

Management Tools and Resources

Revised 12/21/2017

Download ALL ARC Management Tools and Resources in one zipped folder

Budget, Expenses, Fundraising Revised 4/3/2017	
Budget Education Request Budget-Equipment Request Budget-Entertainment Request Budget-Supplies Request	Expense Record Funding Resources Fundraising Resources

Calendars Revised 4/3/2017	
Calendar Checklist Calendar Review	Dietary Calendar

Job Descriptions	
Recreation Director Recreation Assistant Director Recreation Aide	Recreation Assistant Recreation Therapist

A Lesson in Leadership

Marketing, Public Relations Revised 4/3/2017	
Press Release Sample Newsletter Article Submission	Public Relations Log

Miscellaneous Revised 4/3/2017	
Wisdom From Senior Citizens Ten Commandments of Stress Management Quotes Jury Duty Sample Letter Key Record Basic Math Reminders Who is Doing the Work Department Specific Ideas Management Tips Staff Meeting Tips Refrigerator Log	Monthly Report Sample Employee Reference Letter Equipment Monitoring Record Idea Killers Activity Related Definitions Phone Numbers Form Anybody, Somebody Story Things To Do Form Performance Appraisal Tips Management Quotes Organizational Chart

Quality Assurance Programs Revised 4/3/2017	
CQI Format QA Audit Report with Graphs QA Program Audit Table QA Progress Note Report QA Recreation Documentation Report	QA Activity Survey Report QA Resident Council Report Quality Monitoring Indicator Report Resident Activity Survey Form Activity Evaluation Tool

Volunteers and Interns	
Volunteer Interest Log Volunteer Luncheon Response Form	Volunteer Sign In Record Student Intern Log

Download this 21 page eBook for Recreation Directors

Employee Training Resources and Tools

Revised 12/21/2017

Download ALL ARC Employee Training Materials in one zipped folder

Adapting Activities Revised 4/3/2017	
Adapting Activities - Cognitively Impaired	Adapting Arts and Crafts
Adapting Activities - Hearing Impaired	Adapting Physical Activities
Adapting Activities - Physically Impaired	Adapting Word Games and Trivia
Adapting Activities - Visually Impaired	Adaptive Equipment Word Scramble

Training Forms Revised 4/3/2017	
Inservice Sign-in Form	Employee Orientation List
Inservice Certificate	Skill Share Program
Certificate of Appreciation	Inservice Evaluation for Employees

Teambuilding, Games, Icebreakers Revised 4/3/2017	
I Did That Leisure Education Game	Teamwork Sayings
Medical Abbreviation Crossword	Team Activity: Cups_
Puzzle Template	Team Activity: Gumdrops
Response to MSE Word Scramble	Team Activity: Scrabble
Team Acronym Game	Team Activity: Talkshow



Download More Than Just BINGO

Miscellaneous Training Materials Revised 4/3/2017	
Activity Definitions (rev. 11/28/17)	Recreation Safety Tips
Benefits Therapeutic Activities	Role of the Recreation Department
CNA Role in DayRoom Activities	Storyboard benefits of activities
Department Specific Activity Ideas	Storyboard Activity Types
How Adults Prefer to Learn	Therapeutic Environments
Learning Styles	Transporting Residents
Recreation In-Service Topics	What Motivates People To Learn

More training games and inservice materials are available for additional cost at

<http://www.recreativeresources.com/recreationtraininggames.htm>

<http://www.recreativeresources.com/recreation.inservices.htm>

Programming Resources and Tools

Updated 12/21/2017

Download ALL ARC Programming Resources and Tools in one zipped folder

Bingo Activities Revised 4/3/2017	
Bingo Bucks	Ten Commandments of Bingo
Blank Bingo Templates	More Than Just BINGO
Double Dollar Bingo Format	

Casino Day Revised 4/3/2017	
Casino Day Assignments	Casino Day Dollars
Casino Day Brochure	Casino Day Flyer
Casino Day Dollar List	

Committees Revised 4/3/2017	
Memo - Resident Council Responses	Recreation Planning Committee Format
Resident Council Follow-Up	Resident Council Form

Communication Boards Revised 4/3/2017	
French	Spanish
Italian	

Election Day Activities
Revised 4/3/2017

Election Day Fill In Blank Word Search	Election Ballot-Mock Election
Election Day Kriss Kross	Election Day Crossword
Election Day Word Search Easier	Election Day Spelling Bee
Election Day Issue Compare Form	Election Day Word Scramble
Election Day Trivia	Election Day Word Search

Forms/Materials (RSVP) for Big Events
Revised 4/3/2017

Group RSVP Form	Invitation
Individual RSVP List	Resident Reservations
Individual RSVP Form	Special Event Planning Form

Flea Market
Revised 4/3/2017

Flea Market Ad Letter	Flea Market Corporate Wide Email
Flea Market Roster	

Fruit – Theme Activities
Revised 4/3/2017

Fruit Hangman, A-Z, Spelling Bee	Fruit Word Scramble
Fruit Sensory Planning Form	Fruit Word Search

Fundraisers Revised 4/3/2017	
Baked Goods Price List	Raffle Flyer
Funding Resources	Fundraising Resources
Walk/Wheel-a-thon Flyer	Walk/Wheel-a-thon Roster

Hawaiian - Theme Activities Revised 4/3/2017	
Hawaiian Luau Flyer	Sample Hawaiian Week

Halloween Activities New 4/3/2017	
Halloween Trivia	Halloween Humor
Halloween A-Z	Halloween Kriss Cross Puzzle
Halloween Crossword Puzzle	Halloween Sensory
Halloween Fill in the Blank Word Search	Halloween Word Scramble easier
Halloween Word Search easier	Halloween Word Scramble harder
Halloween Word Search harder	

Labor Day - Theme Activities Revised 4/3/2017	
Labor Day Sensory Planning Form	Occupation Anagram
Labor Day Trivia	Occupation Hangman and A-Z
Labor Day Word Scramble	Occupation Word Scramble
Labor Day Word Search - easier	Occupation Word Search - easier

Labor Day Word Search - harder	Occupation Word Search - harder
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Miscellaneous Revised 4/3/2017	
Senior Texting	Community Program Ideas
Leisure Education Activities	Day Room Activity Planning Form
Group Information	Activity Evaluation Tool/Guidelines
Parallel Programming	Birthday Party Flyer

Music Revised 4/3/2017	
Lyric Quiz	Types of Music Word Scramble
Christmas Carols Lyrics Book	

Download Leader Facilitation Guidelines and Tools

Resident-Assisted Volunteer Enrichment Program (RAVE) Revised 4/3/2017	
Rave Resident Guidelines	RAVE Sign Up
Resident Volunteer Policy	Resident Volunteer Release

Sensory Activities
Revised 4/3/2017

Beach Sensory

Multisensory Equipment

Fruit Sensory

Patriotic Sensory

Halloween Sensory

Sensory Planning Form

Spiritual Sensory

Senior Olympics
Revised 4/3/2017

Senior Olympics-Certificate

Senior Olympics-Score Sheet

Senior Olympics - Rules

Senior Olympics - Winners

Spirituality, Religion, Inspiration

Click here for the new spirituality page!

St. Patrick's Day - Theme Activities
Revised 4/3/2017

Irish Proverbs

St. Patrick's Day Punch

Good Luck Charms

Irish Blessings

Irish Limericks

St. Patrick's Day Word Find

Shamrock Pin Craft

Thanksgiving Activities New 4/3/2017	
Pumpkin Pie Recipe	Thanksgiving Word Scramble
Thanksgiving Crossword	Thanksgiving Word Search Easier
Thanksgiving Kriss Kross	Thanksgiving Word Search Harder
Thanksgiving Quotes	Thanksgiving Word Search Match

Trivia, Word Games, Discussion Revised 4/3/2017	
December Word Puzzle	Recreation Word Search
Memory Box Letter	Reminiscence Activities
Movie Lines	Remotivation - Gardening
New Year's Resolutions eBook	Sports/Physical Crossword
Recreation Crossword	Sports Word Puzzle
Trivia/Discussion Inventory Sample	Types of Dance Word Scramble
Puzzle Template	How to Say I love you in 28 Languages
Recreation Trivia	Anagram Worksheet
A-Z Worksheet	Hangman/A-Z Blank Form
Hangman Worksheet	



BRAIN STORM

*Theme-Related Trivia,
Word Games, and Discussion Materials*



Volume One

Recreation and Leisure

By Kimberly Grandal ACC/EDU, ACM

Vegetable Theme - Activities Revised 4/3/2017	
Vegetable Words	Vegetable Word Scramble
Vegetable Word Search	

Spiritual and Inspirational Resources



Revised 12/21/2017

Download ALL ARC Spirituality and Inspirational Resources in one zipped folder

Affirmations

Anagrams

Inspirational Anagram Worksheet

Motivational Anagram Worksheet

Spiritualism Anagram Worksheet

Assessment - Spiritual/Religious Simple Assessment (New 4/22/2017)

Attitude of Gratitude Worksheet

The Daffodil Principle

Difficult Times

Goal of Spiritual Programs

Happy Thoughts

Things that Make You Smile Jar - Worksheet

If I Can Stop One Heart from Breaking

If I Could Live it Over In Hot Water Story

Inspirational Quotes

Inspirational Sayings by Kim Grandal with Pictures

Irish Blessings

Letting Go - Float Away Activity

Letting Go Guide

Letting Go Meditation - Private Video

Make Your Own Rainbow Activity

Mandalas -Print and color

Programming Water

Religious Activities

Religious Quotes

Spiritual Sensory

Spiritual Activities

Spirituality and Religion (difference)

Success

Tingshas

Unlock Your Spirituality

Walk in the Woods

Word Searches

Inspirational Word Search

Religions Word Search

Spiritual Word Search

Documentation Resources

Revised 12/21/2017

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Activity Assessments Revised 4/3/2017	
Sample Recreation Assessment Summary	Recreation Assessment In-Service

Care Plans Revised 4/3/2017	
Blank Care Plan Care Plan Communication for Groups Care Plan Intervention Worksheet Cognitive Impairment Activities Care Plan Hearing and Activities Care Plan Mobility and Activities Care Plan	Snoezelen and Behavior Care Plan Speech and Activity Care Plan Vision and Activities Care Plan Care Plan Information for Activities Care Plan Intervention Tips Image Care Plan Puzzles (activity)

MDS Revised 4/3/2017	
MDS 3.0 Crossword	MDS Section F Interview Tools



Miscellaneous
Revised 4/3/2017

Charting Chuckles
Funny Medical Terms
Medical Abbreviations
Medical Abbreviation Bingo

Documentation Audit (11/28/17
Simple Documentation Audit
Why Do Documentation
Documentation Sheet Monitoring Form

Progress Notes
Revised 4/3/2017

Progress Note Guidelines and Form

Progress Note Samples

Participation/Attendance Records

Recreation Participation Record
One to One Log

Recreation Therapy Treatment Record
Sensory Response Record

Activity Professionals' Week Resources



Revised 11/28/2017

Download the NAPW Tool Kit 2018 in one zipped folder

Activity Match (leisure education game for staff)

Activity Catch (leisure education game for residents or staff)

Activity Charades (leisure education game for residents or staff)

Activity Clue Word Scramble (leisure education game for residents or staff)

Activity Fair (instructions on how to set up an educational event about Activity Services)

Activity Word Search-Easier (20 words - for staff or resident use)

Activity Word Search-Harder (33 words - for staff or resident use)

Activity Professionals At A Glance Flyer (one page handout for staff, residents, family)

ActivProWeekBanner2018

ActivProWeekCert2018

ActivProWeekFlyer2018

Benefits of Therapeutic Activities (great one page handout for staff, residents, family)

Getting to Know You Activity (leisure education activity for staff training or in-service)

I Did That (leisure education activity for staff or residents)

Lyrics Quiz-Recreation/Leisure Songs (fill-in the blank activity for residents)

More Than Just BINGO

Facebook Banners and Profiles Pictures for NAPW

Press Release Sample (sample press release related to activities)

Recreate Row (leisure education game for staff training or icebreaker)

Activity Resource Center Contents Overview 12/29/17 www.recreativeresources.com

Recreational Trivia (trivia game for residents)

Role of the Recreation Department (great one page handout for staff, residents, family)

Special Event Planning Form (use this 2-page form to help you plan events)

Storyboard-Activity Types-PPT (print these PowerPoint slides and paste on a traditional tri-fold board.
Place in lobby or other prominent area of the facility)



Storyboard-Activity Benefits-PPT (same as above) (revised 11/28/17 with new CMS language)



What Makes Me Tick (leisure education game for residents or staff)

Activity Resource Center Contents Overview 12/29/17 www.recreativeresources.com