

# Activity Report

(April 4<sup>th</sup> to April 17)

Prepared and Submitted by: Karen Perry, Activity Director

During the past two weeks as the new Activity Director I have learned and accomplished a great deal thanks to the help of Gloria's guidance, training and support. The following is a general summary of what I have learned, achieved and still working on:

- Overview & tour: common areas, storage areas, supplies, kitchen operations
- Activity Office: reviewed files, JR computer app training, supply & storage area, printer & Square ipad training. Updated bulletin boards in lobby.
- Trained on all relevant software programs: Constant Contact (Newsletter) Time clock, Keep & Save (Lodge Master calendar) Network Shared files (Daily Calendar, flyers, documents, forms, archived files for reference), Square Training (in progress). Also trained to setup and use Sound System in Lodge by Lannie.
- Entertainment bookings, contracts, calendar & Newsletter entry
- Designed various flyers for upcoming June events
- Coffee Sponsor recruitment (booked about 12 to date)
- Volunteer recruitment (confirmed 6 to date). Organized w/Excel Sheet
- Organized files, setup 2021 Club & Group binders with a more efficient system
- Completed 80% of 2021 Daily Calendar Clubs/Groups confirming status and room reservations via emails and phone calls.
- Gloria and I working on "Club Sponsored" events for fundraising. They Do all the work and cleanup for a percentage of proceeds from sales
- Memorial Day Parade and Lunch is our first "Club Sponsored" event!
- Created "Club Sponsored Event" form to document duties and commitment
- Booked all dances with bands for entire season. All contracts & forms sent
- Met with several residents, Bus Office volunteers & Canine Club. Building rapport and partnerships with community. Efforts should result in more volunteer recruitment and Club sponsored events
- Cleaned out Bulletin Boards and Posted upcoming events
- Activity Office "round" table setup with flyers and sign-up sheets
- Monday Morsels Coffee presentations of Activity News and announcements

Basically, just getting all my "ducks in a row"! I like being prepared and organized!!!