Bird Feeding Without the Waste

(ARA) - It has happened to almost everyone who feeds outdoor pets (especially birds). You fill up the feeder, and the next day you're thrilled to see that almost all of the food is gone. Then you see it: a pile of uneaten bird food under your feeder. Sometimes it even starts to grow into a bizarre little garden born of bird food leftovers.

Take heart! New "clean feeding" outdoor pet foods have become a reality, and more and more bird lovers around the world are rejoicing at the lack of waste below their feeders. In fact, some of these new recipes are so clean that homeowners are putting their feeders on or near their outdoor living spaces, such as decks, porches and patios.

In the past, this would have been a mess, with uneaten shells, seeds and hulls scattered all around your grill and patio furniture. Fortunately, those days are gone. A deck with a seed mess is no longer an excuse not to enjoy feeding birds, the #2 hobby in the United States (second only to gardening, according to the U.S. Fish and Wildlife Service).

This new breed of clean feeding mixes succeeds by taking out "fillers." These ingredients (most common in bargain or economy blends) are used to increase the volume and weight of mixes. You may feel like you are buying a large bag of bird food, but unless you are careful, much of it may be (Continued on page 13)
Linda's Notes

Dear Activity Professionals,

Well...here we go! It is the beginning of the busiest time of the year for activity people, volunteers, staff and residents...the holidays. Starting now we will be tested by fire until the first of the year (then comes National Activity Professional’s Week). But you know what? It is all worth it. Especially if you have your volunteers and assistants lined out so you won’t have to micro-manage your department. Believe me, early planning saves a lot of stress and anxiety later on.

The best advice I can give you is to contact experienced Activity Professionals near you for advice to help you through this time of year. Ask them “how do you do it?” “Where do you get it?” They will be happy to share their experience with you.

Wishing you the very best,

Linda Lucas

Linda Lucas: co-owner of The Activity Director’s Office website, Linda has been an Activity Director in Indiana since 1983.

Readers may contact Linda at: admin@theactivitydirectorsoffice.com

http://www.theado.makesparties.com

Activities You Can Do

By Linda Lucas, AD
Site Owner: The Activity Director’s Office
http://www.theactivitydirectorsoffice.com

Turkey Trivia

We will gobble you some of the interesting turkey facts that you may pass on to your residents on Thanksgiving Day:

• There are many reasons given being the name 'Turkey' for the particular bird. While some think it simply because it produces the sound of ‘turk, turb…’, others trace it back to the Native American version of the name of the bird, which was 'Firkee'. Some others connect the origin of the word to Christopher Columbus, who mistook America for India and 'turkey' for a type of peacock. Thus, he tried to name the word based on the Tamil translation of peacock, which he knew was 'Tuka'. Though, it was discovered later that the bird actually belonged to the pheasant family, people kept using the name for the bird.

• While there was some conflict over 'turkey' and 'bald eagle' for being the National Bird of America. Benjamin Franklin voted out 'bald eagle' for being cowardly.

• Though people prefer the meat of older male turkeys for they find younger tom turkeys to be too stringy, they prefer younger female turkeys for older female ones have tougher meat.

• People do name turkeys according to their age - Turkeys less than sixteen weeks old are called 'fryers' while those between five to seven months of age are called 'young roasters'.

• Turkey is the only native poultry breed of the Western Hemisphere.

• Turkeys have great hearing skills but no ears.

• Turkeys can see in colors, have excellent visual acuity and their field of vision spans across about 270 degrees.

• Turkeys have poor sense of smell but great sense of taste.

• Wild turkeys can fly at a speed of as much as 55 miles per hour over short distances and are good runners with a speed of about 25 miles per hour.

• Turkeys are so sensitive that they can drown by looking up while it is raining and can have heart attacks due to sudden shocks.

• Next time on Thanksgiving Day, try the ballroom dance known as the 'Turkey Trot', which is based on the short, jerky steps of the turkeys.
The History of Thanksgiving

Thanksgiving Day in the United States is celebrated on the fourth Thursday in November. The custom of celebrating the harvest goes back to ancient times and remains a widespread custom.

Thanksgiving Day commemorates the celebration held in 1621 after the first harvest by the Plymouth Colony. The Pilgrims who traveled from England on the Mayflower landed on December 21, 1620. The harsh winter claimed about half their number. The local Wampanoag Indians, who were friendly to the newcomers, furnished seeds and taught them how to plant corn. The corn and the crops grown from the seeds they had brought with them produced a bountiful harvest. Governor William Bradford proclaimed a day to celebrate the harvest. The celebration brought together the colonists and the Indians, who were led by their chief Massasoit. The colonists provided water fowl, wild turkey and fish. The Indians contributed deer to the feast.

The tradition of observing a day of thanksgiving spread throughout the colonies, but was celebrated on different dates.

In 1789 President George Washington proclaimed a National Thanksgiving Day in honor of the new United States Constitution.

In 1846 Sarah Josepha Hale, the editor of a magazine called Godey’s Lady’s Book, began a campaign to have the last Thursday in November designated as a national Thanksgiving Day. Her campaign resulted in victory in 1863 when President Abraham Lincoln decided that the national Thanksgiving Day would be held on the last Thursday in November.

In 1941 Congress named the fourth Thursday in November as Thanksgiving Day, which is not always the last Thursday in November.

Today Thanksgiving Day is a time for family and friends to come together to count their blessings by sharing an elaborate meal including turkey and pumpkin pie, to watch parades and football games and to get ready to begin their Christmas shopping.

Thanksgiving Games

Thankerchief

An improvisation on 'Passing The Parcel,' all have to sit around in a circle. They have to pass the 'thankerchief' or a handkerchief around while singing:

"Thankerchief, thankercief, around you go
Where you'll stop, nobody knows.
But when you do, someone must say,
What they are thankful for this day."

As soon as the poem ends, the person who has got the 'Thankerchief' has to say something for which they are thankful to the Lord.

Mr. Turkey, Here I Come

The player is to leave the group while the others hide a turkey toy or picture in the room. Then player comes back and tries to hunt the turkey. If player is near the turkey, everyone gobbles loudly, if he/she gets farther away from the turkey, the volume is decreased accordingly. The player who hunts the turkey in the least time, wins.
The Activity Professional as Advocate
By Debbie Hommel, ACC

In the whole scheme of professions and occupations, the activity profession is a relatively new profession. Although the healing power of recreation and leisure can be traced back to ancient Roman culture, the paid position of a recreation leader was not introduced until after World War II in the Veteran’s Hospitals. In the 1960’s, the requirement for activities was introduced into licensed nursing homes. Since 1960, the activity profession has progressed from providing the resident with weekly bingo games, arts and crafts and church services to a full fledged, therapeutic program which focuses on the individual needs and abilities of a given population.

Even though we have grown considerably as a profession, we still have a long way to go. It is not uncommon for activity professionals to feel misunderstood or under appreciated. A common complaint is that other staff think we just “play” and “have fun” all day. Although the premise of our programming is based in fun, joy and relaxation, we all know it is not as easy as it looks.

As a new profession, we need to assume the role as advocate. This is a familiar role to the activity professional, as advocating for resident needs and rights is part of our daily routine. We need to apply this advocacy work to our role as an activity professional, our department as a whole and the therapeutic work that we do on a daily basis. Advocacy work is about finding your voice and speaking out about a cause. It is important to note that the advocacy voice is a positive, assertive and informative voice. It is not about whining, complaining or blaming others.

How do I find my advocacy voice, you may ask? Every activity professional is guided by personal values, standards and experience. We arrive to the profession with a set of values where we may have a high regard for our elders and a strong desire to help others. We learn standards of care, the regulations and guidelines during our initial employ. Finally, the day to day experience we acquire fine tunes what we know in our heart and what we learn in our classes. From all this, we develop our voice.

As an individual activity professional, I begin to speak out about my skills and the success I am having with the residents who are involved in my programs. I seek education, become nationally certified and communicate to others the importance of having a qualified professional on staff. Some people may perceive this as bragging, but it is simply speaking out about the benefits of trained and experienced activity professionals.

As a member or manager of an activity department, I begin to speak out about my department and programs success. As an activity department, we present a unified front with our skills and common belief in the value of what we do. We speak out about the benefits of our programs and the need to involve the residents in appropriate programs. We become champions for the diversity of our activities and the need for interdepartmental support and integration.

As a member of the activity profession, I can begin to speak out on a regional and national level. We are a lucky profession to have many strong State activity associations as well as the National Association of Activity Profes-

(Continued on page 10)

ABOUT DEBBIE

Debbie Hommel is a Certified Activity Consultant on State and National level, with over twenty-seven years of experience in providing direct care and consultation to long term care, medical day care, assisted living, and ICF/MR facilities throughout New Jersey, New York, Maryland, and Pennsylvania. She is an experienced trainer and workshop presenter, conducting a variety of seminars throughout the Tri-State area for the Activity Professional, Administrator, and allied healthcare professional. She is ACC certified through the NCCAP.
Current Activities in Longterm Care
By Kate Lynch, Editor
Current Activities in Longterm Care
http://www.activities4elders.com/

Pet Peeves

Materials needed:
- Pencils
- Paper
- Computer
- Printer

Steps to follow:
Visit http://en.wikipedia.org/wiki/Pet_peeve
And print out the definition of pet peeve.

Download the activity worksheet on our Web site, under posters. Print as many as there are going to be participants.

Read aloud the definition of pet peeve and have a small discussion on the topic. Give some examples of your pet peeves.

Then pass out the worksheet and pencils. Have participants think of as many pet peeves as they can. Travel around the room and help those who are having trouble thinking of some.

When they are finished, have participants share with the group a couple of their pet peeves and why they annoy them.

SOME EXAMPLES OF PET PEEVES:

- People leaving the television on and going somewhere else.
- Do you mind if I use your bathroom?
- How similar "come in" and "coming" sound when I am on the other side of your door.
- When police cars and other municipal vehicles don't obey traffic rules.
- When people chew their gum loudly.
- People holding the door for you from a long distance, requiring you to speed up or run to complete their politeness.
- People who squeeze or hold your hand for too long during a handshake.
- Trying to hear what the heck someone is saying when they're talking to you using a speaker phone.
- When women take a half an hour to put everything back into their purse after paying for something.
- When someone at the back of the line is only "half" standing in line.
- When people (and sorry but it's almost always women) pay for something as cheap as a pack of gum with their credit card.
- When the person at the register is talking and laughing to other employees while ignoring you and then they act like you're wasting their time.
- Taking forever to get out the door.
- When you have one check left, and screw it up.

Only $49.00!! Order Now!

To order yours today:
PHONE: 1-800-354-3371
FAX: 319-553-0644
MAIL: Freiberg Press, Inc.
P.O. Box 612
Cedar Falls, IA 50613

ONLINE: http://www.activities4elders.com/
Many Activity Directors have written to us over the years asking, “Why is it important to have a Themed Calendar?” My answer is why are you not theming your calendars? We have been teaching the 90 hour activity courses for many years and one of the expectations of our student’s, is to develop calendars. The expectation of the students is to provide a themed calendar that is seasonal.

For many, it’s the first time they have ever approached calendar planning in this fashion. After completing the calendar, the students tell us, they will never go back to completing a calendar the “old way”. With that said, we want to make sure that everyone understands that with the new regulatory imperative guideline changes, a Population and Calendar Analysis should be completed and incorporate the findings into your calendar planning. The Analysis tools are available on www.activitytherapy.com. In the new guidelines, the analysis tools are referred to as an audit tool. You can visit the CMS web site and watch the CMS Activity Guidelines presentation at http://cms.internetstreaming.com as the presentation discusses the analysis tools.

One recommendation is to go on the Internet and search for a theme that is seasonal. You could enter as a search term, “Ideas for Autumn.” Look at some of the names and programs others have developed. You could enter search terms such as; cooking ideas for autumn, craft ideas for autumn, trivia ideas for autumn, etc. As the Internet is an ocean of ideas and everything is available at a touch of a key.

Once you come up with the theme, you need to than come up with a creative name for your calendar that clearly denotes what your theme will be about. For example, the September theme might be about memories associated with school and a creative name might be “Memories of Fall.”

Once you come up with a creative name and a theme, it’s easy to now plan your calendar around that theme. Every event, trivia, special event, cooking, crafts, etc, should be around the theme. Any one, who has ever had a theme day, knows the excitement and anticipation your residents and staff have. So it only makes sense to have a theme month. You should include your resident activity planning committee in developing the ideas for your theme.

Developing a theme also helps decide what type of decorations you may want to plan for these events. A great web site for decorations is http://www.activitytherpy.makesparties.com

There are many resources available to help you plan your theme, such as the internet, activity and recreation web sites, books, magazines, Creative Forecasting and staff / volunteer input.

The calendar should include a large special event related to the theme as well.

ABOUT SANDRA

Sandra Stimson has experience as a corporate consultant, Corporate Trainer and National Speaker. Her experience is in long term care, as Activity Director, Director of Alzheimer's Units and Assistant Administrator of a 550 bed long term care county home. She is Co-founder of Pet Express Pet Therapy Club, is a Life Replay Specialist. Sandra implements dementia units nationwide. Sandra has written several books, Volunteer Management Essentials for Long Term Care and Pet Express Pet Therapy Program. Sandra has been a facilitator for Alzheimer's support groups and is the Awards Chair for the NJ Association of Activity Professionals. Sandra is the Executive Director of National Council of Certified Dementia Practitioners http://www.nccdp.org

http://www.activitytherapy.com offers resources for health care professionals in many areas of dementia care, care plans, Snoezelen products, dementia activity calendars, adult day care calendars, sensory calendars, reminisce videos for dementia, activity books, and dates to remember, party supplies, resources and links.
Change makes up a great part of our lives. It is all around us. Though it is inevitable, change is a part of life. It can provide the spice of life.

Before you continue reading:

1. Name three things you would choose to change if you could.
2. Name three changes in your life where you had no choice in the change.
3. Name three changes you would like to make in the future.

As you know, there are many different types of change: organizational change, operational change, strategic change, cultural change, political change, etc.

In the workplace, change management is the process in which managers help and assist employees pass from an old way of seeing and doing, to a new one. As Activity Professionals, we can learn from this process to help us initiate and facilitate change with our staff, in our activity programming and with our clients.

One definition of change according to the Webster’s Dictionary is: To make different or to convert.

Change can be positive or negative; in any case, change happens. When there is change, attitudes come into play, yours and everyone else’s affected or involved with the change.

Ask yourself:

1. Why is there change?
2. Do the employees or clients like or dislike the change?
3. Is there any resistance to change?
4. Why is there resistance?

Productive change only happens when each one makes a decision to implement the change. The more input individuals have into (Continued on page 8)
defining the changes that will affect their work, the more they’ll assume ownership and pride in the results. A good manager will recognize that all are capable of contributing to improvement. No one need be satisfied with the status quo.

Here are some guidelines to keep in mind when and where change is necessary:

**Preparation:**
- Inform the individuals about the upcoming changes and prepare and assess their readiness.
- Explain the reasons for change.
- State the pros and cons.
- Describe the change as completely and thoroughly as you can.
- Change the most important things, one at a time.

**Participation:**
- Actively involve people in the change.
  - Involvement in decision-making.
  - Involvement in implementation.
- Collect data and when doing so, it is important to remain optimistic and to appreciate the success of what is already in place.

**Understanding:**
- Clarify.
- Make sure change is needed.
- Bring everyone on board (memos, newsletter …)

**Planning:**
- Think of options and anticipate unforeseen behavior, attitudes, and reactions to the proposed change.
- Set goals and prioritize areas for change.
- Encourage input and discussion each step of the way.
- Foresee how people will be trained, informed and made part of the change. Then, provide training to acquire the skills and knowledge necessary for the change.
- Know who is doing what and when.
- Set objectives and a time-frame to measure the progress.
- Put a respected person in charge of the process.
- Reinforce the new values and behavior.
- Bring in outside help if needed.

**On-going evaluation:**
- Monitor progress and effectiveness of the change.
- What are the impacts and the results?
- Were the methods used effective?
- Does the change need to be refined?
- Reassessment: This as-

(Continued from page 7)
The Holiday’s Aren’t for Sissies!
Kathy Hughes, ADC
NCCAP President

It’s the “holiday season” the time when activity professionals have to balance their career and family like a fine tuned acrobat. We not only juggle the resident’s enjoyment of all their holiday traditions, but also our family’s holiday traditions often integrating both. Community groups that have lain in wait all year to celebrate with your residents and families that need your time and attention as well. When we look back, on January 6th we see that we once again did the impossible and we put all the decorations back in their storage boxes to wait patiently until the next time that their services are needed. (Just like those community groups)

We rarely take time for ourselves to enjoy the season and we tend to assure everyone that they will have fabulous memories of their holiday celebrations. At the end of it all we remember all the things that we could have done and think about next year. It’s time to think about how we can start to empower others so that we can actually plan to have a few moments for ourselves. It’s important that we celebrate some traditions of our own for the holidays.

Consider taking just one day for yourself. Plan one day off during the season to pamper you. Spend the time doing something that you enjoy doing. If you enjoy shopping, do so in your PJ’s with a cup of coffee and the Internet, if your passion is to decorate your house enjoy that tradition with holiday music and a day of quiet meditation. Many find solace in just staring at their tree with a nice glass of wine or beverage of choice. Baking cookies and wrapping presents may be your idea of relaxation. Going to a spa for a relaxing massage or going out to lunch with a few friends may be the way that you want to celebrate “Your Holi-Day”.

The hardest part of being able to

(Continued on page 10)
enjoy the season is to learn how to delegate all that needs to be done. The second hardest part is to try to convince those Community groups to come in after the 25th of December. We are constantly amazed that they will not consider coming in after that date. So take some time to come up with ways that they can celebrate with your residents after the holiday season. Groups need some direction from you to be able to see that their group can come and visit in January. Plan ahead with some ideas that may include coming on a weekend and make snowmen around the facility or to have a chili cook off for the residents. There are many ways to plan an event for the many weeks after the holidays.

Whatever you decide to do, remember that you do a great job and that you need to find some holiday memories for yourself. It’s the time of year that means so much to many people, but the most important person needs to find that spirit as well.

(Holidays - continued from page 10)

Whether you are new to the profession or have twenty years under your belt, your advocacy voice is important. Our profession is at a pivotal point, with recent changes to F-248 and increasing challenges within healthcare settings overall. The activity profession will play a key role in re-defining long term care and what will be acceptable quality of life care in the future. We will do that by supporting our causes of individualized activities, quality of life interventions and alternative living solutions.

“Be the change you want to be.”
Mahatma Gandhi

(Advocate - continued from page 4)
**Monthly Observances**

For activity idea nuggets visit us at:  
http://www.theactivitydirectorsoffice.com/10OCT.html

**MONTHLY OBSERVANCES**

- Aviation History Month
- Christmas Seals© Campaign
- Diabetic Eye Disease Month
- Flu Awareness Month
- Friendship Month
- Geography Month
- Good Nutrition Month
- Jewish Book Month
- Leftover Month
- National Adoption Month
- National Alzheimer's Awareness Month
- National American Indian Heritage Month
- National Caregivers Month
- National Diabetes Month
- National Epilepsy Month
- National Giving Thanks & Living In
- National Home Health Care Month
- National Hospice Month
- National Peanut Butter Lover's Month
- National Pepper Month
- National Raisin Bread Month
- National (Postage) Stamp Collecting Month
- National Stroke Education & Awareness Month
- One Nation Under God Month
- Real Jewelry Month

**WEEK ONE:**

- American Art Week
- French Conversation Week
- National Card & Letter Writing Week
- National Fig Week
- National Notary Public Week
- Tie One on for Safety Campaign
- World Communication Week

**WEEK TWO:**

- American Education Week
- Bladder Health Week
- International Week of Science and Peace (UN)
- Key Club International Week
- National Chemistry Week
- National Children's Book Week
- National Eating Disorders Week
- National Geography Awareness Week
- National Home Health Aide Week
- National Medical Records Week
- National Notary Public Week
- National Osteopathic Medicine Week
- National Radiological Technology Week

**WEEK THREE:**

- Book Week
- National Adoption Week
- National Bible Week
- National Culinary Week
- National Family Week
- National Farm/City Week
- National Game and Puzzle Week
- National Geography Awareness Week
- National Leftover Awareness Week
- Operating Room Nurse Week

**WEEK FOUR:**

- Make Up Your Own Week
- National Cookie Week
- National Games and Puzzles Week
- National Home Care Week

http://www.theado.makesparties.com

http://www.cafepress.com/theadoshop

http://www.theado.makesparties.com
Clipart for the Month
sures the individuals that their input is still valued.
- Maintain areas of stability.
- Allow grieving time during the adjustment to the change.
- Reward people.

To complement the guidelines, here are a few reflective quotes:

“They always say that time changes things, but you actually have to change them yourself.”
Andy Warhol

“God grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.”
Reinhold Niebuhr

“If we don’t change, we don’t grow. If we don’t grow, we aren’t really living.”
Gail Sheehy

“Change has a considerable psychological impact on the human mind. To the fearful it is threatening because it means that things may get worse. To the hopeful it is encouraging because things may get better. To the confident it is inspiring because the challenge exists to make things better.”
King Whitney, Jr.

After a period of reflection, answer the following questions or make up your own:

- What is change?
- How do I perceive change?
- How could I improve the process?
- Why must there be change?
- Can I learn to enjoy change?
- Can employees or clients be taught to enjoy and accept change?

Now, with a definition of change and guidelines to help implement the changes in our programs and with our clients, hopefully, the next time we face change we will be better prepared.

Wild Delight Total Cuisine. If you stick to foods with ingredients that birds love, such as fruits, nuts and seeds (such as nyjer and sunflower), you’ll better serve the feathered visitors that come to your yard.

Clean feeding mixes take this one step further, virtually eliminating waste. Since birds will consume 100 percent of the ingredients that clean feeding mixes include, the only leftovers are the rare bits and pieces that fall from beaks as happy diners dig in. One of the best examples of a clean feeding mix is Wild Delight's innovative new Deck, Porch and Patio blend. An advanced blend of fine sunflower kernels, peanuts, pistachios, pumpkin seeds and more, this mix attracts a huge variety of songbirds without leaving any of their feeding mess behind.

This news should be exciting for everyone who has wanted to watch birds feed up close, but has always feared the untidy consequences. Now, those who love their outdoor spaces can share them with the outdoor pets they love.
(Bird Feeding - Continued from page 13)

Add a feeder to your deck, porch or patio without having to sweep every day. Fill your feeders and watch as birds fill your outdoor living area, but unwanted "weed gardens" do not. Take your hobby to the next level. Become an enthusiast without giving up your love of a neat yard or patio.

Ask your local lawn and garden center about clean feeding outdoor pet foods (they are sometimes called zero-waste mixes), specifically, Deck, Porch and Patio and Total Cuisine from Wild Delight. Once you start to enjoy your outdoor pets without the mess, you may find yourself spending more time with your hobby. At the very least, you'll find yourself spending much less time cleaning up after the outdoor visitors you try to attract.

Attention: Activity Professionals

You are invited to submit articles of interest, poems, humor, photos and just about anything else for publication in *Activity Director Monthly*. The only compensation we can offer you is credit for the submission. All submissions are subject to editing. We cannot guarantee that all submissions will be published. However, they definitely can't be published if you don't send them in.

So be brave and fire your e-mail to us at: admin@theactivitydirectorsoffice.com.

Or you can mail your information to:

Main topic interests include: anything that will benefit Activity Directors; items which can be used in facility newsletters (i.e. original and/or public domain items); personal Activity Director/resident experiences.

Please send only copies of your submissions. The material will not be returned.
Following is Your Free Facility Newsletter

The following four pages contain a pre-written facility newsletter which you may use as your own. It is intended to help make your departmental responsibilities time saving and cost effective. All you need to do is put your title on the front and your address on the back.

Suggestions for the Effective Use of Your Newsletter

This newsletter concept is the result of several years of preparation and the generous support of the sponsors whose advertisements are contained within its pages. Because all of the material in the newsletter is copyright free, you may feel assured that the publishing and distributing of your free newsletter is legal.

PREPRINT

After you have downloaded your newsletter you have several choices to make before printing it.

- First type or paste the title of your newsletter into the blank area of the front page mast.
- On the mailing page insert your facility’s name and address in the upper left corner where it says “From:”.
- Prepare any printed material you may have for insertion into the newsletter. At a minimum we suggest you prepare your monthly activity calendar on one side of an 8.5”x11” sheet or paper. On the other side you may enter residents facts and figures (new admissions, birthdays, residents who went home, deaths). Also, on the back of the calendar page you may want to advertise upcoming activities and events, a management roster and other items of interest specific to your facility.

PRINTING

- If you decide to print your newsletter on your facility copier you may print the newsletter on 8.5”x11” sheets of paper. However, it is far more professional looking to use 17” x 11” sheets (this size is larger than legal size paper, but can be hand fed into most modern printers).
- If you use a print shop have them print your newsletter on 17”x11” paper. They will have a variety of colors for both your paper and ink. You can expect to pay more for color ink. If you decide to print your newsletter on color paper, avoid using dark colors and extremely bright colors (e.g. fluorescents), they are too difficult to read.
- If you take it to the print shop they will also print and insert your extra material and fold your newsletter for you. One fold makes your newsletter ready for hand outs. Two folds prepares the newsletter for mailing.

MAILING

(an excellent activity for your residents)

- To prepare your newsletter for mailing, it must be folded twice so the mailing face is showing on the outside.
- Each piece you plan to mail must be sealed twice on the loose page edge. Use 1/2” pieces of transparent tape (you can purchase seals at most office supply stores if you wish).
- Write or stick your address labels where it says “To:”.
- Place postage in the upper right hand corner. First class postage will pay for your newsletter and at least two 8.5”x11” insertions.
- Your newsletter is now ready to mail. The Post Office appreciates it if you pre-sort your zip codes and bundle the newsletters with rubber bands.

BULK MAILING

With bulk mail you can save a bundle on postage. However, you must set up an account with the post office, mail at least 200 newsletters at a time, presort your mail, prepare a billing form and deliver the newsletters to the post office. Although it sounds complicated, it becomes routine after you have done it a couple of times.

DISTRIBUTION

For the most effective marketing of your facility, we recommend that you make an extensive mailing list including these listed below. The more newsletters you circulate, the more successful your marketing will be.

- All responsible parties
- Seniors at home
- Banks
- Hospital discharge planners
- Nursing homes
- Adult day care centers
- Churches
- Home health agencies
- Federal, State and local social service agencies
- Social organizations and clubs
- Business organizations
- Corporate headquarters
- Area schools
- Area radio stations
- Area television stations
- Area newspapers
- Area businesses

TIMING

For timely distribution, your newsletter will always be available to you at the first of the preceding month. It should be published by the last week of the month and mailed prior to the first of the month the newsletter is dated.
The Best Ways to Support a Friend with Cancer

(ARA) - One in every three women will be diagnosed with cancer over the course of her life. More than 33 percent of these diagnoses will result from breast cancer, making it the most common cancer to affect women. In fact, this year alone nearly 700,000 women will be diagnosed with some form of cancer. These statistics make it abundantly clear that cancer touches all Americans in some way, either directly or in the life of a loved one. Research suggests that when struggling with cancer, individuals who feel supported are more able to cope psychologically with the physical and emotional burdens of their disease.

"In my experience, after being diagnosed with cancer, most people are faced with the feeling of helplessness and despair. I have found that having someone to stand by my side gives me the will to continue my battle," comments cancer survivor Becky Johnson.

Although most people want to help loved ones during this challenging time, it's often hard to know where to begin. Here are some meaningful ways to make a difference in the life of a woman battling cancer:

* Keep track: Five lovingly-made meals may be an appreciated gift, but probably not if they arrive all at once! Create a communal calendar where friends and family can sign up for simple chores and meal preparation. Even better, post the calendar online to make it easy for everyone to access.

* Make the cut: Fifty-eight percent of cancer patients fear losing hair more than any other effect of cancer treatment; 8 percent even consider foregoing such treatments to avoid losing their hair. People across the country (including actress Diane Lane) are cutting off their ponytails to help out! Pantene Beautiful Lengths, the first program to turn donated hair into real-hair wigs for women undergoing cancer treatment, is helping women regain some of the self confidence that hair loss may have taken from them. Visit www.beautifullengths.com to see how to get involved.

* Lend an ear: Be ready to listen if a loved one would like to talk - either about their illness or something else. Initially, a person battling cancer may not be able to speak about what they're going through, but it can help to know that a sympathetic listener is there when they are ready to talk.

* Spare the time: Support groups provide strength and inspiration to patients and their families through discussion and community. Though they are usually led by trained professionals, support groups often rely on general volunteers for critical help before, during and after meetings. Local chapters of the American Cancer Society are a great resource for more information on how to become involved.

* Don't wait to be asked: Walking the dog, mowing the lawn, even doing the dishes can often seem overwhelming to a person with cancer. It doesn't take much time to make an ill person's day much easier.

* Share the wealth: Initiatives like the Entertainment Industry Foundation's Women's Cancer Research Fund (www.wcrf.org) support innovative research, education and outreach directed at the development of more effective approaches to the early diagnosis, treatment and prevention of all women's cancers.

Most importantly, reach out to loved ones during the greatest fight of their lives. Anxiety, fear, depression, grief and loss are all common feelings among women battling cancer. Knowing that they are loved, appreciated and cared for can be a tremendous psychological boon.

Courtesy of ARA Content
HOLIDAY BANQUET BASICS

(ARA) - Gone are the days of scanning the barnyard for the fattest fowl on the farm. Nowadays, turkeys come frozen, thawed, pre-cooked, organic, smoked, fried, glazed, sliced and diced. Despite the luxuries today, the pressure's still on to plan ahead for a memorable, home-cooked holiday feast. Getting started, you'll want to make sure to have these essentials on hand:

**Roaster**

Need a roaster? Porcelain-on-steel or "Graniteware" roasters are easy to find, generally inexpensive and conduct heat evenly. Tests have shown these dark roasters help evenly brown your bird. As an added benefit, the roaster can be used again and again for many other meats. Check the measurement of your oven cavity so you can be sure the roaster will fit.

**Cooking Thermometer**

This is an inexpensive necessity to ensure everyone enjoys the meal and stays healthy. Most experts recommend serving the turkey after it reaches an internal temperature of 170 degrees F.

**Baster**

Basters can be found just about anywhere, though you'll need to look for one with a large bulb that will hold a large amount of fluids. A large, heavy-duty baster will help you save time, retain moisture and lock in the best flavors.

**Serving Platter**

There's no right choice for a serving platter other than personal choice. Platters come in many shapes, sizes and designs. Your platter, whether square, oval or round should be large enough to hold the turkey with some wiggle room and a sloped edge to hold already-sliced servings. Consider an oven-safe platter so that leftovers can be reheated easily.

**Carving Knife**

While knives are common in the kitchen, you'll need one that will work best with turkey. Serrated knives tear the meat, for example. An 8- to 10-inch carving knife with a thin, flexible blade will result in the most evenly cut slices.

**Carving Board**

Whether the cutting board is wood, plastic or other surface, make sure it has a deep gully around the board to catch juices. A textured cutting surface will keep meats from slipping as you cut.

**Sauce Pan**

"What, no gravy?" You'll need a sauce pan to take full advantage of all the tasty drippings from your fancy fowl. Make sure the lid fits properly to prevent too much pressure from forming inside a too-tight seal.

**Gravy Boat**

All aboard! You'll show your attention to detail by placing a gravy boat and saucer on your finely set table. It doesn't even need to look like a boat. You can improvise, too, with a small or medium pitcher that has an easy-pour spout.

Even if you're not planning a big holiday meal, these kitchen tools make great gifts for those who do the cooking! Ask your hosts if they need any of these items and you'll likely be on next year's guest list, too! Be sure to check www.cookware.org for more information on cookware, bakeware and other kitchen basics.

Courtesy of ARA Content
Thanksgiving Trivia

When was the first Thanksgiving celebration held?
The Plymouth Pilgrims held their first Thanksgiving celebration in the fall of 1621.

What was the reason for holding a Thanksgiving celebration?
On December 11, 1620 the first Pilgrims (or Puritans, as they were initially known) landed at Plymouth Rock. By the fall of 1621, of the hundred or so passengers who had sailed on the Mayflower, only half were still alive. (Of these, only four were adult women and almost forty percent were children.) The survivors, thankful to be still alive, decided to give a feast.

What was the name of the Wampanoag chief that was invited to the first Thanksgiving feast?
His name was Massasoit. Some ninety Wampanoag tribesmen were present at the feast.

What was the name of the Pilgrim leader who invited the neighboring Wampanoag to the first Thanksgiving?
It was Governor William Bradford who invited them. The reason they were invited is because they were the ones who taught the Pilgrims to cultivate the land, thus making it possible for them to survive.

How long did the first Thanksgiving celebration last?
It lasted three days (the celebration consisted of games as well as food).

Which president proclaimed the first "National Day of Thanksgiving"?
George Washington (in 1789 and then again in 1795).

Even though Thanksgiving was observed most years, it was not an official holiday. What is the name of the woman credited with making Thanksgiving a national holiday?
Sarah Josepha Hale, a magazine editor. She began her Thanksgiving campaign in 1827.

Which president made Washington's "National Day of Thanksgiving" a national holiday?
On October 3, 1863 Abraham Lincoln issued a "Thanksgiving Proclamation" that made the last Thursday in November a national holiday. (Before that, the president had to make an annual proclamation naming the day when Thanksgiving was going to be held.)

Who was the last president to change the date of the Thanksgiving holiday?
President Franklin D. Roosevelt changed Thanksgiving to the Thursday before last (the reason was to make the Christmas shopping season longer and thus stimulate the economy).

What happened in 1941?
Congress passed an official proclamation naming Thanksgiving a legal holiday to be observed, from that date forward, on the fourth Thursday in November.

Who wanted to make the turkey the national bird of the United States of America?
Benjamin Franklin, but he was opposed by Thomas Jefferson. Legend has it that Franklin then named the male turkey a "tom turkey" to spite Jefferson. (The female is called a "hen turkey" and the baby a "poulter.")

What part of the turkey is used in a good luck ritual?
The wishbone.

What drink did the Puritans bring with them in the Mayflower?
Beer.
From Us to You…
May you have the best
Thanksgiving Day Ever.
Thanks for your continu-
ing support of us.
God bless you!

A Thanksgiving Day Prayer
Author Unknown

Lord, We humbly ask Thy blessing
on the turkey and the dressing,
on the yams and cranberry jelly,
and the pickles from the deli.

Bless the apple pie and tea,
bless each and every calorie.
Let us enjoy Thanksgiving dinner.
Tomorrow we can all get thinner.

For all Thy help along the way
we're thankful this Thanksgiving Day.
We're thankful too, for all our dear ones,
for all the far away and near ones.

Although we may be far apart,
we're together in my heart.
Keep us in Thy loving care,
This is my Thanksgiving prayer.

P.S. Anyone who wishes may help with the dishes.