



September 2018

Volunteer Bulletin

Happy (Belated) Birthday Wishes to Our August-born Volunteers!

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Happy Birthday Wishes to Our September-born Volunteers!

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Special points of interest:

- Yoga Nidra begins September 8th!!
- Get continuing education through the fall volunteer training.
- Learn to present Advance Care Planning in your community.



Yoga Nidra

Yoga instructor Gayle Worden RYT, has once again graciously offered to provide FREE Yoga Nidra sessions for ALL CAREGIVERS in the community, including PTH volunteers.

Please be sure to tell any and ALL caregivers you know about this as well... a caregiver does not need to be receiving PTH services or be caring for someone with a progressive life limiting illness in order to participate in this fabulous opportunity.

Sessions are approximately 45 minutes and are held on Saturday mornings at the Congregational Church on West Main Street in Dover-Foxcroft.

For more information and to RSVP contact PTH at 564-4346 or email wecare@pinetreehospice.org or click "going" on the Event on the PTH Facebook page!

Also visit Gayle's website: www.centeryoga.vpweb.com

Schedule for Yoga Nidra
September 8 at 9:00 a.m.
October 13 at 9:00 a.m.
November 10 at 9:00 a.m.

Yoga Nidra, or yogic sleep, is the science of deep relaxation. No movement is necessary; the instructor leads a guided session with her voice to promote deep relaxation with inner awareness for each participant.



Sound Bites

Our Annual Sound Bites fundraiser is on **October 13th, at 7:00 pm** at Foxcroft Academy! This year we have the very popular **Retro Rockerz**, a band of Bangor professionals (a banker, an orthopedic surgeon, a member of the legal profession, an orthodontist, a teacher and a counselor), who take time off from their busy jobs to make great music!

At intermission, enjoy something totally different - an ice cream bar! If you remember jukeboxes and soda fountains, you'll be transported to another time. And if you don't remember? Expect a great time and see how cool it was back in the time of bobbi sox and jukeboxes! "Be there or be square!"



Tickets are \$15 in advance or \$20 at the door. A table for 6 may also be purchased for \$75.

HELP WANTED: Presenters/Facilitators for Advance Care Planning Seminars and Workshops

Through the years, hospice families and individuals have come to PTH for resources and information about advance care planning. Over the past couple years, the request has increased to the point that we could easily be doing workshops and seminars throughout the PTH coverage area. We have been fortunate enough to secure a grant to help us do just that. Now all we need are a couple more volunteers who would like to learn how to present information to their communities. We are looking for 1 or 2 individuals in or around each of

the five "hubs" of the PTH coverage area to be trained to lead a seminar or workshop a couple times each year. The "hub" areas include Milo/Brownville; Dover-Foxcroft; Dexter/Corinna; Guilford/Sangerville; and Monson/Greenville. Training dates and locations will be determined once we know of volunteer interest. How about you? Or perhaps you know of someone who is not yet a PTH volunteer who would be a great addition to our team. Encourage them to contact us!

What is advance care planning?

Advance care planning is about understanding and sharing your personal values, life goals, and preferences about possible future medical care and how you want to be treated as a whole person. This is important for all of us to do regardless of our age or current health status. This is especially important today as more and more folks are living longer with chronic and progressive, life-limiting illnesses as well as dementia-related illnesses which frequently rob individuals of their ability to communicate their needs and wishes.

Volunteer Training

Did you know that the volunteer training we hold each spring and fall is NOT just for new direct care volunteers and bereavement facilitators??? Any PTH volunteer is welcome to join any session that he or she is interested in – and it counts toward your continuing education! This is a great opportunity to learn new things, take a refresher class, get your education credit, and interact with new volunteers!

Core Training. (September 13, 15, 20, & 22)

Classes for the Core portion of

training include:

- ◆ Hospice Philosophy (.75 hr.)
- ◆ Personnel Issues (.75 hr.)
- ◆ Personal Death Awareness (1 1/2 hrs.)
- ◆ Spirituality (1 hr.)
- ◆ Grief, Loss & Transition (1.5 hrs.)
- ◆ Family Dynamics (1 hr.)
- ◆ Communication (1.5 hrs.)
- ◆ Ethics (1 hr.)
- ◆ Children's Developmental Stages & Understanding of Death (1 hr.)
- ◆ Stress Management & Self Care (2.0 hrs.)

Direct Care Training. (September 29, October 2 & 4)

Classes for the Direct Care portion of training include:

- ◆ Pain & Symptom Management (1 1/2 hrs.)
- ◆ Volunteer Roles (2.0 hrs.)
- ◆ Psychological Perspectives of Death & Dying (1 hr.)
- ◆ Funeral Arrangements (1 1/2 hrs.)
- ◆ Support for the Dying (2.0 hrs.)
- ◆ Multidisciplinary Management & Hospice Resources (1 hr.)

Timesheets and the End of the Fiscal Year!

Timesheets.

Please be sure to submit your timesheets for your August volunteer activities on or before **September 7th**. You may submit either the paper form or the online version via the PTH website.

The End of the Fiscal Year.

September 30 is the end of our fiscal year, which means lots of paperwork and tracking for office staff. PLEASE help us out by doing your part in a timely manner. Having accurate accounting of everything volunteers assist with is crucial to our ability to continue to serve our communities.

Take a few minutes to think back over the past year. Was there any shopping, cooking, planning, creating, phone calls, public relations, events that you attended or assisted with, flower cutting/arranging/planting, planning for meetings, travel, direct care, education, etc. that you did but have not yet submitted your time for???

IT ALL COUNTS!

Record your time in quarter-hour increments:

- ~1 – 20 minutes = .25 hour;
- ~21 – 35 minutes = .5 hour;
- ~36 – 50 minutes = .75 hour;
- ~51 – 65 minutes = 1.0 hour

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

It is as easy as that! Any questions? Don't hesitate to ask your Coordinator...

In-Kind Donations.

Do you ever provide supplies to the office or for events? We need to document these donations. Additionally, it is important that you attach any receipts for whatever supplies you donate whenever possible.

Completing and submitting timesheets is crucial because:

1. It is a requirement of licensure for PTH through the State of Maine;
2. The amount of funding received through grants is significantly impacted by the number of hours we document and can prove through detailed documentation; and
3. Documentation shows changes in quality of life over time for our clients that we are serving. This is extremely helpful in identifying additional needs and supports.

THANK YOU for
being a part of
Pine Tree Hospice
and helping us
achieve our
mission!