



Catalysts Social Club
Handbook

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2001
Reviewed 2023

ADJOIN

Mission Statement

To create limitless pathways for people to belong where
they....
Live | Work | Learn | Play

Vision Statement

To be the most resourceful and impactful social service
organization in building a world of inclusion

Values

People

Integrity

Compassion

Innovation

Fun

What is Self-Advocacy?

Self-Advocacy is an important aspect of Adjoin programs. Adjoin encourages and helps people with special needs to become self-advocates. Being a self-advocate means that an individual chooses and decides for him/herself what is best. Self-advocacy means that an individual takes part in all decisions concerning their life. Self-advocacy also means learning how to speak for yourself so that you can tell others what you want to do. Some examples are:

- Deciding where you want to live.
- Deciding what skills, you want to learn.
- Deciding when and where you would like to go for a vacation.
- Deciding what you want to buy.
- Deciding if you would like to get a job or have a better job.
- Actively participating in the development of your Individual Service Plan (ISP).
- Telling people if you or others are being treated badly or abused.
- Participating in your community by voting or speaking up at s.
- Taking responsibility for your own actions.
- Taking part in social activities

Catalysts Social Club

Purpose:

The general purpose of the club is to provide a path for Adjoin clients to increase opportunities to socialize with other people. The benefits of being socially active include managing stress, enhancing social skills, developing cooperation and teamwork, and a great way to have fun, meet new people and develop friendships.

Members:

All club participants must be Adjoin Clients.

Club Activities:

Members will select social activities to their liking. At each activity, members will discuss what futures events/activities they would like to plan and/or attend.

Record Keeping:

Accurate summaries of the club s shall be taken and will be used to produce a report to the Board.

Definition of Titles

Catalysts Social Club Member- is any Adjoin Client who participates in the monthly s, activities, events, and/or fundraising in his/her area.

Adjoin Club Assistant – is the Adjoin staff identified to *assist* the Catalysts Social Club members in coordinating the monthly activities, events and fundraising in his/her area.

Adjoin Club Coordinator- is the Adjoin staff identified to coordinate and support all Adjoin Club Assistants and Catalysts Social Club Representatives in all areas. The Adjoin Club Coordinator also assists the Adjoin Program Manager/Regional Manager in reviewing and monitoring the monthly, activities, events and fundraising in all areas to assure all policies and procedures are being followed. The Administrative Coordinator keeps all records pertaining to the club.

Adjoin Chief of Operations- is the Adjoin staff person responsible for all operational services, programs and staff in all the Adjoin offices throughout California. The Adjoin Chief of Operations designates the Program Manager/Regional Manager/Director as the person who gives final approval for the Adjoin Club Assistant to hold an activity, event, or fundraising drive in any area.

Adjoin Chief Executive Officer (CEO) – is the Adjoin staff person who is responsible for all accounting, management and operational services, programs, and staff of Adjoin. The Chief Executive Officer reports to the Adjoin Board of Directors.

Adjoin Board of Directors- The group of people who oversee the CEO and the organizational plans and resources.

Catalysts Social Club

Commonly Asked Questions

WHO IS RESPONSIBLE FOR ORGANIZING AND SCHEDULING S?

- The Adjoin Club Assistant is responsible for organizing and scheduling club activities, events and fundraising.

HOW OFTEN SHOULD S BE SCHEDULED?

- Activities/events should be scheduled once a month but not less than quarterly, per the preference of the club members.

WHERE SHOULD S BE HELD?

- Activities/events can be held anywhere that is accessible for all members and provides adequate space and enough privacy to hold activities. The club can make decisions as a group of where they prefer to meet. s may also occur virtually.

EXAMPLES: restaurants, parks, malls, zoom, etc.

WHO CAN ATTEND THE S?

- Anyone can attend the activities/events but only Catalysts Social Club Members (those individuals who are Adjoin Clients) can actively participate in the portion of the event.

HOW ARE MEMBERS NOTIFIED?

- Members can be notified any way that is effective and within the club's budget. It is the responsibility of the Adjoin Club Assistant to develop an agreed upon method of notifying members of times and locations. EXAMPLES: Flyers - handed out at each or mailed to members' homes, Telephone - one member can telephone all members or a system can be devised where members call one, two, or more identified members until all the members are notified (called a telephone

tree). *The Adjoin Club Assistant is to help the members in this process and should not be doing the notification without member involvement.*

WHO SHOULD RUN THE ACTIVITIES/EVENTS?

- The Adjoin Club Assistant should run the using the agenda. The agenda should be in a written format.

WHAT IF AN INDIVIDUAL IS DISRUPTIVE DURING THE ACTIVITIES/EVENTS?

- The Adjoin Club Assistant can ask the individual to be respectful of others and to act appropriately during the activities/events If this does not stop the disruption, the Adjoin Club Assistant can attempt to talk to the disruptive individual to the side and ask him/her to act appropriately or may ask the individual to leave if necessary.
- If the individual is aggressive or becomes assaultive, the appropriate authorities should be notified immediately. If authorities are notified the Adjoin Club Assistant needs to complete a Special Incident form and should follow Adjoin Policies and Procedures regarding Special Incidents.

WHAT ABOUT KEEPING MINUTES OF THE ACTIVITIES/EVENTS?

- Minutes of the are to be kept by an identified club member. The Adjoin Club Assistant can help the member as necessary and needed.
- The final copy of the minutes can be handwritten or typed.

THE MINUTES ARE SENT WHERE?

- The completed minutes of the activities/events are to be turned into the Administrative Coordinator no later than the last day of the month in which the was held.

DO WE HAVE TO GET AN AUTHORIZATION TO HOLD A MONTHLY ACTIVITY/EVENT?

- A /Special Activity/Event Request form needs to be completed and turned into the Adjoin Club Coordinator at least 14 days prior to the scheduled date.

- The Adjoin Club Coordinator will let the Adjoin Club Assistant know if additional forms need to be completed prior to holding the. Reasons why additional forms may be requested are: The location of the activity/event, travel arrangements to and from the activity/event, if members are being requested to pay money to cover cost of expenses and/or admission to the location, etc.

WHAT IF AN ACTIVITY/EVENT IS CANCELLED?

- The Adjoin Club Coordinator and all club members should be notified immediately by telephone or in writing about the cancellation of the activity/event.
- A plan should be put in place on how the situation will be handled should a member not get notice of the cancellation and becomes stranded at the proposed location.

CATALYSTS SOCIAL CLUB

Step by Step Procedure

1. Pick a date and place:
 - Should be chosen by the Adjoin Club Assistant and/or the club members.
2. Complete a Special Activity/Event Request form:
 - The form needs to be completed and submitted to the Adjoin Club Coordinator 14 days prior to scheduled date.
3. Notify everyone:
 - A /Special Activity/Event Request Form needs to be completed and submitted to the Adjoin Club Coordinator 14 days prior to scheduled date.
 - Create a flyer including specifics about the activity/event to distribute to members, staff and to post in office. Be sure to make it clear how members are to travel to and from the activity/event (self-arranged, bus, arranged transportation, etc.)
 - Send copy of flyer to Adjoin Club Coordinator and Program Manager/Regional Manager or Director.
 - Follow agreed upon notification system to inform all members of activity/event place and time.
4. Complete any additional forms:
 - As requested by the Adjoin Club Coordinator.
 - Turn in at least 5 days prior to activity/event.
5. Create activity/event agenda:

- Adjoin Club Assistant should write out agenda.
- Either make copies for all members or have it written out on a poster board or big sheet of paper to post at .

6. Hold the activity:

- Adjoin Club Assistant leads the activity/event following the agenda.
- Be sure to have members complete a Sign-In Sheet.
- An identified member should take minutes of the activity/event with assistance from the Adjoin Club Assistant only as needed.
- Follow all Adjoin Policies and Procedures including the reporting of Special Incidents during the activity/event.

7. Cancel , if necessary;

- Be sure all members and Adjoin Club Coordinator are notified in writing and/or by phone at least 24-48 hours prior to the scheduled date (if possible).
- Be sure there is a plan in place in case a member goes to activity/event site and becomes stranded.

8. Write up activity/event summary:

- The minutes of the activity/event can be hand written or typed.
- The completed minutes need to be turned in to the Adjoin Administrative Coordinator no later than the end of the month in which the activity/event was held.

CLUB ACTIVITIES AND EVENTS

Commonly Asked Questions

WHO IS RESPONSIBLE FOR ORGANIZING AND SCHEDULING ACTIVITIES AND/OR EVENTS?

- The Adjoin Club Assistant and the Club Members are responsible for organizing and scheduling the activities and/or events.

HOW OFTEN SHOULD ACTIVITIES AND/OR EVENTS BE SCHEDULED?

- Activities and/or events are scheduled as agreed upon by the Catalysts Social Club as a whole but no more than two activities and/events should be scheduled to occur in a single month.

WHAT TYPES OF ACTIVITIES AND/OR EVENTS CAN BE SCHEDULED?

- Any type of activity can be held that is accessible for all members and is appropriately authorized and organized.
- The club can make decisions as a group of what type of activity/event they prefer.

WHO CAN ATTEND THE ACTIVITIES AND/OR EVENTS?

- Anyone can attend the activities and/or events but the Catalysts Social Club Members have first priority (those individuals who are Adjoin Clients) and activities/events need to be organized in that manner.
- Adjoin staff may attend events but will not be compensated for time unless the staff has received PRIOR authorization from his/her immediate supervisor using the Adjoin Staff Activity Compensation Authorization Form.
- Friends and family may attend activity/events as appropriate and must follow rules and guidelines of the group and activity/event.

HOW ARE MEMBERS NOTIFIED?

- Members can be notified any way that is effective and within the club's budget. It is the responsibility of the Adjoin Club Assistant to develop an agreed upon

method of notifying members of times and location. EXAMPLES: Flyers - handed out at each or mailed to members' homes, e-mail, Telephone - one member can telephone all members or a system can be devised where members call one, two, or more identified members until all the members are notified (called a telephone tree). *The Adjoin Club Assistant is to help the members in this process and should not be doing the notification without member involvement.*

WHO IS RESPONSIBLE TO OVERSEE THE ACTIVITIES AND/OR EVENTS?

- The Adjoin Club Assistant or identified Adjoin staff as appropriate.

WHAT IF AN INDIVIDUAL IS DISRUPTIVE WHILE ATTENDING AN ACTIVITY AND/OR EVENT?

- The Adjoin Club Assistant or identified Adjoin or Volunteer staff member can ask the individual to be respectful of others and to act appropriately during the activity and/or event. If this does not stop the disruption, the staff can attempt to take the disruptive individual to the side and ask him/her to act appropriately or may ask the individual to leave if necessary.
- If the individual is aggressive or becomes assaultive, the appropriate authorities should be notified immediately. If authorities are notified the Adjoin Club Assistant needs to complete a Special Incident form and should follow Adjoin Policies and Procedures regarding Special Incidents.

DOES A WRITTEN SUMMARY OF THE ACTIVITY AND/OR EVENT HAVE TO BE COMPLETED?

- A written summary needs to be completed and submitted no later than the end of the month the activity/event was held. The Adjoin Club Assistant can help the member as necessary and needed.
- It can be hand written or typed.
- The report will be used for Adjoin newsletters and to report to the board.

THE SUMMARY REPORT IS SENT WHERE?

- The completed summary report of the activity/event is to be turned into the Adjoin Administrative Coordinator no later than the end of month in which the activity/event was held.

DO WE HAVE TO GET AN AUTHORIZATION TO HOLD AN ACTIVITY AND/OR EVENT?

- A /Activity/Event Authorization Request form needs to be completed and turned into the Adjoin Club Coordinator prior to the activity/event.
- For local activities and/or events that require no collection of money, the form needs to be turned in 14 days prior to the scheduled activity and/or event.
- For out of town activities and/or events, which require collection of money, organized transportation, etc., a form needs to be completed and turned in 30 days prior to the scheduled activity and/or event.
- The Adjoin Club Coordinator will let the Adjoin Club Assistant know if additional forms need to be completed prior to the activity and/or event. Reasons why additional forms may be requested are: the location of the activity/event, travel arrangements to and from the activity/event, if members are being requested to pay money to cover cost expenses and/or admission to the location, etc.

WHAT IF AN ACTIVITY AND/OR EVENT IS CANCELLED?

- The Adjoin Club Coordinator and all club members need to be notified immediately by telephone or in writing about the cancellation of the activity and/or event.
- Any monies collected need to be returned.
- A plan should be put in place on how the situation will be handled should a Client not get notice of the cancellation and becomes stranded at the proposed location.

DOES ADJOIN PAY FOR STAFF'S WAY TO ACTIVITIES AND/OR EVENTS?

- Adjoin routinely does NOT cover a staff's admission to an activity or event unless they are a scheduled staff person who is attending to a specific Client for the event.

- The staff must have PRIOR authorization from his/her immediate supervisor to be compensated for their time. An Adjoin Staff Activity Compensation Authorization form must be completed PRIOR to the activity and/or event.

DOES ADJOIN PAY ANY OF THE COST OF ACTIVITIES AND/OR EVENTS?

- Adjoin routinely does NOT pay towards the cost of an activity or event.

CAN THE CLUB FUNDRAISE TO HELP COVER COST OF ACTIVITIES AND/OR EVENTS?

- Yes, the club may do fundraising to help cover the cost of an activity or event, but a Fundraising Authorization Request and Activity Plan form must be completed prior to any fundraising.
- The Fundraising Activity Request and Activity Plan form is to be turned in to the Adjoin Club Coordinator.
- All required forms need to be completed prior to beginning the fundraising activity.
- The money from the fundraising is to be collected and held as stated in the Fundraising Activity Request and Activity Plan.

CLUB ACTIVITIES AND EVENTS

Step by Step Procedure

1. Pick an activity or event and date:
 - Should be chosen by the Adjoin Club Assistant and the club members.

2. Complete the Specific / Activity / Event Authorization Request form:
 - Turn into the Adjoin Club Coordinator for approval prior to making any commitments or collecting any money.
 - A copy of the form also needs to be given to the Program Manager/Regional Manager/Director in your area.
 - For local activities and/or events that require no collection of money, the form needs to be turned in 14 days prior to the scheduled activity and/or event.
 - For out of town activities and/or events which require collection of money, organized transportation, etc., a form needs to be completed and turned in 30 days prior to the scheduled activity and/or event.

3. The Adjoin Club Coordinator will review the form:
 - If necessary, will get approval from the Program Manager/Regional Manager/Director.
 - The Adjoin Club Coordinator will return the form noting whether the activity or event is approved or not approved.
 - Also, the Adjoin Club Coordinator will let the Adjoin Club Assistant know if additional forms need to be completed prior to the activity and/or event date. Reasons why additional forms may be requested are: The location of the activity/event, travel arrangements to and from the

activity/event, if members are being requested to pay money to cover cost of expenses and/or admission to the location, etc.

4. When the activity or event is approved, notify everyone:

- Create a flyer including specifics about the activity and/event to distribute to members, staff and to post in office. Be sure to make it clear how members are to travel to and from the activity/event (self arranged, bus, arranged transportation, etc.) and if there are costs and deadlines for turning in the money, etc.
- Follow agreed upon notification system to inform all members of / activity/event, date and time.

5. Complete any additional forms:

- As requested by the Adjoin Club Coordinator.
- Be sure to turn forms in prior to each /activity/event as indicated on each form.

6. Organize appropriate number of volunteers for event:

- On average, there should be 1 staff/volunteer to every 3-4 members attending the /activity/event. This depends on each individual member's needs. A 1 staff to 1 Client ratio is appropriate for members in wheelchairs or who need more assistance.
- Be sure staff understands that they will not be compensated for their time at the / activity/event.
- For any staff to be compensated for any time during the activity or even a Adjoin Staff Compensation Authorization form needs to be completed and approved by the staff's immediate supervisor PRIOR to the /activity/event.

- All volunteers must sign a Volunteer Waiver Form prior to /activity/event acknowledging they will not be compensated for their time at the activity/event. The completed forms need to be turned into the Adjoin Club Coordinator.

7. Verifying travel arrangements:

- Travel to and from any /activity/event needs to be clearly outlined and presented to all members and the Adjoin Club Coordinator.
- If staff and/or volunteers will be transporting individuals to or from the activity or event, the appropriate information and forms need to be completed as stated in the *Transportation Procedures Section*.
- All drivers must have a valid driver's license and car insurance.
- Individuals may need to complete a waiver prior to being transported. Please see *Transportation Procedures Section*.

8. Collecting and handling money:

- If money needs to be collected, a Money Handling Plan form needs to be completed and approved by the Adjoin Club Coordinator.
- The plan must be followed.
- If the money is collected prior to the date of the event, all money needs to be turned in and handled as outlined in the plan.
- At no time should any staff hold activity money on their person. All collected money should be turned in and held as outlined by the Money Handling Plan.
- No more than \$50.00 should be kept in a specifically marked lock box in any office at any time for an activity or event.

- If amount collected is expected to exceed \$50.00, then all collected money should be turned in to the financial staff as indicated in the Money Handling Procedures. NO EXCEPTIONS!
- It is the identified staff's responsibility to keep track of all money collected and turned in to the financial staff by completing a Transaction Log form.
- Staff should try to get all money collected and turned in to the financial staff 5 days prior to the activity or event.

9. Accessing the money for the activity or event:

- A Check Request form needs to be completed and submitted to the Program Manager/Regional Manager/Director for approval at least 7 days prior to activity or event.
- The Program Manager/Regional Manager/Director will submit the completed forms to the financial staff for processing.
- The checks can be made out to any appropriate agency, business or Client and can also be made out to an identified staff to use for various cost (i.e., gas, meals for Clients, spending money for Clients, etc.).
- Follow all Adjoin Policies and Procedures regarding the handling of Client funds and money in general.

10. Cancel Activity/Event, if necessary.

- Be sure all members and the Adjoin Club Coordinator are notified in writing and/or by phone.
- Be sure there is a plan in place in case a member goes to an activity/event site and becomes stranded.

11. Write up Activity Summary Report:

- The summary report can be hand written or typed.
- The completed summary report needs to be turned in to the Adjoin Administrative Coordinator no later than the end of the month in which the /activity/event was held.

Fund Raising

Step by Step Procedure

1. Choose a fundraising activity:
 - Should be chosen by the Adjoin Club Assistant and/or the club members.
 - Should be an activity that the members can be actively involved in carrying out.
 - Cannot be a “Door-to-Door” activity.
2. Complete a Fundraising Activity/Activity Plan Authorization Request form:
 - Turn into the Adjoin Club Coordinator for approval prior to making any commitments or collecting any money.
 - A copy of the form also needs to be given to the Program Manager/Regional Manager in your area.
3. The Adjoin Club Coordinator will review the form:
 - If necessary, will get approval from the Program Manager/Regional Manager/Director. The Adjoin Club Coordinator will return the form noting whether the activity is approved or not approved.
 - Also, the Adjoin Club Coordinator will let the Adjoin Assistant know if additional information and/or forms need to be completed prior to the fundraising activity beginning.
4. Once approved, a Money Handling Plan must be developed regarding how the fundraising activity will be organized and carried out:
 - The plan needs to include what the members roles will be, how the activity will be carried out, who is responsible for collecting the money, the procedure for turning the money into the financial department

(Money Handling Plan), when the activity will begin and end and a contact person encase there are questions.

- Submit plan to Adjoin Club Coordinator.

5. Complete any additional forms:

- As requested by the Adjoin Club Coordinator
- Be sure to turn forms in prior to activity.

6. If needed, organize appropriate number of volunteers for activity:

- Be sure staff understands that they will not be compensated for their time carrying out the activity.
- For any staff to be compensated for any time during the activity, a Staff Compensation Authorization form needs to be completed and approved by the Program Manager/Regional Manager/Director for the area PRIOR to the activity.
- All volunteers must sign a Volunteer Waiver Form acknowledging they will not be compensated for their time carrying out the activity.

7. If appropriate, verifying travel arrangements:

- Travel needs for the activity are to be clearly outlined and presented to the Adjoin Club Coordinator.
- If staff and/or volunteers will be transporting individuals for the activity the appropriate information and forms need to be completed as stated in the Transportation Procedures Section.
- All drivers must have a valid driver's license and car insurance on file with Adjoin.
- Individuals may need to complete an Activity Release Form prior to being transported. Please see *Transportation Procedures Section*.

8. Collecting and handling money:

- A Money Handling Plan form needs to be completed and approved by the Adjoin Club Coordinator.
- The plan must be followed.
- As the money is collected and received it needs to be turned in and handled as outlined in the plan.
- At no time should any staff hold activity money on his/her person. All collected money needs to be turned in and held as outlined by the Money Handling Plan.
- No more than \$50.00 should be kept in a lock box in any office at any time for an activity or event.
- If amount collected is expected to exceed \$50.00, then all collected money should be turned into the financial staff as indicated in the Money Handling Procedures.
- It is the identified staff's responsibility to keep track of all money collected and turned in to the financial staff utilizing a Transaction Log form.
- Staff needs to have all money collected and turned in to the financial staff within 5 days following the end of the fundraising activity.

9. Accessing the money for a future activity or event:

- A Check Request form needs to be completed and submitted to the Program Manager/Regional Manager/Director for approval at least 7 days prior to activity or event.
- The Program Manager/Regional Manager/Director will submit the completed forms to the financial staff for processing.
- The checks can be made out to any appropriate agency, business or Client and can also be made out to an identified staff to use for various cost (i.e., gas, meals for Clients, spending money for Clients, etc.).

10. Canceling a fundraising activity, if necessary:

- Be sure the Adjoin Club Coordinator is notified in writing and the members notified as appropriate.

11. Write up summary of fundraising activity:

- The summary of the fundraising activity can be hand written or typed.
- The completed summary needs to be turned in to the Adjoin Administrative Coordinator no later than the end of the month in which the fundraising activity ended.

Money Handling Procedures

1. When staff will be handling any money a Money Handling Plan form needs to be completed.
 - The plan needs to include who will be the key person responsible to handle, collect and turn in the money and for what activity or event the money is being collected.
 - Turn into the Adjoin Club Coordinator for approval prior to making any commitments or collecting any money.

2. The Adjoin Club Coordinator will review the plan form:
 - If necessary, will get approval from the Program Manager/Regional Manager/Director.
 - The Adjoin Club Coordinator will notify the Adjoin Club Assistant whether the plan is approved or not approved.

3. When plan is approved you may collect money as outlined in plan:
 - The plan must be followed.
 - If staff is unable to follow plan the Adjoin Club Coordinator needs to be notified.

4. All money collected needs to be turned into identified staff person daily:
 - At no time should any staff hold activity money on their person. All collected money should be turned in daily to identified staff person.

5. Identified staff person needs to send all money to financial staff:

- No more than \$50.00 should be kept in a lock box (specifically identified for Catalysts Social Club funds ONLY) in any office at any time for an activity or event.
- It is the identified staff's responsibility to keep track of all money collected utilizing a Transaction Log form.
- Money should be sent to the financial staff as it is collected. It is recommended that amounts exceeding \$50.00 should be sent in check or money order form.
- When sending money, note what activity the money is for or from.

6. Staff needs to have all money collected and turned in to the financial staff within 5 days prior to the activity or event or 5 days following the end of the fund-raising activity or event.

- If members are not able to turn in money within 5 days of the scheduled activity or event, staff should ask the member to hold money until the date funds are needed to purchase goods, etc.
- Again, at no time should any staff hold activity money on their person. All collected money should be turned in daily to identified staff person.
- No more than \$50.00 should be kept in a lock box in any office at any time for an activity or event.

7. Accessing the money for the activity or event:

- A Check Request form (for all amounts) needs to be completed and submitted to the Program Manager/Regional Manager/Director for approval at least 7 days prior to activity or event.

- It should clearly state on the Check Request for what activity/event the money will be used.
- Be sure the amount requested does not exceed the amount submitted to financial staff. Adjoin does not routinely pay any costs for activities and/or events.
- The Program Manager/Regional Manager/Director will submit the completed forms to the financial staff for processing.
- The checks can be made out to any appropriate agency, business or Client and can also be made out to an identified staff to use for various costs (i.e., gas, meals for Clients, spending money for Clients, etc.).
- If there is money left over from an event, the money needs to be sent back to the financial staff or, if \$50.00 or less, may be kept in the special identified lock box in the office (no more than \$50.00 should be in the lock box at any time.) The money can be utilized for future activities/events.

8. A Transaction Log of all dispersed checks needs to be completed:

- The Transaction Log should reflect all dispersed checks received and for what funds were utilized.
- As appropriate, receipts need to be kept and be attached to the completed Transaction Log.
- It is to be sent to the Adjoin financial staff at the Corporate Office.
- If money is left over, it should be sent back to the financial staff or if less than \$50.00, may be kept in special identified lock box in office.

Transportation Procedures

1. How individuals will get to and from a /activity/event needs to be clearly communicated and planned - specifically, what type of transportation will be accessed (chartered bus, public transportation, private car, train, etc.).
2. If staff will be transporting Clients to and/or from a, activity or event it needs to be clearly noted on the Special Event Insurance Information form.
3. The person transporting MUST have a valid driver's license and valid car insurance to transport anyone.
 - If the person is not a Adjoin employee, a copy of the person's drivers license and valid car insurance must be collected and submitted to the Adjoin Club Coordinator PRIOR to the activity/event.
 - Once a person has his/her driver's license on file with Adjoin, it does not have to be resubmitted unless it has expired. Then, a copy of the new or extended license and/or insurance needs to be submitted.
4. All individuals being transported need to complete an Activity Release form PRIOR to being transported.
 - If the individual is conserved, the form also needs to be signed by the conservator.
5. If a chartered transportation service is being utilized you must submit a certificate of liability insurance. You must request the certificate of liability insurance from the transportation company and submit to the Club Coordinator and the financial staff at the Corporate office.
6. If utilizing rental vehicles:
 - The individual who will be renting the vehicle must be 25 years old and have a credit card.

- If money is collected to cover rental charges, the money handling procedure needs to be followed including how to access the funds.
- An individual should not put rental expense on his/her own personal credit card unless it has been pre-approved and a reimbursement system is clearly in place. Adjoin will not reimburse the person for the expenses without PRIOR approval. The Check Request procedures need to be followed.
- Adjoin does not routinely cover the cost of renting a vehicle.

7. A back up plan should be made in case someone is unable to transport on the day of the /activity/event

8. Volunteer staff should complete a Volunteer Compensation Waiver form prior to transporting anyone.

- Mileage will not be reimbursed without PRIOR approval.
- Staff must complete an Adjoin Staff Activity Compensation Authorization form prior to /activity/event and be given approval to be compensated for mileage.
- The form needs to be submitted to the person's immediate supervisor for approval prior to activity/event.

9. If a person is in an accident while transporting an individual to or from a /activity/event:

- Appropriate medical attention should be accessed as appropriate.
- Appropriate authorities should be notified (police, person's insurance company, etc.,) as required.
- Adjoin supervisory and/or emergency on-call pager needs to be notified as soon as possible.
- An Adjoin incident report needs to be completed and submitted to immediate supervisor within 24 hours.
- The person's own private insurance should be accessed first. If there are further questions, they should be addressed to the immediate supervisor.

Adjoin Club Assistant Guidelines

1. The Adjoin Club Assistant is required to follow all procedures as outlined in the manual.
2. The Adjoin Club Assistant plans, organizes and implements, activities and events.
 - The assistant should not be doing everything on his/her own. The Clients need to be involved as much as possible.
 - The assistant needs to be teaching and encouraging the Client to do as much of the work as possible.
3. The Adjoin Club Assistant needs to work within the given guidelines for allowable billable time for doing club duties. See *Hour Breakdown*
 - Assistants should not be exceeding these suggested hours without PRIOR approval from his/her immediate supervisor and must complete an Adjoin Activity Compensation Authorization form.
 - Assistants are not necessarily compensated for all his/her time at a /activity/event. Prior authorization is required.
 - Assistant's involvement in the Club should not impact his/her ability to fulfill his/her normal job duties and schedule. If it does begin to impact the person's normal job duties the assistant may be counseled by his/her supervisor.
4. The Adjoin Club Assistant needs to communicate with supervisor about activities and events consistently.
5. The Adjoin Club Assistant will assist in identifying and orienting new staff and club members as is appropriate and necessary.
6. The Adjoin Club Assistant needs to follow all Adjoin policies and procedures as outlined in our Adjoin Policy and Procedure manual.

Club Assistant or Direct Staff Support Hour Breakdown

Community Activity/Educational Event held during the Month

- ⇒ 3 Hours prep flyers/phone calls
- ⇒ 10 Hours Activity
- ⇒ 1 Hour Activity Minutes
- ⇒ 2 Hours Client Club

TOTAL= Up to 16 Hours per Month

Outside Community Activity held during the Month

- ⇒ 5 Hours prep flyers/phone calls/collecting funds
- ⇒ 15 Hours Activity
- ⇒ 1 Hour Activity Minutes
- ⇒ 2 Hours Client Club

TOTAL= Up to 23 Hours per Month

These are guidelines for reasonable amounts of time assistants should be using to complete the tasks listed. It is always a policy to get approval from your immediate supervisor PRIOR to exceeding the hours listed as well as for any overtime. Any individual who does not follow the policies regarding overtime and excessive hours, may be counseled by his/her supervisor.

Logging time worked on CSC

Club Assistants or Direct Service Staff must use the following codes to log CSC work time (not to exceed the hours listed above per month):

Department – Use your location number (i.e. 211 for San Marcos or 520 for Manteca).

Program – use your location number and 0300 for Southern California or 0900 for Northern California (i.e. 211/0300 for San Marcos or 520/0900 for Stockton).

Labor Code – 901 Catalysts Social Club.

Requesting Funds for Educational Events

Adjoin will authorize funds via the check request process for educational/training events. See check request policy and procedure in Administrative Policy and Procedure Manual.

The funds requested for educational related resources will not derive from any CSC fundraising activities. The CSC fundraising funds are set in a trust specifically for activities authorized by the club club members, not the organization. As such, when requesting funds for an educational event use your location number as the cost center on the check request.

If needed, the Club Assistant may submit a check request for educational events for training materials and resources, handouts, certificates, ID cards, trainer fees, and incidental refreshments to the Program Manager/Regional Manager/Director for consideration and authorization.

Per our policies, any individual issued a check is required to submit receipts to the financial staff at the Corporate office upon conclusion of purchases.

Adjoin Club Coordinator/QA Coordinator Duties

1. The Club Coordinator's main role is to be a "Support" to help and assist the Adjoin Club Assistant in planning, organizing and implementing, activities and events.

- The Club Coordinator is available to answer questions and to help make suggestions for activities, and events.
- The Club Coordinator is to encourage the Clients' involvement and decision making at all times in regards to the club activities/events.

2. The Club Coordinator is the communication liaison between the Club and the Program Manager/Regional Manager.

- The Club Coordinator will communicate with the Adjoin Club Assistant regularly.
- The Club Coordinator will communicate with Program Manager/Regional Manager/Director as necessary and appropriate.

3. The Club Coordinator will review all forms and requests submitted by the club clubs.

- The Club Coordinator will review all forms in a timely manner.
- The Club Coordinator will approve or not approve requests and activities in consultation with the Program Manager/Regional Manager/Director as necessary and appropriate.
- The Club Coordinator will submit appropriate forms to the financial staff after review and approval.

4. The Club Coordinator will notify the Adjoin Club Assistant whether the request was approved or not approved within 7 working days of receipt of request.

- The Club Coordinator may notify the Adjoin Club Assistant verbally but will follow up the verbal with written approval prior to the activity/event.
- The Club Coordinator will also assist the Adjoin Club Assistant in identifying any additional forms that need to be completed prior to the activity/event.

5. The Club Coordinator will keep and maintain all records for the Catalysts Social Club.

- The Adjoin Club Coordinator will keep all forms and reports in an organized manner.
- All forms and reports will be kept for a year. After a year forms and reports may be disposed of appropriately.

6. The Club Coordinator will submit a summary report to the Chief of Operations on a monthly basis and prepare an end-of-the-year report for the Board of Directors.