

## **RECORDS UPDATING**

Periodically throughout the year, our Record Keeper, Barbara Schuellein, will be at Evening Care to update our records. As a not-for-profit-program, we are required to always know who you are! As Special Needs Ministries at Valley View, we always want to know who you are! Please be prepared to give Nancy Dickson this information:

### **For Group Homes:**

- Group Home Name
- Group Home Address, Phone, Email address
- Emergency Contact's phone for Thursday evenings
- Staff names who attend SNM (Evening Care)
- Client names who attend SNM(Evening Care)
- Client birthdays who attend SNM(Evening Care)
- Client names who NO LONGER ATTEND SNM (Evening Care)

### **For Guests:**

- Name
- Address & phone
- Birthday
- Emergency contact's phone for Thursdays
- Email address

### **For Volunteers:**

- Name
- Address & phone
- Emergency contact's phone for Thursdays
- Week(s) you're scheduled
- Email address