501(c) (3).

ARTICLE II

Members

Section 1. Classes of Members: The Society shall have one class of members.

Section 2. Admission to Membership; Maintenance of Membership: In order to be admitted to membership, a person must be a currently listed member of the GREATS and must sign his or her name to the register of members.

Section 3. Meetings of Members: In addition to regular monthly meetings of members, there shall be an annual meeting of the members to be held on the first day of May of each year. Any two Directors or the President may call a special meeting of members from time to time. Notice of meetings may be given orally or by mail addressed to the member at his or her address in the records of the Corporation, or by publication in one or more newspapers circulated in the areas in which the members reside or conduct business.

Section 4. Voting Rights: Each member shall have one vote.

ARTICLE III

Board of Directors

Section 1. Duties: The Board of Directors shall direct the management of all of the property, affairs and business of the Corporation.

Section 2. Qualifications and Composition: The number of persons constituting the Board of Directors shall be no more than twenty (20) or as shall be established from time to time by resolution of the Directors. Each director shall, at the time of his or her election, be a currently registered member of the Corporation and shall have been a registered member of the Corporation for the preceding six (6) month period.

Section 3. Election and Term: As provided in the Certificate of Incorporation, each Director shall be elected for a term of one year by a majority vote of members and shall serve until his or her successor shall be elected and shall qualify.

Section 4. Removal: A Director may be removed or suspended by a vote of a majority of the remaining directors for any reason which the Board of Directors determines to be inconsistent with the purposes of the Corporation. In addition if a Board Member misses three meetings they will be removed from the Board and replaced with an alternate.

Section 5. Vacancies: If a vacancy occurs as the result of the death, resignation or incapacity of a Director, the vacancy shall be filled by the next elected alternate (from the regular election). The list of alternates shall be posted.

Section 6. Quorum: Thirteen (13) members of the Board of Directors shall constitute a quorum. If, at any meeting of the Board of Directors, there shall be less than a quorum present, a majority of those present may adjourn the meeting, without further notice from time to time until a quorum shall have been obtained.

Section 7. Meetings: There shall be an annual meeting of the Board of Directors in May of every two (2) years the purpose of which shall be to elect the Officers for the following two (2) years. Regular meetings of the Board of Directors shall be held at such time as are fixed from time to time by resolution of the Board. There shall be no regular or board meetings held in

the months of July and August. Special meetings may be held at any time upon call of the President or any one Director on not less than six hours oral notice or on written notice deposited in the U.S. Mail at least 48 hours before the time of the meeting. Notice need not be given of regular meetings of the Board of Directors nor need notice be given of adjourned meetings. Meetings may be held at any time without notice if all the Directors are present or if, before or after the meeting, those not present waive such notice in writing. Notice of a meeting of the Board of Directors need not state the purpose of, nor the business to be transacted at, such a meeting.

Section 8. Committees: The Board of Directors, by resolution adopted by a majority vote, may designate from among its members an executive committee and other committees to serve at the, pleasure of the Board of Directors, each consisting of one or more directors, and each of which, to the extent provided in the resolution, shall have all the authority of the Board to the full extent authorized by law.

Section 9. Contributions and Grants: The Board of Directors shall have the exclusive authority to accept contributions to the Corporation and to approve grants or contributions to other persons or organizations for the purposes set forth in the Certificate of Incorporation of the Corporation. The Board of Directors may authorize officers of other persons to solicit contributions to the Corporation.

ARTICLE IV

Advisory Directors

Section 1. Qualification and Composition: There will be a Board of Advisory Directors which will consist of two persons, the current Senior Center Administrator and Coordinator and/or their alternates to assist the Board of Directors by rendering advice on matters brought before the Board.

Section 2. Election and Term: Each Advisory Director shall be elected for a term of two (2) years by a majority vote of members and shall serve until his or her successor is duly elected and shall qualify.

Section 3. Voting: Advisory Directors shall have no power to vote on matters brought before the Board of Directors.

Section 4. Duties: Advisory Directors shall be expected to attend and participate in the discussion of matters presented at meetings of the Board of Directors.

ARTICLE V

Officers

Section 1. Number: The Officers of the Corporation shall be a President, a Treasurer and a Secretary, Sergeant of Arms and Corresponding Secretary. In addition, the Board of Directors may appoint an Executive Vice President, one or more additional Vice Presidents, and such subordinate Officers as the Board of Directors may deem necessary. No person shall hold the offices of the President and Secretary simultaneously.

Section 2. Qualification: Only persons who are duly elected Directors of Corporation are eligible to become Officers of the Corporation.

Section 3. Term of Office: The Officers shall be elected for a term of two years by the members of the Board of Directors at the annual meeting of the Board of Directors. Officers may serve in the same office for a maximum of two (2) consecutive two (2) year terms.

Section 4. Removal: Any Officer may be removed from office for cause at any time by the affirmative vote of a majority of the Board of Directors then in office. Such removal shall not prejudice the contract rights, if any, of the person so removed.

Section 5. Vacancies: Any vacancy in an office from any cause may be filled for the unexpired portion of the term by the Board of Directors.

Section 6. Duties: (a) The President shall be the Chief Operating Officer and Chief Executive Officer of the Corporation, and shall have and may exercise all of the rights and powers incident to these positions which rights and powers shall include presiding at all meetings of the Board of Directors.

The President shall have general supervision of the affairs of the Corporation, shall sign or countersign all certificates, contracts or other instruments of the Corporation as authorized by the Board of Directors, shall make reports to the Board of Directors, and shall perform such other duties as are incident to his office or are properly required of him by the Board of Directors.

(b) The Secretary shall keep the minutes of the meetings of the Board of Directors, give notices as required, keep the corporate records and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or the Board of Directors.

(c) The Vice President (or in the event there be more than one Vice President, the Vice Presidents in the order designated at the time of their election or if no designation, in the order of their election) shall perform, in the absence of the President or in the event of his death, inability or refusal to act, the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President or Vice Presidents shall also perform such duties as may be assigned from time to time by the President or the Board of Directors.

(d) The Treasurer shall be responsible for all funds and securities of the Corporation, receive monies due, deposit all such monies in banks or other depositories as shall be selected by the Board of Directors, and in general perform all duties incident to the office of the Treasurer and such other duties as from time to time may be assigned by the President or the Board of Directors.

(e) Other subordinate Officers appointed by the Board of Directors shall exercise such powers and perform such duties as may be delegated to them by the resolutions appointing them, or by subsequent resolutions adopted from time to time.

(f) In case of the absence or disability of any Officer of the Corporation and of any person hereby authorized to act in his place during such period of absence or disability, the Board of Directors may from time to time delegate the powers and duties of such Officer to any other Officer, or any Director, or any other person whom it may select.

ARTICLE VI

Amendments

Section 1. How Amended: These By-Laws may be amended or repealed by an affirmative vote of a majority of the entire number of Directors at a regular meeting or at a special meeting called for that purpose, provided that a written notice shall have been sent to each Director entitled to receive such notice, proposed to be made in such By-Laws. The proposed Amendments must be read at three (3) consecutive open meetings and voted on after the third meeting. Only such changes as have been specified in the notice shall be made. If, however, all of the Directors shall be present at any regular or special meeting, these By-Laws may be amended by the affirmative vote of a majority of either without any previous notice.

GREENWICH SENIOR CENTER “GREATS”

AMENDMENT II

PAGE 2, SECTION 4:

IN ADDITION IF A BOARD MEMBER MISSES THREE MEETING THEY WILL BE REMOVED FROM THE Board AND REPLACED WITH AN ALTERNATE.

AMENDMENT I

PAGE 5, SECTION D:

ANY WITHDRAWLS ON SAID ACCOUNTS OF THE CORPORATION SHALL BE CO-SIGNED BY THE TREASURER OF THE CORPORATION AND THE PRESIDENT OF THE CORPORATION. TWO (2) SIGNATURES ARE REQUIRED. AN ALTERNATE SIGNATURE MAY BE USED ONLY AFTER BEING VOTED BY THE BOARD OF DIRECTORS.

Revised January 30, 2009

Revised March 13, 2006

Revised August 8, 1989

Appendix E - Senior Center Release of Liability Form

Date_____ Destination_____

In consideration of being permitted to participate in the round trip excursion on the above date, I covenant and agree to waive and release any and all claims (including claims for contribution and/or indemnity) against the Greenwich Senior Center, the Greenwich Commission on Aging or the Town of Greenwich, its officers, employees, and agents for any damage or loss, direct or indirect, or bodily injuries sustained in consequence of any unintentional act or occurrence arising during or in conjunction with said excursion.

Signature: _____