



Treasure of the Hills Senior Center Membership Application



“Every Senior is a Treasure at Treasure of the Hills”

MEMBER INFORMATION

NEW MEMBER / RENEWAL / CHANGE

Name: _____ (Used in newsletter and for mailing) Newsletter Access: _____
Email Website Pickup USPS

Address: _____ Apt. # _____

City: _____ State: _____ Zip: _____

Phone (land): _____ Phone (cell): _____
 Please do not publish my phone number(s) on the Membership Roster

Email Address: _____
 (This is our primary method for distribution of the monthly newsletter, along with breaking news & notices.)

Birthday: _____ (MM / DD / YYYY) Anniversary: _____ (MM / DD / YYYY)

Spouse’s Name: _____ (for couples – **EACH** member must complete a separate application)

Emergency Contact: _____ at: _____
 (Name / Relationship) (Phone)

Languages Spoken (in addition to English): _____

NOTE: MEMBERS MUST BE ABLE TO CARE FOR THEMSELVES OR BE ACCOMPANIED BY A CAREGIVER

I hereby acknowledge that this information is true and correct. I acknowledge that I have received a copy of the Code of Conduct and will abide by all the rules. I recognize that I am participating at my own risk of injury, and neither the Treasure of the Hills Senior Center, nor its affiliates carry insurance to cover me or my immediate family. Insurance is the responsibility of the individual participant. This registration verifies that my health is acceptable to participate in Treasure of the Hills Senior Center facilities, activities, and outings, and that I do not hold the Treasure of the Hills Senior Center, its officers, agents or employees responsible for accident or injury.

I WISH TO JOIN TREASURE OF THE HILLS SENIOR CENTER.

MEMBER’S SIGNATURE

DATE

NAME: _____ PHONE: _____

SKILLS / INTERESTS

Please identify in the fields below what you are potentially interested in (circle, underline, or specify).

Arts & Crafts: jewelry making, needle arts, painting, quilting, drawing, scrapbooking, latch-hook
Other (please specify): _____

Cards & Games: bingo, bridge, bunco, canasta, cribbage, mahjong, pinochle, poker, board games
Other (please specify): _____

Hobbies: cooking, computers, gardening, photography, puzzles, reading
Other (please specify): _____

Personal Activities: cultural, dancing, fitness, outings, cruises, casino trips, special events
Other (please specify): _____

Business Activities: fundraising, kitchen, marketing, newsletter, volunteer (game leads / special events)
Other (please specify): _____

Skills/Experience: expertise on business software (please specify below), teaching / training (please indicate topics). If you have other skills or experience that could be useful to TOTH, and that you would be willing to share on a volunteer basis, please identify them.
(Please specify): _____

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If you have suggestions for activities you would like TOTH to make available if possible, such as particular classes/presentations to attend or clubs to join, please specify them here:

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FOR OFFICE USE ONLY: ___ New ___ Renewal ___ Rejoin ___ Lifetime
 ___ Snowbird / From: _____ To: _____

Date: _____ Receipt #: _____ Dues Collected: \$ _____

Name Tag: ___ Yes ___ No (free)



Treasure of the Hills Senior Center Membership Application



Please complete the forms so that we can enter your information into the member database. Below are some answers to possible questions you may have about the form. NOTE: Retain this page for reference along with the Member Code of Conduct attached.

1. **Privacy:** All information is for internal member use only. It may not be used for any non-TOTH or commercial purpose. We do not rent or sell your personal information. The printed Membership Roster, available to our officers and receptionists, contains only the following data: name, address, and phone numbers (landline and/or cell). If you do not want your phone number(s) published, please note that on this form. Information is available through the TOTH office.
2. **MEMBER INFORMATION Name:** This is the name by which you want to be known at TOTH. It will be used when you are being recognized in our monthly newsletter, *The Golden Gazette*, or if we are mailing material to you.
3. **Newsletter Access, Email Address:** The newsletter is made available to all members either via email; on our website (toth-seniors.com); for pickup at the reception desk; or by USPS mail. If you supply an email address, it will be used for a newsletter attachment, as well as by our Blast system for any breaking news or updates. If you do not have, or typically use, an email account, please specify another means of access. Note: Specifying 'website' simply means that if you so choose, you could use a computer browser to view the newsletter there, but do not need us to supply a printed copy. You need not actually have or use a computer.
4. **Birthday/Anniversary:** The month and day are used to recognize these events in the newsletter; the year, if specified, is not. The birth year is used in the database for demographic data, such as how many members are in a particular age range. This information is also used to conform to our Bylaws requirements.
5. **SKILLS / INTERESTS** This helps us to maintain a list of member interests in activities we currently provide and to develop programs for other activities.
6. **Business Activities; Skills / Experience:** This information helps us determine what knowledge, skills, and abilities we have available among our membership. We are a volunteer organization and this data helps us identify members who are interested in volunteering or who have specific expertise that we may be able to tap.
7. **Code of Conduct:** The Board of Directors adopted the Code of Conduct (copy attached). All current and new members are asked to certify their receipt of it. Please keep the Code for your files.

TREASURE OF THE HILLS SENIOR CENTER



SECTION III-4: CODE OF CONDUCT

Policy:

Members: Members of the Treasure of the Hills (TOTH) Senior Center are expected to deal with one another with respect and kindness in the same manner as they would those welcomed into their homes. Our goal is for TOTH and its members to be known for their friendliness and concern for the feelings of others.

The TOTH Senior Center should be a place where differences of opinion are handled in a civil, courteous, and respectful manner. Unacceptable behavior at TOTH includes conflicts and verbal abuse of others, adverse or negative gossip, volatile action, or any other inappropriate behavior that hurts others or which adversely affects the morale of the Center and its members.

Officers and Members of the Board of Directors: In addition to the Code of Conduct as it applies to the general membership and volunteers, the Officers and members of the Board of Directors are expected to set an example to the membership at all Board meetings, general meetings, and Center activities in which they are involved. They shall promote and maintain the highest degree of ethics and integrity in all matters. In addition, the Managing Director or any of the Officers or members of the Board of Directors are bound to maintain confidentiality of all personal and/or sensitive information discussed including disciplinary action taken in Executive Session.

Volunteers: In addition to the provisions of the Code of Conduct applicable to all members, volunteers who greet guests, potential members, or the public should always present a positive and friendly attitude and image of the Center and its activities and membership. They are expected to be helpful in providing information for inquiring individuals.

Procedure:

Membership Recognition of Responsibilities: The basic Code of Conduct will be included in the revised membership application form and persons applying for membership will be informed that by signing and dating the application, they are agreeing that they have read the Code and agree to abide by it. Current members at the time of the adoption of this policy will be asked to sign and date a statement stating that they also agree to abide by the Code.

SECTION III-4: CODE OF CONDUCT - continued

Procedure for Resolution of Violations of the Code of Conduct: All members observing such negative behavior are requested to report the incident to the Managing Director or one of the officers or members of the Board of Directors. The President shall appoint a committee of three members of the Board of Directors to investigate the incident. The President may select a Chairperson or let the committee select its Chairperson. As part of the investigation, the accused may choose to appear before the Committee to present additional information or extenuating circumstances for consideration by the Committee. However, if the accused does not want to appear before the Committee, they are welcomed and encouraged to present a written statement on behalf of their defense. The Committee after evaluating all of the information will present their recommendation(s) to the Board of Directors pertaining to the violation(s) of the Code of Conduct for their approval. The full Board of Directors can approve the recommendations, or make modifications, or disapprove the Committee's recommendations.

However, the decision of the Board of Directors concerning a Code of Conduct violation shall be final, including the loss of membership, and can only be overturned by the use of the provisions of the procedures outlined in Article V - Section D of the Bylaws of the Treasure of the Hills Senior Center.

Reference:

Current Treasure of the Hills Bylaws: Article V - Section D
Roberts Rules of Order Newly Revised

Approval and Revision Dates:

Date: 12/12/2005

Approved: 12/12/2005

Revised: 11/12/2018

Revised: 10/11/2021