

## **NCBL GUIDELINES FOR WAVENY DINING ROOM FLOWERS 2018**

We are asked to make NINE identical arrangements to be placed the dining room tables by 11 a.m. and one medium-sized arrangement for the front desk Monday morning (before lunch is served). If you have time and extra flowers, there are FIVE small tables and ONE long table in the room directly across Stella's office (rec area). REMEMBER - The Hort Club meets with residents once a month, for eight months out of the year. Hort Club meets the first week of the month and the residents like to place the arrangements directly in the dining room. They will move the arrangements and disperse them throughout.

**\*If there are newly placed flowers in the dining room area when you arrive, the volunteer should make arrangements and place flowers in the rec area and/or throughout the lower level; there are many small tables and sitting areas. Don't walk away and not use your flowers. If there are fresh flowers in the flower room, please feel free to use them in your arrangement, only if they are fresh.**

**Sign in:** As a flower volunteer sign in at Stella Clarke's office. (the craft room). You can also sign the main book at the reception area. There is also a sign-up calendar in flower room. Pick up an apron in the drawer in Stella's office, along with a name badge, to identify you as a volunteer..

**Supplies available:** The flower prep room is located down the right side hall (last door on the left.) There is a variety of glass and ceramic vases to choose from as well as scissors, clippers and other supplies. There is also a push cart to use to transport the old and new arrangements to and from the dining room.

**Flowers Needed:** You will need flowers for nine vases plus one large arrangement for reception area plus some fillers and greenery. When selecting your flowers keep in mind that the arrangements have to last one week. Carnations, Mums, and daisies are all good choices. Baby's breath and Heather are good long lasting fillers. Waveny requests no plants (no dirt) or lilies in the dining room. Spring and Summer there are many gardens available for flower picking. Feel free to use the plant material within reason in the patio garden for fillers, if need be.

**Preparation:** Collect the previous week's arrangements from the dining room and bring them back to the prep room. Discard contents and wash all the vases thoroughly before putting them away. When arranging your flowers, be sure to remove all leaves from the stems that will be submerged – this helps keep the vase water clear. Adding a few drops of bleach will keep the water clearer. When you finished, please make sure the prep room (counters, sink & floor) is neat and clean for the next user.

**Check Up on Your Arrangements:** It is a good idea to check on your flowers later in the week (Thurs. or Fri.) to see if they need sprucing up, additional water or completely change water.

Note: The Hort Club meets on Tuesdays, and if their centerpieces are placed in the dining room, your arrangements will be moved mid-week to the rec area for all to enjoy.

**Photograph Your Arrangements:** If you have a cell phone, photograph your arrangements and email the photo to the Board members responsible for newsletter and web page.

**Reporting/Reimbursement:** Keep your receipts and please submit any reimbursement for flowers using the form provided. Always report any mix-ups or confusion to the Board member in charge. If you can not fulfill your duty as a volunteer, please report immediately, and your slot will be filled.

**Donations are always welcome and appreciated! Thank you for making our Seniors smile!**

