

INVOICE

DATE November 21, 2018

SARATOGA SENIOR CENTER



5 Williams Street
Saratoga Springs, NY 12866
Phone 518-584-1621
tawn@saratogaseniorcenter.org
www.saratogaseniorcenter.org

Dear Member,

It's renewal time! Please complete the form below and return to the center by January 1, 2019. In addition, due to our software conversion, we ask everyone to fill out the emergency contact information below and sign the code of conduct on the back of this form. In an effort to reduce printing costs, please consider receiving your newsletter via email or picking up at center. Also, take a moment to read over our Presidential Membership option, we've added new benefits!

We are looking forward to another exciting year!

Senior Center Staff

Membership Renewal Options:	Amount	Total
2019 Regular Membership per person: January – December 2019	\$25.00	
2019 President's Club Membership: Provides additional supports to the vital programs and services provided by the Senior Center. Covers your annual membership and another member of your household. You will also receive: <ul style="list-style-type: none">• An invitation to our Donor Appreciation Cocktail party.• A Downtown Business Association discount card.• \$50 of your membership is tax deductible.	\$100.00	

Please detach this portion and mail with your payment, or renew online at www.saratogaseniorcenter.org

NEWSLETTER: Circle one **Pick up at center** **Email** **Postal Mail**

By **CHECK** made payable to *Saratoga Senior Center*

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

By **CREDIT CARD** please complete information below:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

Card #: _____

Exp. Date: _____ 3 or 4 digit CSC: _____

Signature: _____

Emergency Contact: Please fill out

Please provide us with an emergency contact!

Name: _____ Email: _____

Phone: _____ Relationship: _____

Code of Conduct

The Saratoga Senior Center is a community-based organization committed to providing a welcoming experience while improving the lives of Seniors in our community. Any participant or staff member who violates this Code is subject to discipline, up to and including removal from the program.

- Abusive language towards a staff member, volunteer or another participant.
- Entering the Center while under the influence of drugs and/or intoxication.
- Bringing onto the Saratoga Senior Center's property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to a fellow participant, staff member or volunteer.
- Verbal, physical or visual harassment of another participant, staff member or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Failure to follow an agency policy or procedure.
- Bullying or taking unfair advantage of any participant.
- Failing to cooperate with an adult supervisor/leader/mentor.
- Abuse of the Center or its contents, including misuse, theft or abuse of the building, equipment or supplies.
- Abuse or theft of another member's property.
- Use of the building only during established hours of operation, not exceeding closing time without prior authorization of the Executive Director.
- By signing the below, I authorize the Saratoga Senior Center to publish photographs of me, and my name, for use in printed publications and on the website.
- Membership in the organization, is at the discretion of the administration and Board of Directors. ***The activities outlined above are strictly prohibited.***

The Center welcomes all eligible members, including members with disabilities. Any member or prospective member requiring an accommodation should contact the Executive Director. The Center makes reasonable accommodations for individuals with disabilities unless such accommodations would be an undue burden to the Center. The Center also may exclude an individual if that individual poses a direct threat to the health or safety of others that cannot be mitigated by appropriate modifications in our policies or procedures or by the provision of auxiliary aids that do not pose an undue burden.

I have read and understand the Saratoga Senior Center Code of Conduct. I agree to abide by the rules described above for as long as I am an active member of the Center and understand that I may be removed as a participant if I violate any of these rules.

Signature _____ Date _____

Witness _____ Date _____