

# Helpful Note

September 2023

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**Volunteer Services Coordinator**  
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## Volunteer Hours

Volunteers are highly encouraged to report their service hours. Oakwood is required to report the annual total number of volunteers and hours served, at each campus, to the federal government. Annual totals may be included in grant applications that are submitted to other foundations or organizations to fund new programming. Volunteer hours are included in Oakwood's annual report, which is distributed to sponsoring congregations, individuals and organizations in Madison and Dane County. Volunteers who record their hours are recognized annually for their service. (If being recognized isn't important to you, it's still important to us that you record your hours.)

Hours can be reported through committee attendance sheets, pink hour sheets located in binders by Chapel, Meadows, Human Resources, and the Mercantile, or electronically on VicNet.

If you have additional questions about what services to report and how to report the hours, feel free to contact Emily Lueloff, 608-230-4213.



**GIVE BACK TO YOUR  
COMMUNITY**

**Volunteer  
Opportunities**

**Another  
Successful  
Puzzle Exchange**

**Volunteer  
Recognition  
Event  
Thursday  
August 31<sup>st</sup>  
2:30pm**

**Craft Fair  
Friday  
October 27<sup>th</sup>  
9am – 3pm**



## Puzzle Exchange Success

### Amount of Puzzles Started



### Amount of Puzzles Ended



A special **THANK YOU** to Liz S. and the six volunteers that made the puzzle exchange possible in July. Puzzles from the 3<sup>rd</sup> floor Pioneer Prairie puzzle closet were placed out on the back side of the Chapel for any resident, staff, or visitor to take. An assortment of puzzles were kept and returned to the 3<sup>rd</sup> floor with the leftover puzzles being donated. Reminder that 3<sup>rd</sup> floor Pioneer Prairie puzzle closet is available to anyone to take from.

### **THANK YOU**

Liz S.

Ed H.	Jim A.
Gloria G.	Jerry S.
Helen C.	Robert S.

## **VOLUNTEER OPPORTUNITIES**



### **Water Day Assistance**

**Friday August 25<sup>th</sup>**

**1:15pm – 3:30pm**

Assist Life Enrichment in helping residents get outside to water day which include dunk tank, water balloons, squirt guns, and more. In addition, we will need volunteers to manage booths.

### **KNOLL: State Capital Tour**

**Tuesday September 5<sup>th</sup>**

**9 AM - NOON**

Assist Knoll residents for tour of the State Capital Building. Volunteers will be asked to push a wheelchair and/or walk with ambulatory residents to ensure safety and keep group together. Volunteer must be able to stand and walk for an hour.



## VOLUNTEER OPPORTUNITIES



**RISE: Program Leader –  
Scrabble  
Wednesdays 2xMONTH  
1:30pm**

Volunteer would set up game, gather residents as needed, and provide game support and/or play as needed. Training would be provided. This would take place on the 3<sup>rd</sup> Floor Rise.

**Raffle Basket Committee**

For craft fair, to be held on Friday October 27<sup>th</sup>, we are looking to create a raffle basket committee. This team would work together to organize, create, display, and sell raffle tickets day of the event. Much of the time would be prior to the event.



**Newspaper Delivery  
7:00am**

Deliver newspaper to assisted living households and Health & Rehab center. Looking for volunteer a few days a week. Great for early riser who enjoys walking.

**KNOLL: Program Leader –  
Men's Group**

**Fridays 11 AM – 11:30AM**

Volunteer would work aside Life Enrichment to lead an engaging and social group. Volunteer would consult with Life Enrichment to select appropriate material for group ideas include: careers, sports, cars, fishing, families, travel, news, etc. Must be able to invite and encourage men to gather and converse with others. Understanding dementia helpful but not required.

**Salon Transport  
Tuesdays**

**9:00am – 11:30am**

Assist Silver Shears Salon to escort assisted living residents from households to salon and back. Volunteer must be able to push a wheelchair up inclines and walk a distance.





YOU ARE CORDIALLY INVITED

*Prairie Ridge Annual  
Volunteer  
Recognition  
Event*

JOIN US AS WE CELEBRATE  
YOU AND YOUR SERVICE TO  
OAKWOOD VILLAGE  
PRAIRIE RIDGE  
ALONG WITH FEATURING  
THE PRAIRIE RIDGE 2023  
OUTSTANDING SERVICE  
AWARD RECIPIENT

THURSDAY  
AUGUST 31ST  
2:30PM  
PRAIRIE RIDGE  
TREE OF LIFE  
CHAPEL



RSVP: PHONE OR EMAIL  
608-230-4213

EMILY.LUELOFF@OAKWOODVILLAGE.NET

RSVP BY FRIDAY AUGUST 18

**Oakwood Village Prairie Ridge**

**Craft Fair**

Friday October 27<sup>th</sup> 9AM-3PM

**Vendors**

Wooden Gifts - Ornaments - Greeting Cards  
Quilted Items - Knitted Gifts - Socks  
Women's Tops & Jackets  
and much more

**Bake Sale-Raffle Baskets**

**\*PUBLIC WELCOME\***

**Annual Craft Fair**

Oakwood Village Prairie Ridge will be hosting our Annual Craft Fair and vendor booths still available. If interested as vendor contact,

Sarah Wieloch  
608-230-4579 or

[sarah.wieloch@oakwoodvillage.net](mailto:sarah.wieloch@oakwoodvillage.net)

Volunteers are needed for raffle basket committee and day of event. If interested in volunteering contact, Emily Lueloff 608-230-4213.