



# Senior Ministries Party Schedule and Instructions 2024-2025

## ABINGTON, CONVENT, GLENVIEW TERRACE, AND CITADEL PARTIES

**Women's Club Chair:** Colleen Huffman Phone: (312) 961-3363

**Email:** [huff735@sbcglobal.net](mailto:huff735@sbcglobal.net)

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 and schedule. 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.



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## 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.

ABINGTON	
Date	Guild(s)
November 8, 2024	29
January 3, 2024	6 & 25
March 7, 2024	30
May 2, 2025	7



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## 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.

GLENVIEW TERRACE	
Date	Guild(s)
December 4, 2024	32
February 5, 2025	5
April 9, 2025	20

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.



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## **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 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.

Dates on the next page



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<b>CITADEL OF GLENVIEW</b>			
<b>Date</b>	<b>Guild</b>	<b>Date</b>	<b>Guild</b>
December 9, 2024	37	May 5, 2025	16
January 6, 2025	7	June 2, 2025	15
February 3, 2025	39	July 7, 2025	19
March 3, 2025	26	September 8, 2025	10
April 7, 2025	36		



# Senior Ministries Party Schedule and Instructions 2024-2025

## 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 to 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.

Dates on the next page



# Senior Ministries Party Schedule and Instructions 2024-2025

<b>CONVENT OF THE HOLY SPIRIT</b>			
<b>Date</b>	<b>Guild(s)</b>	<b>Date</b>	<b>Guild(s)</b>
September 4, 2024 - Birthday	31	April 9, 2025 - Birthday	32
September 18, 2024 - Social	21	April 23, 2025 - Social	34
October 9, 2024 - Birthday	4	May 7, 2025 - Birthday	14
October 23, 2024 - Social	3	May 21, 2025 - Social	35
November 6, 2024 - Birthday	1, 17	June 4, 2025 - Birthday	1, 17
December 4, 2024 - Birthday	9	June 18, 2025 - Social	37
January 8, 2025 - Birthday	19	July 9, 2025 - Birthday	9
January 22, 2025 - Social	40	August 6, 2025 - Birthday	40
February 5, 2025 - Birthday	15	August 20, 2025 - Social	36
February 19, 2025 - Social	2	September 3, 2025 - Birthday	31
March 12, 2025 - Birthday	8	September 17, 2025 - Social	21
March 26, 2025 - Social	10		



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