



***National Activity
Professionals Week
January 20-25, 2013***

Greetings from the National Association of Activity Professionals

We would like to thank you for your interest in celebrating National Activity Professionals Week, January 20-25, 2013. This year's theme is "Activities, A Sure Bet!". It is our hope that this packet will help as you design exciting programs to enrich the lives of those you serve and enlighten those you work alongside!!

NAP week was created to recognize the contributions of Activity Professionals in all adult communities. It is a chance for Activity Professionals to shine their light.

This year, we are enclosing theme programming information which will provide some ideas not just for NAP Week but the rest of the year as well. A letter addressed to Administrators reminding them to honor the activity department as an important part of your community's team is included. Samples of proclamations, press releases and public service announcements, are also in the packet. You can find more information at naap.info. Take the time now to plan for this very special event!

If we can assist you with further information, please contact Nancy Williams, Public Relations Trustee at Office at naappr@gmail.com. Visit our website naap.info for more information about the Activity Profession.

Sincerely,

Nancy Williams

*Nancy Williams, CTRS, ACC, CDP
Public Relations Trustee*

Dear Administrator,

Each January, a special week is set aside to recognize all the Activity Professionals who provide services to adults in a variety of settings including retirement communities, nursing facilities, assisted living facilities and senior centers. These professionals contribute significantly to your residents' quality of life.

This year National Activity Professionals Week is January 20-25, 2013. This week is an opportunity for you to recognize your Activity Professionals' efforts in some special way by planning a celebration or other recognition to honor them. Plan now to explore ways to acknowledge your Activity Professionals during this week.

Here are some suggested ways you might honor and recognize your Activity Professionals:

For individual recognition – flowers, corsage, candy or some other treat; lunch or dinner out; NAP Week themed gifts from suppliers; gift certificates to a Wellness Spa so they can be on the receiving end of care giving; special certificates or letters of commendation; tickets to area events, etc.

For facility recognition – a special meal or social at the facility hosted by someone other than the activity staff; celebrate with special activities that include residents, families, volunteers and other staff.

For community recognition – mail press releases to local newspapers (a sample is available to NAAP members); contact local radio or TV stations with Public Service Announcements (a sample is available to NAAP members); contact local elected officials to proclaim this week as Activity Professionals Week in your community (a sample is available to NAAP members); attempt to get an article in the local newspaper about the importance of Activity Professionals.

For continued recognition - subscriptions to professional activity publications; paid yearly dues to their Local, State and/or National Activity Associations; support your Activity Professionals by encouraging them to become nationally certified through the National Association of Activity Professionals Credentialing Center (NAAPCC) or the National Certification Council for Activity Professionals (NCCAP); offer continuing education opportunities to workshops and/or conferences; recognition of the Activity Director as an important part of the team and encourage in-services given by the Activity Director to facility staff on the importance of activity programming.

We hope that you will find these suggestions helpful in honoring and recognizing your Activity Professionals for their continued commitment and efforts to promote quality of life for the residents in your care. For additional information feel free to contact the me at naappr@gmail.com.

Sincerely,

Nancy Williams

Nancy Williams, CTRS, ACC, CDP
NAAP Public Relations Trustee

Sample Letter to Mayors and Governors requesting a Proclamation.

(Date)

**The Honorable (MAYOR'S OR GOVERNOR'S NAME)
City of (YOUR CITY'S NAME)
(ADDRESS)
(CITY), (STATE), (ZIP)
ATTN: (PROCLAMATION CONTACT PERSON)**

**Dear Mayor or Governor (LAST NAME),
This is to ask that you issue a proclamation declaring the week of January 20-25, 2013 as "National Activity Professionals Week" in (STATE OR CITY).**

Activity Professionals are gaining recognition and are contributing significantly to improving the lives of our nation's (CITY OR STATE) older adults and service-dependent senior citizens. They work with health care professionals, care providers, and regulatory agencies to enhance the lives of those served by nursing homes and convalescent hospitals, senior centers, retirement homes, assisted living centers and adult day programs.

Activity Professionals assist in providing programs related to community involvement, mental stimulation, community service, and all types of activities related to maintaining normal life pursuits for the elderly. Every activity is designed to meet the needs of the individual. The underlying value is maintaining a healthier, more active mental outlook, and this relates directly to quality of life.

Designating January 20-25, 2013 as "National (or STATE, COUNTY or CITY) Activity Professionals Week" will recognize these professionals and increase public awareness of the role these important individuals play in improving the quality of life for many older adults.

I will be contacting your office to arrange a time for the proclamation to be signed and assist in arranging any press coverage. I would like to thank you in advance for your time and assistance in helping to honor this outstanding group of individuals. If you have any questions please do not hesitate to contact me at (AREA CODE) (FACILITY PHONE NUMBER).

**Sincerely,
(NAME)
(TITLE)
(FACILITY NAME)**

Sample Public Service Announcement

For more information contact: (CONTACT NAME)

(TITLE)

(FACILITY NAME)

(FACILITY ADDRESS)

(CITY, STATE ZIP)

(AREA CODE) (PHONE NUMBER)

Sunday, January 20 through Friday, January 25, 2013, will celebrate a special week for a very special group of people, the nation's Activity Professionals. These are dedicated women and men who help t enrich the daily lives of older adults in long term care facilities, retirement homes, day programs, and senior centers. Activity Professionals provide a variety of programming related to community involvement, mental stimulation, community service, physical well being and all types of activities to maintain normal life pursuits for the elderly. Every activity is designed to meet the needs of the individual.

January 20-25, 2013 is National Activity Professionals Week: a week intended to make the public more aware of the commitment of these important healthcare professionals to serving the needs of senior citizens. For information on how you can assist the Activity Professionals in your neighborhood, contact the activity staff member in your local adult health care facility.

Sample Press Release Information

For more information contact:

Address:

Phone:

10 seconds Air Date 1/20/13

Kill Date 1/25/13

January 20-25, 2013 is National Activity Professionals' Week, and Station WXYZ salutes Activity Professionals everywhere.

30 seconds Air Date 1/20/13

Kill Date 1/25/13

January 20-25, 2013, is National Activity Professionals Week. Activity Professionals in our community are an important part of long- term health care. These men and women enhance the lives of nursing home residents and spend every day working toward building self- esteem, the social involvement and sense of self-worth of those under their care. They have dedicated themselves to making the lives of many older adults normal and more meaningful. Station WXYZ salutes Activity Professionals everywhere.

Programming Ideas

“Activities a Sure Bet”

Plan a variety of activities throughout the year to educate and show everyone in your homes how your activity department makes “*Activities a Sure Bet*” for your Elders.

A Sure Bet in keeping traditions.

- Talk with the residents about their family traditions and your facility traditions
- Plan reoccurring annual events

A Sure Bet in finding new friends.

- Have a tea,
- Create a “Getting to know you Bingo” (see example)
- Have a staff / Elder scavenger hunt (using activity items as the objects to find)
- Start a Pen Pal Program with a senior living community in another city
- Meet Your Neighbors

A Sure Bet in socializing and trying new things.

- Host a special dinner party serving different kinds of food
- Host a happy hour with different types of drinks

A Sure Bet in serving others.

- Volunteer at an animal shelter or collect items such as cat litter, pet food, newspapers for the animal shelter
- Have a food drive for the local food pantry

A ***Sure Bet*** in being creative.

- Crafts/woodworking
- Writing Life Histories
- Scrapbooking

A ***Sure Bet*** in staying in touch with the community.

- Plan out trips; weekly lunches, trips to library, local museums, etc.

A ***Sure Bet*** in being able to let go and have fun.

- Be a kid again for just an hour or so and play games from the residents childhood; jacks, marbles, a variety of board games
- show off your talent & lack of at Karaoke.

A ***Sure Bet*** in being able to learn something new.

- Learn how to write and say your name in another language
Chinese <http://www.chinesetools.eu/names/>
Hawaiian <http://hawaiiannames.hisurf.com/>
Just Google “my name in (whatever language) then print it and make it a special sign for them to keep.
- Introduce the residents to the Internet, Facebook, and email.
- Plan a “You Are Never too Old” day each month. Let the residents decide what new skill/activity they want to try.

Getting to Know Me Bingo

(this game can be used with your residents or at an Activity Professionals meeting)

I was born in another state	I have been to another country	I like broccoli	I am a Baby Boomer
I love to Zumba	I like rainy days	I have been to 5 or more states	I have built a snowman
I love chocolate	I have been to both coasts	I served in the armed forces	I hate chocolate
I like to read	I like to quilt	I sing in the shower	I am an only child

Casino Themed Party

A casino themed party is *A Sure Bet* to win with your residents as a facility event or with fellow Activity Professionals at a conference or workshop. If you will be doing the event as a fundraiser you should contact your local government authorities to determine if a gaming permit is needed. If you are doing the event as a fun get together (without any monies changing hands) then there isn't a need for a permit.

To Do List:

- Develop a budget. Know how much you can afford to spend and then plan decorations, food, and gaming equipment accordingly. Pinterest <http://www.pinterest.com/koyalwholesale/party-theme-casino-night/>, has a variety of ideas for decorations, invitations, food, etc .
- Set the date and begin letting the guests know well in advance by sending out Save the Date cards.
- Decide on what games to play. Choose some that most of the guests will know as well as games that are easy to learn.
- Secure your “dealers”. If your budget allows “rent” professional dealers. To find professional dealers contact local casinos or party rental stores. If there aren't any professional dealers available have lessons for family members or other volunteers.
- Keep a rule book handy for each game in case any questions arise.
- Rent gaming tables or if you are on a tight budget you can make your own tables by covering card tables with green felt. You can find felt printed with the specific layout for games such as blackjack, poker and craps or you can draw the layouts yourself. The number of games will be based on the size of your party. A rule of thumb is to have at least four different games for a party of 20 people.
- Decorate your room so it resembles a casino. (See links below for decoration ideas)
- Make sure that you have enough poker chips for the size of your party. If the event is a fundraiser guests will have a buy-in when they arrive. If they run out of chips and want to continue to play then they will need to purchase more chips. If the party is “just-for-fun” then simply hand each guest a specific number of chips as they arrive.
- Don't forget the food and finks. If the budget allows hire a bartender and cocktail waitress- otherwise rely on volunteers. Serve finger foods that won't smudge the cards.
- Have a great time.

<http://www.party411.com/PlanYourParty/Theme/Casino.aspx>

<http://www.chiff.com/entertain/casino-las-vegas-party.htm>

<http://new.evite.com/content/ideas/casino-party>

Community Events and Fundraising

There are many service projects that your residents and local Activity Association can participate or even organize. The fundraising ideas can be used to help fund the activity department or activity association budget or be used to donate to local charities.

Finding the Needs: Local United Way, Lions, Elks & other civic groups, local religious organizations, Area Agency on Aging, and your state department of social service.

Events and Activity ideas:

- Red Cross blood drives in your facility
- Reading at special children's homes
- Food drives (other than holidays) for food pantries
- Bake for the local USO
- Grooming supply and/or clothing drives for Women's Shelters
- Baby showers for local children's shelter
- Dog food drive or a dog show for humane society / animal protection
- Baby rockers for crippled children's home
- Sandwiches for the homeless
- Teddy bears with inspirational messages for Women's Abuse Shelter
- Socks for Vets
- Filled Easter Eggs for disabled children
- Decorating hats and donating them to children's hospital for children with cancer
- Grooming supplies for AIDS home
- Crochet / knit hats or IV holders for newborns
- Spring cleaning Household items for poor
- Spring clean your supply closet and donate items you haven't need for To kid's camps, after school programs, or shelters Offer facility for meetings
- Non Christmas toy drive for children's shelters
- Invite Big Brothers and Sisters to an activity (dance, bingo, trivia, crafts..)

Fundraising

- Jan.** Kiss Day- everyone buys candy kisses and they are delivered to recipient
Raffle: Dinner Certificates
- Feb.** Balloon Grams –Anyone can buy a balloon & choose a song to be delivered to others
Pazncki's sold
Raffle: Chocolates
- March** Shamrock Sale: Shamrocks are sold for \$1.00 the buyer can write someones' name on it who they think is the most full of Blarney. The person with the most Shamrocks wins a prize
Raffle: Lilies and Easter plants

- April** Egg Prizes: Eggs are filled with slips of paper with prizes ranging from stuffed bunnies to candy eggs.
Raffle: Easter Basket
- May** May Queen: Each department nominates a resident the nominees' pictures are displayed with jars behind them. Votes are 10 cents a pieces and anyone can vote as much as they want (i.e. someone can put in a dollar and that person will receive 10 votes). The resident with the most votes is named May Queen
Cinco De Mayo Nacho Sale
Raffle: Plants
- June** BBQ
Raffle: Picnic Basket
- July** Build a fence: cut out pickets from poster board. Sell boards for \$1.00 putting the name the buyer wants on it. Make a display with the fence where everyone can see it .
Raffle: Vacation Basket (sun screen, shade umbrella, ice chest etc.)
- Aug.** Banana Split Sale- Staff donates school supplies or money for supplies and receive a Banana Split
Raffle: Get out of the heat basket (mall certificates, movie certificates, small fan, etc.)
- Sept.** Home made Candy Apple Sale
Raffle: Apple Pies
- Oct.** Chili Cook-off – Anyone can bring in a pot of chili, then for \$1.00 anyone can try all of the chili's and vote for their favorite. The chili with the most votes win a prize.
Raffle: Plastic Pumpkin full of candy
- Nov.** Pie contest - ran the same as chili
Raffle: Turkey
- Dec.** Sell photos with Santa
Raffle: small decorated Trees & Wreaths,