

Seniors/Intergenerational Programming Work Plan Details

Significant initial planning and research went into the program before workshops began. It takes some time to research local resources and of those, who is willing and able to travel for presentations. A lot of good information is available online and many times if an initial contact could not personally help, they could provide you with another person who could offer assistance. Finding a variety of resources was important to us, as we wanted to keep the program interesting and offer different types of workshops so that our participants could take in new information at each event. It was also important for us to involve as many different people locally as presenters, workshop leaders. The initial planning and research went as follows:

Week of September 1, 2015

- Reviewed original grant application. Reviewed grant requirements, obligations and contract. *It is important to regularly review the agreement so that there isn't important information missed or forgotten that would affect receipt of the full funding.*
- Reviewed the pre-grant application survey that was distributed. *This helped us before we were even successful in obtaining the grant funding because it gave us an idea of what would be requested and possible costs associated with it. It also let us know if there would be enough people to host this type of program and what participant's interests were.*
- Email correspondence with Erica Van Drunen, Registered Dietician for Deep River and District Hospital to try and set date and time for Nutrition workshop.
- Called North Renfrew Long Term Care in Deep River.
- Researched LIHN and Champlain Community Care Access Centre.

Week of September 7, 2015

- 1 hour review meeting with Gayle and Melinda. Discussed what the program goals were; what events we thought would be successful in attracting a lot of participants, who we could contact as speakers etc.
- Called Algonquin College, left a message with HR regarding volunteer training workshop.
- Called County of Renfrew – got contacts for Bonnechere Manor and Miramichi Lodge. Left message with both.
- Called Leanne Robinson at Four Seasons Lodge, left message.
- Contacted Carmen Goold about volunteer training workshop. Sent an email.

- Created email questionnaire for feedback.
- Spoke to Leanne Robison who referenced Volunteer Canada. Other than that, she had no specific information for volunteer training. Advice for Buddy-Up system – two people per program, or teaching by doing (create a program). Also talked about joining programs and splitting costs. They have square dancers coming in; she said to contact the clock museum. Maybe a fall craft day? Leanne was very helpful and had many great ideas.
- Spoke to Aaron from Bonnechere, she doesn't have any contact information for volunteer training, as her staff all went to college for that sort of thing. She gave me contact info for Golden Age Activity Centre in Renfrew. She also mentioned Algonquin College and that doing my own presentation from material online may be an idea.
- Contacted Aging Well Theatre to see if they were interested in performing for program.
- Created online survey for community contacts and Facebook.

Week of September 14, 2015

- Created Google calendar for senior's program. *This helped us with our scheduling, especially with other events frequently held at the community centre. This helps with organization of the program and minimizes conflicting event scheduling.*
- Spoke to the president of the Deep River Senior's Friendship Club who had a lot of information on different seniors programs and provided me with Fred Blackstein's information.
- Contacted Fred Blackstein for volunteer training workshop. Exchanged emails to try and set a date for him to come speak. *This workshop was of particular importance to our community and the program as our entire Recreation Committee is volunteer based and a component of our Senior/Intergenerational program was to have a volunteer based workshop.*
- Sent emails out requesting dates for workshops
 - Beth Ethier – OPP, Scam and Fraud Awareness
 - Kim Knight – Yoga
- Called a local resident about his teenagers coming to volunteer for intergenerational aspect of program, left message.
- Sent email to local book keeper to see if she would be interested in leading a workshop
 - Received email back saying she is not interested, too busy with work.
- Mass call from phone book. *This took a considerable amount of time. I called local residents to see who would be interested in attending workshops, what workshops they would be interested in, if they were interested in leading a workshop and what days/times were best for them. I received a lot of great information from doing this. This was the greatest contributing factor that helped structure the workshop and make it successful.*
- Confirmed date with Fred Blackstein (volunteer workshop) and Paula (wreath craft)
- Called local artist regarding hosting a painting workshop and left a message

- Created a calendar to print and distribute. *You can view this calendar template on the website at www.townshipsofheadclaramaria.ca under Recreation and Senior/Intergenerational Program 2015-2016.*
- Spoke to local resident about what we are offering, and to see if her husband would be interested in assisting with a woodworking workshop.
- Created newsletter entry to be distributed.

Week of September 21, 2015

- Emailed Erica Van Drunen, Registered Dietician with the Deep River and District Hospital to ask about coming to lead a workshop in February 2016.
- Spoke to Kim Knight (Yoga) about date in January.
- Finished posters to distribute to Deux Rivieres, Bissett Creek, Rolphton, Swisha
- Printed the posters and put them on the website and Facebook.
- Scheduled a meeting for those interested in Christmas cake baking and sharing recipes.

Week of September 28, 2015

- Confirmed Registered Dietician date.
- Emailed Davis Earle regarding Pickle ball
- Called contact regarding demonstrating how to make mats out of recycled milk bags, left a message.
- Created a calendar for distribution.
Created the program statistics sheet which can be viewed on the website at www.townshipsofheadclaramaria.ca under Recreation and Senior/Intergenerational Program 2015-2016.
- Contacted local resident to see if her boys would be interested in volunteering.

Once the initial planning and research was completed and events were booked, it was a matter of sending out reminder emails to the community of when events were happening; answering questions and concerns; taking RSVP's for craft workshops; purchasing materials/supplies; setting up, hosting and cleaning up workshops etc.

October 2015

- Updated calendar
- Email correspondence with the Upper Ottawa Valley Genealogical Group regarding hosting a workshop at the community centre.

- Fred Blackstein's presentation on October 24th.
- Christmas Cake baking on October 25 and 26th.
- Email correspondence with Leanne Robinson of Four Seasons Lodge regarding having some of her residents attend the Aging Well Theatre performance.
- Purchased supplies for refreshments and Christmas cake baking.

November 2015

- Confirmed date with Upper Ottawa Valley Genealogical Group.
- Purchased supplies for wreath craft.
- Wreath crafting workshop on November 8, 2015
- Aging Well Theatre performance on November 12, 2015
- Scheduled Pickle ball for December 3rd, 2015.
- Confirmed Yoga with Kim Knight for January 12th, 2016.

December 2015

- Pickle ball demonstration with Davis Earle on December 3rd, 2015.
- Scam and Fraud Awareness workshop with Beth Ethier from OPP on December 9th, 2015

January 2016

Yoga with Kim Knight on January 12th.

- Genealogy workshop with the Upper Ottawa Valley Genealogical Group on January 28th.
- Researched different entertainment and caterers for the Appreciation Dinner in March.
- Created a list of volunteers in 2015 for Appreciation Dinner.
- Confirmed entertainment, gave deposit.
- Ordered invitations from Vista Print.

February 2016

- Technology workshop with Michael Mykolyshyn, February 21st.
- Scheduled Tied Fleece Blanket workshop for March 26th.
- Confirmed caterer and menu.
- Sent out invitations for Appreciation Dinner.

March 2016

- Scheduled Tied Fleece Blanket workshop and Woodworking workshop for April
- Purchased Fabric for blanket craft.
- Purchased wood and materials for planter box construction.
- Purchased walking poles to go along with the snowshoes that were previously purchased.
- Set up and hosted Volunteer Appreciation Dinner

Factors to consider when hosting a Senior/intergenerational Program:

- Scheduling events is time consuming. Exchanging emails and/or telephone calls in efforts to arrange a date and time for an event can take significant time, especially when trying to accommodate the presenter, event participants and the facility. Numerous events were rescheduled or postponed due to scheduling conflicts with the workshop presenter and the facility being booked. Workshops were also postponed due to weather. It is recommended to begin scheduling events early, in order to allow enough time to reschedule an event at a later date if a scheduling conflict or poor weather is presented.
- The time of year that you hold your program is important and its significance will vary depending on your location. We chose to run our program during the winter as we thought it would be a good opportunity for our seniors who may spend increased periods of time indoors. This was accurate to an extent, but with large storms, poor driving conditions and decreased daylight, we feel that more participants may have attended with better weather conditions. If we were to hold another program we would offer it during our summer months.
- Attendance records are important. We created attendance records to keep track of who attended, what their age category was, and where they were from. This helped us track which events were successful, how many people were from neighbouring communities and what our target age group was. It also showed us how many repeat participants there were and if they were a local resident or from a neighbouring community. This was important to us because, although it is not always possible, we wanted to try to accommodate our participants, especially those who regularly attended. We always encouraged and welcomed feedback and new ideas for different workshops, and if it was possible we tried to accommodate requests. The event statistics will help us in the future if we ever repeat a similar program.

We feel that the Senior/Intergenerational program was successful and met the original projected outcomes listed in our grant application. We provided educational workshops for all to attend; provided an opportunity for our seniors to interact with others within our community as well as from neighbouring communities; increased senior participation in community events; provided new events targeted specifically to seniors and showed volunteer recognition.