

January 29, 2010

METROPOLITAN AREA AGENCY ON AGING

The Volunteer

Volunteers Needed!

With February just around the corner, we at MAAA are well on our way into the new year with all of its volunteer opportunities! Come and join us!

Are you available to lead a **Senior Surf Day** class on:

- **Friday, Feb. 12—East Lake Library (11am-1pm)**
- **Wednesday, Feb. 17— Franklin Library (10:30am-12:30am)**
- **Thursday, Feb. 25—Brooklyn Park Library (9am-11pm)**

Would you like to provide **Health Insurance Counseling** on:

- **Monday, Feb. 8 - Community Thread Stillwater (9am-12pm)**
- **Monday, Feb. 8 - Lakeville Senior Center (9am-12pm)**
- **Tuesday, Feb. 9 - One Stop Family Support Center (10am-12pm)**
- **Monday, Feb. 15 - South St. Paul Senior Center (10am-12pm)**

Please call or e-mail to book your volunteer dates!

Helpful Hints for Client Contact Sheets

Tips to complete your client contact sheet...

1. Fill in each blank
2. If you work with a couple, complete one contact sheet for each individual
3. Remember to record the client's race/ethnicity
4. Write notes! Include important details, a needs assessment, and an action plan
5. Make your notes objective and clear

Questions or
Suggestions?

Please call...

**Volunteer
Coordinator**
Joy Vliem
651-917-4638
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Hour & Expense Reports

Please remember
to submit your
January hours & expense report
by the 10th of February!

