

OLPH

ABINGTON, CONVENT, GLENVIEW TERRACE, AND CITADEL PARTIES

2023-2024

Women's Club Chair: Colleen Huffman Phone: (312) 961-3363  
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Thank you for volunteering to be your guild's representative for our Women's Club community service. By volunteering for this service you help make a nursing home resident's day a little brighter. What little we can do to make them smile and feel appreciated is the reason we participate.

Please see the attached information sheet for each individual facility. Each facility is made up of different residents with different capabilities and interests. By reviewing the sheet for that specific facility and adhering to the recommendations, we will be able to provide an enjoyable experience for the residents.

There may be circumstances where the facility is not able to host visitors. Please work out arrangements with the social director. Ask if you are able to send cards, care packages, birthday gifts, etc. Each home will have different guidelines, but any recognition we can give the residents is especially important at this time.

The schedule for each individual guild is also included. Make sure you review the information ahead of time so proper planning and arrangements can be made.

Please call me with any questions you may have and thank you again.

# ABINGTON AND GLENVIEW TERRACE

## 2023-2024

### Abington

November 03  
January 05  
March 08  
May 03

Guild 29  
Guild 06 & 25  
Guild 30  
Guild 07

### Glenview Terrace

October 04  
December 06  
February 07  
April 10

Guild 39  
Guild 32  
Guild 05  
Guild 20

## **Citadel of Glenview**

### **2023-2024**

September 11	Guild 28	Birthday and Social
October 02	Guild 10	Birthday and Social
November 06	Guild 35	Birthday and Social
December 11	Guild 37	Birthday and Social
January 08	Guild 07	Birthday and Social
February 05	Guild 39	Birthday and Social
March 04	Guild 26	Birthday and Social
April 08	Guild 36	Birthday and Social
May 06	Guild 38	Birthday and Social
June 03	Guild 15	Birthday and Social
July 08	Guild 19	Birthday and Social
August	No party	
September 09, 2024	Guild 10	Birthday and Social

# CONVENT OF THE HOLY SPIRIT

## 2023-2024

September 06	Guild 31	Birthday
September 20	Guild 21	Social
October 11	Guild 04	Birthday
October 25	Guild 19	Social
November 08	Guilds 01 & 17	Birthday
December 06	Guild 09	Birthday
January 03	Guild 03	Birthday
January 17	Guild 40	Social
February 07	Guild 15	Birthday
February 21	Guild 02	Social
March 06	Guild 08	Birthday
March 20	Guild 29	Social
April 10	Guild 32	Birthday
April 24	Guild 34	Social
May 08	Guild 14	Birthday
May 22	Guild 35	Social
June 05	Guilds 01 & 17	Birthday
June 19	Guild 37	Social
July 10	Guild 26	Birthday
August 07	Guild 40	Birthday
August 21	Guild 36	Social
September 04, 2024	Guild 31	Birthday
September 18, 2024	Guild 21	Social

## THE ABINGTON

3901 GLENVIEW ROAD

Activities Director: Olga

Phone: 847-729-0000

Email: [olgaact@theabington.com](mailto:olgaact@theabington.com)

Event Time: 2:30-3:30 p.m.

Contact should be made one month before the party

Parties are held on Fridays \*\*

Attendees are usually 20-30 residents. Plan to have 2-3 volunteers

\*\* If you need to schedule a date or time change, you must call Olga two weeks before the party month. The Abington prints a monthly calendar the last week of the month for the following month.

## ENTERTAINMENT PARTY

When you call Olga, ask how many residents are attending and let her know what the entertainment plans are. The party is STRICTLY entertainment. NO food or drink is required as the facility has a Friday Happy Hour right after your event. The party will be held in the main dining room and can be set up as needed. There is a piano available and a microphone. Think ahead to plan something fun and exciting for the residents. **If you are not able to visit the residents, please discuss options with Olga on some sort of recognition such as homemade cards or children's artwork.**

## GLENVIEW TERRACE

1511 GREENWOOD ROAD

Activities Director: Jolly Abraham

Phone: 847-729-9090

Alt phone: 847-832-4653

Email: [jabraham@glenviewterrace.com](mailto:jabraham@glenviewterrace.com)

Event Time: 2:00 – 3:00 pm

Contact should be made one month before the party

Parties are held on Wednesdays\*\*\*

Attendees are usually between 30-35 residents. Plan to have 3-4 volunteers

\*\*\*If you need to schedule a date or time change, you must call the activities director a week before the party month. Glenview Terrace prints a calendar that is distributed to each resident the first day of every month.

When you call ask how many residents are attending. The party will be held in the second floor dining room. Please discuss with Jolly any activity you have planned and bring a snack and drink for all attendees. Serving size should be thought of in terms of a child's serving portion.

Note: At this time, they are not accepting any food that is not pre-packaged. Please discuss options and current policy with the activities director.

CITADEL OF GLENVIEW (formerly Maryhaven)

1700 East Lake Ave

Activities Director: Satu Rathod

Email: [srathod@citadelhealthcare.com](mailto:srathod@citadelhealthcare.com)

Phone: 847-729-1300 ext. 4233

Event Time: 3:00-4:00 p.m.

Contact should be made a minimum of one week prior to the party. \*\*\*  
Parties will be held on Mondays.

Attendees are usually between 50-60 residents. This is a large group so it is recommended you have at least 3-5 people from your guild help out. There will be 1-2 nurses on hand to assist.

\*\*\*If you need to request a date or time change, you must contact the activities director a week before the party month. Citadel prints a calendar that is distributed to each resident on the first day of every month.

#### BIRTHDAY/SOCIAL PARTY (combined)

When you call the activities director ask how many birthday attendees (male and female) there will be. Also find out how many total residents will be in attendance. Please bring a small gift for each birthday attendee. Gifts might include socks, note cards, travel size lotions, small picture frames, or any dollar store item you feel would be appropriate. Please do not bring candy. Please announce each birthday attendee by name and with a round of applause.

You may bring a cake or cupcakes and some drinks\*. In addition, if you would like to bring some additional snacks, that would be fine. Fruits (with no seeds) or appetizer type items would be good.

Residents have varying degrees of capability. Please plan your entertainment accordingly. Music, dancers, a sing along, short plays, children/adult choirs, etc are all good ideas. Put on your thinking cap and there will be something all the attendees can enjoy.

\*Serving size should be thought of in terms of a "child's serving portion". Nonalcoholic drinks and punches are allowed. All food must be store purchased.

## CONVENT OF THE HOLY SPIRIT

319 WAUKEGAN ROAD

Contact: Sister Margaret

Phone: 847-441-0372

Email: [margaret@sspps-us.org](mailto:margaret@sspps-us.org)

Event Time: 3:00-4:00 p.m.

Contact should be made a minimum of one week prior to the party\*\*

Parties are usually held on Wednesdays.

There are usually between 15 to 20 attendees, and it is recommended you have at least 2-3 people from your guild help out.

\*\*If you need to request a date or time change, you must contact Sr. Margaret two weeks in advance.

### BIRTHDAY PARTY:

When you call Sr. Margaret, ask how many residents will be attending. You may bring a cake or cupcakes and a small drink\*. If you would like to bring a small gift that would be fine, but not necessary. Gifts might include travel size lotions, flowers, plants, religious decorations, note cards, wrapped candy, chocolates, small picture frames or any dollar store item you feel would be appropriate. You may play a short game or just socialize. The residents love to have discussions about current events, sports, books, or listening to you tell them about your busy lives. Ask them about theirs too.

### SOCIAL PARTY

When you call Sr. Margaret, ask how many residents will be attending and let her know what your party plans are. You may bring a small food item and a drink\*. This is your opportunity to plan and provide entertainment, play a game, or work on a craft.

\* Serving size should be thought of in terms of a “child’s serving portion”.

Please discuss any restrictions of visitors. The nuns greatly appreciate any cards or recognition you can give them. Also, if the date does not work for your guild, ask about alternative dates.