

Pleasure Thru Plants Instructions

Days and Times: Both locations meet on Wednesdays.
The Senior Center is at 10:00 am.
The Elderhouse is 10:30 am

Co-Captain Responsibilities:

Decide Project/Theme: divide responsibilities, purchase containers and flowers
Participants are active so more complex projects can be done including horticultural projects. Demonstrations/instructional sessions are always welcome!

For containers: Party supply stores, Oriental Trading or spray painted tuna cans.
Please note that Elderhouse prefers non-breakable containers, as they can break when clients transport them home.

Attendees: Plan for about 10-12 participants at Elderhouse and a maximum of 18 at The Senior Center.

Confirm your event date with the following contacts:

Darien Senior Center: Marcy Rand, at 203-656-7490 OR mrand@darienct.gov.
Elderhouse: April Mattison at 203-455-8493 OR recreation@elderhouse.org.

Confirm with your committee: Communicate one week prior to assure coverage for your event, ask for help with additional greens or flowers, remind them to bring clippers or other needed supplies. Committee members are responsible for getting their own substitute if needed and they must advise their Co-Captains. Co-Captains can alert Kathy Haire (hairehome@gmail.com)

Expenses/Receipts: Budget for each session is \$150 for the Senior Center and \$110 (fewer participants) at Elderhouse. Please make every effort to stay within this amount. You can save money by bringing appropriate greens from your own garden, keeping the arrangements small and using painted tuna cans or oasis that you already own. Use the Reimbursement Request Form found on our website - GCD Pleasure thru Plants tab and submit all receipts within 30 days of your event to Treasurer, Margaret Smith and Kathy Haire. Remember - making our next year's budget is impossible without knowing how much you've spent this year.

Photos/Newsletter Article: Designate someone to take photos at your event and captains (or other) should submit a brief write-up for publication in the GCD monthly newsletter by the 15th of the month after your event. Submit photos and your write-up to GCD Newsletter Editor, Carol Caulfield at: gdcnewsletter@gmail.com. **Also, always ask the Directors if certain clients should not be photographed for confidentiality reasons or whether you can record names for publicity reasons.**

Event Recap to Committee Chairperson: Our committee's Recap Form is available on the GCD Pleasure Through Plants website Tab. Please send a copy of your Recap as well as your newsletter Write-up to our Chairperson, Kathy Haire at hairehome@gmail.com or (102 Five Mile River Road) for the committee file. Include content/theme of project, total cost, number of attendees, recommendations and other pertinent details.

Committee Member Instructions:

- Arrive 30 minutes early to set up
- Bring your clippers and any other supplies your Captain has requested.
- MEMBERS ARE RESPONSIBLE FOR GETTING THEIR OWN SUBS AND MUST ADVISE THE CO-CAPTAINS OF ANY CHANGES.
- SUBS DON'T HAVE TO BE FROM OUR COMMITTEE - ANY GCD MEMBER CAN HELP!

Directions to Elderhouse:

I 95 North to Exit 16, take a left at Exit 16 onto East Avenue. At the 5th traffic light (as you approach Norwalk Green) stay in the middle lane. This puts you on the left side of the Green onto Park Street. Just after you pass the white Congregational Church take a left onto Lewis Street. Go to the end of Lewis Street and make a left into the parking lot
- #7 Lewis Street