

# PINE TREE HOSPICE

## VOLUNTEER BULLETIN

April 2017

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## FROM THE COORDINATOR...

As of April 1st, I will have been the Coordinator of Volunteers and Client Services for Pine Tree Hospice for two years. Where does the time go, right?! It has been a privilege working with and getting to know the wonderful individuals who make up our awesome volunteer team. Through these past two years I believe we have learned from one another and have grown together. I am so very thankful to be a part of such a compassionate organization that is filled with generous and devoted individuals! Working with you all has inspired and motivated me to become the best Coordinator that I can be.

Many of you know that before I came to PTH I earned my Master of Arts degree in Thanatology. (For those of you who do not yet know, thanatology is the study of dying, death, and bereavement.) This has been a tremendous asset in working in our hospice setting. But there is much more to being a Coordinator than the area of expertise that I hold. So, recently, I chose to participate in an online certificate course that was specifically developed for nonprofit volunteer managers in the state of Maine by the Maine Commission for Community Service. (And I will be the first to admit that I am not an expert in the area of volunteer management... yet.)

After six fairly overwhelming weeks, I am almost done the course... Just one more homework project, one quiz, and a test away from earning my certificate! I can honestly say that the course has been just as challenging as any of the graduate courses I took and has certainly been just as valuable! While I have learned a great deal "on the job" over the past two years, I believe I owe it to Pine Tree

Hospice and to each of you – our most valuable resource – to take my education and training to the next level.

As I stated, working with you all has inspired and motivated me to become the best Coordinator that I can be. And taking this course has motivated me to strive for earning my certification in volunteer administration. This is a formal certification process established through the Council for Certification in Volunteer Administration. Since a candidate for certification needs to have a minimum of three years of experience in volunteer management, I cannot apply for another year. My pledge to each of you is that over the next year I will endeavor to further my studies and to apply the knowledge and skills I gain so I am better equipped to support, train, mentor, guide, validate, and encourage you to be the best volunteer you can be and to get even greater rewards from being an essential part of this outstanding organization.



## UPCOMING EVENTS

### Estate Planning.

Kim Cavanagh, Esquire will be giving a presentation on Estate Planning on **April 5 at 6:30 p.m.** at the Charlotte White Center. This event is open to everyone in the community.

Kim will be discussing:

- ◆ **THREE LEGAL DOCUMENTS** everyone should have;
- ◆ **TRUSTS:** A legal document everyone should consider; and
- ◆ **FIVE COMMON MISTAKES** people make.

Volunteers will receive continuing education credit for attending.

### Variety Show.

On **Friday, April 28<sup>th</sup> at 7:00 P.M.** at the Center Theatre in Dover-Foxcroft, the curtain will rise on Pine Tree Hospice's 23rd Annual Variety Show. Come enjoy the talents of Denise Buzzelli, The Morita's School of Dance, Susan Ramsey Strings, and more!! Our emcees for the evening will be FA students Hannah Poland and Alyssa Pearl-Ross.



### Elder Law.

Kim Cavanagh, Esquire will be giving a presentation on Elder Law on **May 3 at 6:30 p.m.** at the Charlotte White Center. This event is open to everyone in the community.

Kim will be discussing:

- ◆ **NURSING HOME FINANCING,**
- ◆ **THE RISKS OF GIFTING,** and
- ◆ **HOW TO PROTECT ASSETS**

Volunteers will receive continuing education credit for attending.

## CONTINUING EDUCATION OPPORTUNITIES

### Direct Care Training Sessions.

Get connected with other volunteers, give insight to new trainees, and earn your educational credits by attending one or more sessions of the New Volunteer training! Content and presenters change over time, so this isn't the "same 'ol training"!

**Training dates are April 4, 11, and 15.** You do NOT need to attend the entire training! Pick a session that is of interest to you and register for that session by contacting the office.

Topics include: Psychological Perspectives of Death and Dying; Funeral Options; Support for the Dying; Management and Resources; Pain and Symptom Management; and Volunteer Roles. You may find the complete schedule on the PTH website.

Space is very limited, so please contact the PTH office soon to register for any session.

### PTH Book Club.

Enjoy reading? Join the Book Club any time a selected book grabs your interest! Book Club typically meets on the 4<sup>th</sup> Tuesday of each month at 3 P.M. at the PTH office. PTH volunteers can receive *up to 3* hours of continuing education!

Due to a scheduling conflict the featured book for March will now be discussed on **April 18th**. The featured book is "Mulberry Park" by Judy Duarte.

Summary: *In this novel, a woman shattered by grief responds to a little girl's urgent note and sets in motion a chain of events that helps to heal the lives of all those around her, in wholly unexpected ways...*



Educational Hours also available for attending the Estate Planning event described above in the Upcoming Events section!



## TEAM MEETING

Our next Team Meeting is scheduled for **WEDNESDAY, April 19, at 8:30 a.m. at the PTH office.** If you are a direct care volunteer, you are encouraged to attend whether or not you are currently providing direct care to a Client.

*Team meetings are a great way for direct care volunteers to share information and provide support to one another.*



## TIME SHEETS

Timesheets are due in the office on or before **April 7th.** You may submit either the paper form or the online version via the PTH website.

**Direct Care:** Remember to document any and all time spent with or on behalf of a client and their family. Phone calls, shopping, running errands... it all counts. Please also document cancelled visits and the reason for the cancellation (e.g. vacation, volunteer/client illness).

**Indirect Care:** Your indirect care timesheets may be turned in quarterly, if that is easier for you than submitting them monthly. The current PTH Quarter is Jan–Mar 2017.

Many of you did committee work or attended town meetings on behalf of PTH. Please be sure to submit your time for any of these activities!

**Confused about what to write for a description on your indirect timesheet? Here's a tip...**

1. Ask yourself: What committee or program am I doing the work for?

- Adult Bereavement
- Board Development
- Board Executive
- Board of Directors
- Bereavement Committee
- Education Committee
- Finance Committee
- Fundraising
- Hospice Committee
- Nights of Service
- Office work
- Public Relations
- Regional Team
- Other

2. Write the committee or program in the description line, followed by a brief comment about the actual activity.

**Examples:**

- Board of Directors—calls to donors.
  - Board of Directors—review board packet
  - Education Comm.—host training
  - Fundraising—preparations for Variety Show
  - Fundraising— attend Sound Bites
  - Hospice Comm.—prepare agenda/minutes/reports
  - Public Relations—attend (name of town) town meeting
  - Regional Team—post flyers
  - Other— meet with Coordinator
  - Other— emails/calls to/from office re PTH duties
- It is as easy as that! Any questions? Don't hesitate to ask your Coordinator...



## HAPPY BIRTHDAY APRIL VOLUNTEERS!!

Gary Larson  
Beverly Nason  
Ed Palin

Kathy Willey  
Meg Callaway