



Scarborough Community Services

55+ Programs

Sponsored by Senior WOW Programs

Policy and Procedure Manual

Scarborough Community Services 55+ Programs

Sponsored by Senior WOW Programs

Policy and Procedure Manual

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1. Mission Statement

It is the mission of Community Services to provide diverse, safe, quality, and cost-efficient services. We accomplish this through communication, coordination, and education in a professional and timely manner for the Town of Scarborough.

Meet Our Staff . . .

Director..... Bruce Gullifer, C.P.R.P.
Office ManagerMarcia McGinnis
Child Care ManagerRaelene Bodman
Program Coordinator Audra Keenan
Program Coordinator Andrea Zglobicki
Interim Recreation Manager..... Bill Reichl breichl@ci.scarborough.me.us
Program Coordinator for Seniors TBA
Program Coordinator Ryan Colpitts
Facilities Manager Steve Quirk
Facilities Scheduler Steve Kramer
Secretary/Receptionist.....Nicole Hall

Office Information . . .

Community Services Office	Telephone	Fax
Monday through Friday..... 8:00 am to 4:00 pm.....	730-4150.....	730-4165

Location: Scarborough Municipal Building, 259 US Route One, 3rd Floor

Bessworth Childcare Office Hours
Monday through Friday..... 9:00 am to 3:00 pm..... 730-4170..... 730-4175

Bessworth Childcare Building Hours
Monday through Friday..... 7:00 am to 6:00 pm

Location: 25 Municipal Drive

Mailing Address

Scarborough Community Services
P.O. Box 360
Scarborough, ME 04070-0360

E-mail Address: comserv@ci.scarborough.me.us

Town Web Site: www.scarborough.me.us/commserv/index

2. 55+ Programs, Policies and Procedures

Mission Statement

The mission of the Scarborough Senior WOW Program is to give all seniors an opportunity to maintain dignity, enrich their quality of living, and actively promote participation in all aspects of community life.

Registration

How to Register

Community Services accepts registrations in person, through our website, and for Wednesday luncheons via the telephone. *No phone or mail-in registrations will be permitted for 55+ trips -- registration must be in person or online (for members only).* Registration into activities will be allowed only if the account is in good standing. Community Services reserves the right to deny registration into an activity pending payment of an outstanding balance.

Payment Policy

All fees for programs must be paid in full upon registration. Payment can be received in the form of cash, personal check, money order, or debit card. Please make all checks payable to *Town of Scarborough*.

55+ Refund Policy

100% Refund

If Community Services cancels the activity.

If an activity or transportation is cancelled due to low enrollment, participants will be contacted via telephone.

Trip Refund

Scarborough Community Services will no longer offer refunds for participant cancellations on trips that run through the 55+ program. This new policy has been adopted in order to give everyone an equal opportunity to register for all trips.

No Refund

If an individual does not attend the activity or does not cancel at least 24 hours prior to the start of an activity.

Transportation Fee Responsibility

Once registered, you are responsible for all transportation fees. If transportation reservation is not cancelled at least 24 hours in advance, you will be billed for the unused service. All unpaid fees must be paid in full to register for future 55+ programs.

Inclement Weather

In case of inclement weather on a day that a 55 + program event is scheduled, decision to cancel the event will be made by the Community Services Office. Cancellation or delay will be posted on local television and radio stations or by calling 730-4150 for an updated message.

55+ Programs Membership

How to become a member...

For \$10 per year (or \$17.50 per couple) members will receive discounts on trips, early registration and online registration privileges, and the 55+ newsletter sent to your home six times a year. You will also receive discounts at select Scarborough businesses, just by presenting your card. To become a member, simply complete the form below and return to Scarborough Community Services. Once payment and form are received, a personalized membership card will be sent to your mailing address. You may send the completed form with payment to:

Scarborough Community Services
P.O. Box 360
Scarborough, ME 04070-0360

Membership is required to attend any 55+ trips and transportation to the following 55+ Programs: Bingo, Wednesday lunches, Out-to-Lunch Bunch, Senior College, theater and grocery shopping.

55+ Programs Membership Form

Name _____

Address _____ City/Town _____

Telephone _____ Cell _____

Date of Birth _____ Email Address _____

Emergency Contact Name _____ Telephone _____

Signature _____ Date _____

55+ Membership Discounts

Participating Scarborough Businesses 2011

Walgreens - Scarborough Store Only - Receive 15% off your entire purchase - 20% Off Walgreens Products & Photo Services

Pizza Plus - Receive 15% off all menu items

Transportation – *Members Only*

Bus Information

14-Passenger ADA-Compliant Bus

Scarborough Community Services has a 14-passenger ADA-compliant minibus to transport seniors on trips and for various 55+ programs. The vehicle has lots of head room, arm rests, a rear exit, wheelchair tie-downs, air-conditioning, right-hand grab handle to enter the bus, AM/FM radio, and a CD and DVD player.

Transportation Fees

\$2 round-trip fee (HS) when leaving from the high school lower parking lot.

\$5 door-to-door fee (DtD) for the 55+ weekly programs and the pre-selected trips and shopping dates to local stores (*Scarborough residents only*).

Transportation Policies

- The driver is not allowed to enter into any participants' home any further than the front doorway.
- The driver shall not make special stops for participants.
- If access is questionable, the driver shall deliver participants to closest, safest access.
- All passengers are required to wear seatbelts when traveling in town vehicle.
- Passengers shall remain seated at all times the vehicle is in motion.
- Payment is due upon entrance to the vehicle.

Receipt of Gifts; All Town employees, including Department Heads, are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of his/her official duties. Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as pens, note pads, calendars, etc., is permitted.

Community Services Transportation to OLLI and SAGE – *Members Only*

Scarborough Community Services may provide transportation on selected days during the spring and fall semesters. For more information or to register for transportation, contact Community Services at 730-4150. We must have a minimum of 5 people pre-registered each day in order to offer transportation. *Transportation is only provided for regularly scheduled dates. Participants must find transportation for any special programs or make-up dates.*

SAGE Transportation Schedule

9:00 am - Bus departs from lower high school parking lot

11:50 am – Bus departs USM

OLLI Transportation Schedule

AM Classes

9:00 am Bus departs from lower high school parking lot

11:50 am – Bus Departs USM

PM Classes

11:30 am - Bus departs from lower parking lot

3:10 pm – Bus departs USM

Grocery Shopping Program Policies and Procedures – *Members Only*

- Shopping will be on Friday only and held twice a month.
- Times will vary - see schedule below. Our driver is providing transportation to other programs during this time so the bus will only be available at drop off and pick up times.
- Shopping trip drop off will always be at Hannaford in Scarborough with the second Friday shopping trip of the month drop off being at both Hannaford and Walmart.
- Participants will need to bring grocery totes for groceries to be bagged in. This will help with the storage of groceries on the bus.
- Participants shall deliver their own groceries to their door.
- Shopping times for September 2010 through June 2011

Spring and Fall

Home pickup: Between 12:30 and 12:45 pm

Shopping: Between 12:45 and 2:00 pm

Winter and Summer

Home pickup: Between 9:30 and 9:45 am

Shopping: Between 9:45 and 11:00 am

Portland Players and Lyric Music Theater – *Members Only*

During the 2010-2011 season, the Portland Players and Lyric Music Theater offer discounted admission tickets for seniors to their Thursday night dress rehearsals. Scarborough Community Services will offer bus rides to the performances. Theater tickets and bus space are limited, so reservations are made on a first-come, first-served basis.

- Payment for Portland Players is \$5 at the door.
- Lyric Theater is \$10 to the coordinator who will pay at the door.
- The bus departs the lower high school parking lot at 6:45 pm.
- Shows begin at 7:30 pm

Out to Lunch Bunch Program – *Members Only*

How the Out to Lunch Bunch program works...

- Each group has a group of participants and a group leader; some participants have been with a certain group since the inception and others have joined a certain group because of current friendships or to meet and make new friends.
- The group leaders are the persons responsible for choosing the restaurant, making reservations and contacting their participants. Restaurants should be local and no longer than a half hour trip from Scarborough. Out to Lunch Bunch trips should be to the restaurant only; side trips are permissible (gift shops, ice cream shops, etc.) if the Program Coordinator has been informed prior to the lunch.
- The bus leaves the high school parking lot at 12:00 noon and should return no later than 3:30 pm.

Since we have many people who want to join a selected group and not enough seats on the bus to accommodate everyone, we ask that the group leaders contact the first thirteen people and add the newer people to the waitlist. There are usually cancellations so adding on new people should not be a problem. I understand that there are participants who attend more than one group each month, and, if any participants would like to give up their seat for someone on the waitlist, we ask that they contact Community Services at 730-4150 and we will let the group leader know.

To participate with an out to lunch bunch group you do not have to take the bus. Many participants provide their own transportation and meet the group at the selected restaurants. Make sure to let the group leader know that you will be attending the lunch so they may add you to the reservation numbers.

Trips – Members Only

How to Register

Community Services accepts registrations in person, through our website, No phone or mail-in registrations will be permitted for 55+ trips -- registration must be in person or online (for members only). Registration into activities will be allowed only if the account is in good standing. Community Services reserves the right to deny registration into an activity pending payment of an outstanding balance.

Trip Refund

Scarborough Community Services will no longer offer refunds for participant cancellations on trips that run through the 55+ program. This new policy has been adopted in order to give everyone an equal opportunity to register for all trips.

Bus Departure

Unless otherwise specified, senior trips depart out of the lower high school parking lot at the designated time for the specific trip. Trip participants can park in the lower high school parking lot and leave their cars there for the duration of the trip.

Tips

Community Services staff must sometimes act as both Trip Leader and Bus Driver. Community Services staff, as employees of the town, are not permitted to accept tips. If an individual feels that they would like to express their gratitude, they can consider making a donation to the Senior Series Scholarship Fund.

The cost of a chartered bus does not include tip for the bus drivers. There will not be an organized collection of money for tips on senior trips. However, if individuals would like to tip the chartered bus driver, they can do so independently

Emergency Care Policy

If an emergency situation occurs during a 55+ program or trip, the Seniors Program Coordinator or the Event Planner will call for emergency help (911) if the situation warrants it. In the event that the Seniors Program Coordinator or the Event Planner are unable to be located in a timely manner, program participants should call for emergency help (911). It is better to be safe than sorry. Ambulance or other emergency personnel will transport all emergencies.

The Seniors Program Coordinator is First-Aid and CPR trained and carries a cell-phone with 2-way radio capabilities at all times.

Programs at Hillcrest Recreation Center

108 Hillcrest Ave. - Scarborough

Hillcrest Recreation Center

State Manufactured Homes, Inc., generously donates the use of the Hillcrest Recreation Center to Scarborough Community Services for senior citizen activities. The days and times the facility may be used is based upon a contract agreement between State Manufactured Homes, Inc., and Community Services.

Bingo

Bingo is held Fridays year round and games begin at 11:30. Door-to-door transportation is available for Scarborough residents for a round trip fee of \$5. To register for transportation contact Community Services at 730-4150. All money that is brought in during Bingo games at Hillcrest Recreation Center must go out in winnings during the same day. Supplies/refreshments for BINGO can be brought from home by BINGO players for personal enjoyment or donation to the group. Community Services will provide supplies for coffee and tea.

Wednesday Lunches

Wednesday lunches run September through June. Lunches are currently catered by Al's Variety in Scarborough. Lunch menu and program planning is a collaboration between the Senior Program Coordinator and volunteers. Scarborough Community Services 55+ Program has partnered with the Southern Maine Agency on Aging (SMAA) *As You Like It* program. This plan is now available to Scarborough residents and to non-residents ages 60 and older for the Wednesday lunches at Hillcrest. Single tickets are a donation of \$4 and five meal tickets are a donation of \$20. All proceeds go to SMAA. Scarborough residents will pay \$5 per lunch and non-residents will pay \$7 per lunch if not using an "As You Like It" ticket. Door-to-door transportation is available for Scarborough residents for a round trip fee of \$5. To register for lunch contact Community Services at 730-4150, please indicate if you will need transportation also.

There are many times when we have food leftover from our lunches. Beginning September 2010, our volunteers will be donating all leftovers to seniors in the community who may need a little help with meals. If anyone knows a senior in the community who would benefit from a little company and a meal or two let us know.

50/50 Raffles

Money collected during any 50/50 raffle goes into a scholarship fund created by the former Senior Series Board. No license is needed for this game as long as winnings in a year remain below \$10,000 (State of Maine – Laws relating to Beano or BINGO and Games of Chance - Page 35 - 6a and confirmed by phone 1/25/2007).

Programs at Bessey Commons

US Route One - Scarborough

Choices

Every Monday morning at 10:00 am at Bessey Commons is the healthy living program Choices. This is an ongoing free Healthy Living - Healthy Body - Healthy Mind program. For more information contact Community Services at 730-4150.

3. Scholarship Funds

Alternative Payment Funds

There is a limited amount of financial assistance funds available for trips through Community Services. Program participants may request financial assistance prior to the desired trip at Community Services. An alternate payment application must be completed before assistance is provided. All alternate payment applications are strictly confidential. Monies for this program are collected through the raffle money (50/50) each week at the Wednesday Lunches and from different fundraisers and raffles that go on throughout the year. There is a \$30 cap per person per year for this alternate payment program and it can only be used for trip admission fees. If door-to-door transportation is needed, additional fees will apply and must be paid in full at time of service. Lunches at Hillcrest and all transportation/bus fees are not applicable under the alternate payment program. For more information about this fund, please contact Community Services at 730-4150.



Senior WOW



Alternate Payment Application

SCARBOROUGH COMMUNITY SERVICES

P.O. Box 360

Scarborough, ME 04070-0360

(207) 730-4150 Fax: (207) 730-4165

All alternate payment applications are strictly confidential. Monies for this program are collected through the raffle money (50/50) each week at the Wednesday Lunches and from different fundraisers and raffles that go on throughout the year. There is a \$30 cap per person per year for this alternate payment program and it can only be used for trip admission fees. If door-to-door transportation is needed, additional fees will apply and must be paid in full at time of service.

Lunches at Hillcrest and all transportation/bus fees are not applicable under the alternate payment program.

Applicant/Household Information

Name of Applicant _____

Single Married Widowed Other

Number of people in your household _____

Street _____ Town _____

State _____ Zip Code _____

Home Phone _____ Work Phone Cell Phone _____

YEARLY COMBINED INCOME: (Please check one)

\$ 5,000 - \$10,000 _____

\$10,0001 - \$20,000 _____

\$20,0001 and above _____

YEARLY EXPENSES: \$ _____

Please estimate your total monthly expenses. Items you should remember to include when calculating your expenses are food, utilities, mortgage/rent/association fees, home insurance, health and life insurance, prescription costs, vehicle payments/insurance, credit cards, bank loans, etc.

I hereby state that all the above information is true. I further understand that the above information is strictly confidential and will not be shared with anyone outside those who need to know at Community Services.

Signature _____ Date _____

Community Services Representative _____

Date _____

For more information about this Alternate Payment Program, please contact Bill Reichl. If he is not available, please leave a brief message stating your name, phone number, and what you are calling about. He will return your call as soon as possible. All calls will be strictly confidential.

Bill Reichl
Recreation Manager
Scarborough Community Services
P.O. Box 360
Scarborough, Maine 04074-0370
(207) 730-4150 office
(207) 252-1361 cell

The Blanche Cook Memorial Transportation Fund

Community Services continues to try to meet the transportation needs of participants by offering door-to-door service to many of our 55+ programs. With these thoughts in mind, we have created the Blanche Cook Memorial Transportation Fund. This fund will offer financial help for transportation. A brief and confidential application must be completed. For more information about this fund, please contact Bill Reichl at 730-4150.

Donations to this fund should be made payable to the *Town of Scarborough-Blanche Cook Fund* and mailed to Scarborough Community Services, P.O. Box 360, Scarborough, ME 04070-0360.

SCARBOROUGH COMMUNITY SERVICES

P.O. Box 360

Scarborough, ME 04070-0360

730-4150 730-4165 (Fax)

**The Blanche Cook Memorial Transportation Fund
Application**

All applications are strictly confidential. Monies for this program are collected through personal donations made to this fund. Scholarships will be based on a senior's personal and financial needs.

There are several categories for which you can apply:

- Wednesday Lunch transportation -- runs June through September.
- Thursday *Out-To-Lunch* Bunch -- runs year round.
- Friday BINGO -- runs year round.
- Senior College -- runs in the fall and spring.
- Local shopping -- will run year round.
- Senior trips transportation -- run on selected dates.
- Yearly transportation for all programs.

Applicants will be limited to two bus passes (\$40 for 10 rides) per quarter. Monies will be offered as long as funds are available.

Applicant/Household Information

Name of Applicant _____

___ Single ___ Married _____ Widowed _____ Other _____ Number of people in household

Street _____ Scarborough, ME Zip Code _____

Home Telephone _____ Work Telephone _____ Cell Phone _____

E-Mail Address _____

Do you hold a valid Maine Driver's License? *Please circle.* Y N

Do you own a registered vehicle? *Please circle.* Y N

YEARLY COMBINED INCOME: *Please check one.*

___ \$5,000 to \$10,000 ___ \$10,001 to \$20,000 ___ \$20,001 and above

YEARLY EXPENSES: \$ _____ (total)

Please estimate your total monthly expenses. Items you should remember to include when calculating your expenses are food, utilities, mortgage/rent/association fees, home insurance, health and life insurance, prescriptions costs, vehicle payments/insurance, credit cards, bank loans, etc.

Signature Required

I hereby state that all the above information is true. I further understand that the above information is strictly confidential and will not be shared with anyone outside of the Community Services Office.

Applicant _____ Date _____

For more information about this new program, please contact Bill Reichl. If he is not available, please leave a brief message stating your name, phone number, and purpose for your call. He will return your call as soon as possible. *All calls will be strictly confidential.*

Bill Reichl
Recreation Manager
Scarborough Community Services
P.O. Box 360
Scarborough, ME 04074-0370
730-4150

For Community Services Staff Only:

Approved _____

Bill Reichl, Recreation Manager

Date

Date contacted applicant

4. Volunteer Opportunities

Volunteers

The 55+ Senior WOW Programs successfully operate with the dedicated work of volunteers. Volunteers take on many roles and responsibilities to plan and implement activities, events, trips, and communication. If an individual is interested in volunteering, they can contact Community Services at 730-4150 to set up a meeting with the Seniors Program Coordinator. The prospective volunteer and the Seniors Program Coordinator will discuss the possibilities and decide on the appropriate placement for the volunteer.

Rights and Responsibilities

As a volunteer working with Scarborough Community Services Senior WOW Programs, you will be working with a diverse group of people to fulfill a wide range of needs for seniors in the Scarborough community. It is important that we all agree to adhere to a set of guidelines to be able to create a safe volunteer working space and a quality program for area seniors. Volunteers will be expected to review the *Rights and Responsibilities* document provided to them by Community Services and to agree to abide by these standards.

As a Scarborough Community Services 55+ Senior WOW Programs Volunteer, it is your right:

- To feel respected and listened to.
- To be treated as an equal, rather than “free help.”
- To receive orientation, training, and support in order to be able to fulfill your volunteer duties.
- To be provided with an appropriate and satisfying work assignment and be able to change work assignments if you request it.
- To be recognized for your work and efforts.
- To have open communication with Community Services and kept up to date about relevant information.
- To be comfortable saying “no.”

It is your responsibility:

- To treat everyone you work with, including participants, staff, and fellow volunteers, with patience and respect.
- To maintain confidentiality while working with any personal information regarding participants, staff, or fellow volunteers.
- To represent the 55+ Senior WOW programs, Community Services, and the Town of Scarborough with dignity and support the goals of the program.
- To keep an open communication with Community Services.
- To make Community Services aware of any support or assistance you need.
- To voice concerns with Community Services.
- To not promote rumors or negativity.
- To alert Community Services when you will not be able to fulfill an assignment for any reason, so that Community Services may find an appropriate replacement.
- To participate in a background check to protect the safety of the people we serve.

Dismissal of Volunteers*

If a volunteer's conduct or work performance is repeatedly unacceptable, the Seniors Program Coordinator will schedule a meeting to discuss areas of concern. If the problem persists, the volunteer will be notified in writing that their volunteer status has been terminated. If the problem with a volunteer is judged too serious to delay, a volunteer's job status may be revoked immediately.

Equal Opportunity

The Town of Scarborough is an equal opportunity employer. All employees, applicants, volunteers, and program participants will be provided equal opportunities for employment, volunteerism, and participation in town programs without regard to race, color, religion, national origin, ancestry, age, sex, physical or mental disability, veteran status, sexual orientation, or any other status protected by law.

5. Advisory Board Policies and Procedures

Objective

Provide directional advice for developing and managing the 55+ programs and services to the Seniors Program Coordinator.

Appointment and Qualifications

1. Shall have seven voting members (four are necessary for a quorum).
2. Members will be appointed by the Town Council in three-year terms.
3. The terms shall be staggered with two members holding terms to expire in 2009, three members with terms to expire in 2010, and two with terms to expire in 2011.
4. Members shall serve without pay.
5. The board should consist of community members, preferably with expertise in the following areas as they pertain to senior interests:
 - a. Activities
 - b. Education
 - c. Intergenerational
 - d. Health and Wellness
 - e. Outreach
 - f. Communications
 - g. Funding
 - h. Transportation
 - i. Facilities

Duties

1. Meet at a consistent time agreed upon by members of the Board to discuss the planning, development, and implementation of senior programs, taking into consideration the volunteer reports presented to the Board by the Seniors Program Coordinator.
2. Review the budget at all meetings.
3. Special subcommittees of the Board shall be created by the Board as the need arises.
4. Conduct periodic reviews of Senior WOW programs and services using data such as attendance records, cost analysis, and program evaluations. Based on these evaluations, establish program goals.
5. Keep accurate minutes of monthly meetings to be filed with the Senior WOW Program Coordinator.

Rules

1. The Board shall conduct its meetings using Robert's Rules of Order or such other rules of procedure as the Board may adopt from time to time.
2. Any recommendations or advice issued by the Board must come out of a majority decision.
3. Four members of the Board constitute a quorum at any regular or special meeting.
4. Any board member with three consecutive unexcused absences will cease to be a member of the board.
5. All meetings are open to the public and shall be posted. The public is welcome to attend as observers. Public comments may be made after the agenda items have been completed.

Chair and Vice-Chair

1. A Chair and Vice-Chair shall be elected by the Board each year during the September meeting.
2. The Chair shall preside at all meetings of the Board, represent the Board at public affairs, and shall maintain the dignity and efficiency of the Board in all possible ways.
3. The Chair may cancel a monthly meeting of the Board should there be no business to transact.
4. The Chair may call a special meeting of the Board.
5. The Vice-Chair shall have all duties of the Chair, should the Chair be unable for any reason to fulfill his or her duties.
6. The Vice-Chair or a designated person will be responsible for keeping the minutes

Revision to 03-01-2010 policy (editorial changes only)

Board Opening Announcement

The Town of Scarborough has an opening on its Senior Program Advisory Board. This is a volunteer position that is open to all residents of Scarborough who have an interest in or experience with senior issues. The seven-member board meets on the 3rd Tuesday of each month at 8:00 a.m. at Town Hall. Previous experience in taking minutes is desirable but not mandatory. An application is available at Community Services, can be accessed through the Community Services Web site at www.scarborough.me.us, or you can call 730-4020. Completed applications should be submitted to the Town Clerk’s Office.

55+ SENIOR WOW PROGRAM ADVISORY BOARD APPLICATION

The Town of Scarborough is responsible for appointing members to several standing committees and other committees organized to work on specific issues within stated time frames. The Appointments Committee of the Town Council is responsible for appointing members to a Senior Program Advisory Board. Please consider volunteering! Serving on a committee is a wonderful way to learn more about our community, meet our neighbors, and contribute to our town’s success. Thank you.

Pursuant to the Freedom of Access Act, amended and effective September 2005, please indicate by checking here whether you are willing to allow your personal contact information to be made available to public inquiry. _____ Yes ___ No

Date _____

Name _____

E-Mail Address _____

Street Address _____

Mailing Address (if different) _____

Home Telephone _____

Business Telephone _____

How long have you been a resident of Scarborough _____

Are you a Senior? (55+) _____

Seniors Program Advisory Board Topics:

Please put a check mark by the subject you have experience/interest in:

- | | |
|--|---|
| <input type="checkbox"/> Activities | <input type="checkbox"/> Funding |
| <input type="checkbox"/> Education | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Intergenerational | <input type="checkbox"/> Facilities |
| <input type="checkbox"/> Health and Wellness | <input type="checkbox"/> Senior Citizen Issues/Activities |
| <input type="checkbox"/> Outreach | |
| <input type="checkbox"/> Communications | |

Please answer the following questions:

1. Please give a brief statement to inform the Senior WOW Program Coordinator why you are interested in the topic(s) you selected, and what special skills or talents you would bring to the Seniors Program Advisory Board.

2. Please tell us about prior experiences you may have had in volunteering or in community work.

3. Please add any other information you think would be helpful for the Advisory Board to know.

Thank you for taking the time to complete this application.

Please return this form to: Town Clerk's Office
259 U.S. Route One
P.O. Box 360
Scarborough, ME 04070-0360

For Official Use Only Date Application Received:
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