

MEMORANDUM

TO: New TOTH Members
FROM: Membership
SUBJ: Membership Application Form

Please complete the form (**BOTH SIDES**) so that we can enter the information in the member database. Below are some answers to possible questions you may have about the form. **NOTE:** Retain this page for reference; the Member Code of Conduct is printed on the reverse side.

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 List is available to TOTH members and contains the following data: name, address, phone, email. If you do not want your phone or email information printed, please note that on the form.
2. **Preferred Contact** information is used by the Communications Committee. For last minute information that was not printed in the Golden Gazette, etc. you will be contacted by your preferred contact method. If you do not wish any contact, please leave blank.
3. **Birthdate:** We do not print your birth year when we print birthdays and anniversaries in the Golden Gazette. The year is used in the database to calculate how many members fall within certain age ranges. This information is used to conform to our Bylaws requirements and for demographic data.
4. **Background Information:** 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 have specific expertise that we may be able to tap.
5. **Code of Conduct:** The Board of Directors adopted the Code on the reverse side and all current and new members are asked to certify their receipt of it. Please keep the code for your files.
6. **Hobbies and Interests:** This helps us to develop programs for interests that we currently do not serve and to maintain a list of member interests in activities we do serve..
7. **Volunteer Activities:** Check areas where you would be able to volunteer.

**TREASURE OF THE HILLS SENIOR CENTER
POLICIES & PROCEDURES, SECTION III: MEMBERSHIP
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.

Procedure for Resolution of Violations of the Code: 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 group of three members of the Board of Directors to investigate the incident. If the incident is resolved during the investigative stage, or found to be false, no further action is to be taken. If the investigation reveals that the incident has caused a problem that cannot be readily resolved, or the parties involved refuse to take corrective action to avoid a repeat of the offense, then the matter with all information gathered in the investigative stage will be presented to the officers and members of the Board of Directors and the Managing Director in Executive Session. Action taken by the Board in Executive Session will depend on the severity of the offense that occurred and thus will be handled on a case-by-case basis, but can result in the loss of membership in the TOTH Senior Center.

The decision of the Board concerning Code of Conduct violations shall be final and can only be overturned by the use of the provisions of the procedures outlined in Article VI, Section D of the By-Laws of the TOTH Senior Citizens Community Center, Inc.

References:

Current Treasure of the Hills Bylaws - Article VI, Section D
Robert's Rules of Order Newly Revised

Approval and Revision Dates: Approved: BOD, 12/12/2005

TREASURE OF THE HILLS SENIOR CITIZENS COMMUNITY CENTER
MEMBERSHIP INFORMATION

"Every Senior is a Treasure at Treasure of the Hills"

PLEASE PRINT CLEARLY

ALL INFORMATION IS FOR TOTH INTERNAL USE ONLY

YOUR CONTACT INFORMATION

Name: _____ Nickname: _____
(First, Middle or Initial, Last)

Address: _____ Apt. # _____

City: _____ State: _____ Zip + 4: _____ - _____

Phone (Land #): (_____) _____ Phone (Cell #): (_____) _____

E-Mail Address: _____ Other: _____
(Fax#, Work#, Alternate Address, etc.)

How do you wish us to contact you? E-Mail Phone

(NOTE: UNLESS OTHERWISE NOTED, WE WILL CONTACT BY EMAIL IF ADDRESS IS PROVIDED)

In case of emergency, call: _____ at (_____) _____
(Name & Relationship) (PHONE #)

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

YOUR BACKGROUND INFORMATION

Birthdate: _____ Anniversary Date: _____
(MM/DD/YYYY) (for couples joining)

Spouse's Name: _____ **(for couples joining-each member must complete a separate application)**

Work Experience/Occupations: _____
PLEASE DO NOT WRITE "RETIRED"

Primary Fields of Study: _____
(i.e. subject areas in business or tech schools, college, post graduate, etc)

Organization Memberships: _____
(i.e. clubs, special interest groups, social, religious, etc.)

Languages Spoken: (In addition to English): _____

Special Skills and Abilities, i.e, computers – hardware/software, repair & maintenance skills - plumbing, electrical, carpentry, etc; office skills, cook-chef, etc.

CODE OF CONDUCT

I have received a copy of the TOTH Code of Conduct.

SIGNATURE

DATE

PLEASE TURN OVER TO COMPLETE APPLICATION

YOUR HOBBIES AND INTERESTS: PLEASE BE SPECIFIC

- Art, List:** _____
(i.e. drawing, painting, oils, pastels, water color, charcoal, etc.)
- Cards, List:** _____
(i.e. bridge, canasta, pinochle, poker, etc.)
- Cooking:** _____
(i.e. gourmet, "down home", ethnic, visiting restaurants, etc.)
- Cultural, List:** _____
(i.e. plays, opera, dance, symphony, museums, concerts, etc.)
- Computers, List:** _____
(i.e. class interest: basic use, e-mail, web search, MS Office applications, etc.)
- Crafts, List:** _____
(i.e. ceramics, stamping, jewelry making, beading, scrapbooking, etc.)
- Dancing, List:** _____
(i.e. ballroom, swing, square, line, Texas two step, jitterbug, etc.)
- Exercise, Fitness, List:** _____
(i.e. aerobics, yoga, walking, running, golf, tennis, etc.)
- Gardening, List:** _____
- Games, List:** _____
(i.e. dominos, 42, mahjong, bingo, skip-bo, bunco, etc.)
- Needle Arts, List:** _____
(i.e. sewing, quilting, embroidery, knit, crochet, cross stitch, etc.)
- Photography, List:** _____
(i.e. digital, film, etc.)
- Reading/Book Club:** _____ **Red Hat Society:** _____
- Travel :** _____
(i.e. casinos, cruises, tours, local or overnight, etc.)
- Other Hobbies or Interests, List:** _____

VOLUNTEER ACTIVITIES

I AM UNABLE TO VOLUNTEER

TOTH IS STAFFED BY VOLUNTEERS AND WE NEED YOUR HELP. PLEASE INDICATE AREAS WHERE YOU ARE WILLING TO SERVE. THANKS!

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Activities (schedule hobby/special interest classes) <input type="checkbox"/> Kitchen (Cook or Clean Up) <input type="checkbox"/> Maintenance: Building/Grounds <input type="checkbox"/> Marketing/Fundraising <input type="checkbox"/> Other Areas, list: _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Newsletter (Writer, Mailing, Ads) <input type="checkbox"/> Programs (schedule speakers, entertainment, travel) <input type="checkbox"/> Receptionist/Office <input type="checkbox"/> Special Events (teas, dances, receptions) |
|--|--|

FOR OFFICE USE ONLY: NEW RENEWAL REJOIN LIFETIME MEMBER
 DATE: _____ RECEIPT # _____ DUES COLLECTED: \$ _____ CLERK _____
 NAME TAG: YES NO TAG AMOUNT COLLECTED: \$ _____