

# The Re-Creative Resources Inc. Activity Resource Center



## What is the Activity Resource Center?

Re-Creative Resources' **Activity Resource Center** is a service that offers members **UNLIMITED** access to a **LARGE** variety of activity resources, tools, training materials, activities, reports, samples, and so much more! Over 200 items are currently available and that number will grow, for new resources will continuously be added. Resources are in a variety of formats including Word documents, PDF, PowerPoint and Excel. The majority of the materials, however, are Word and PDF documents.

## Who is the Activity Resource Center Designed For?

The **Activity Resource Center** is designed specifically for Activity Directors, Activity Professionals, and Recreation Therapists. The focus is on long-term care, however, many of the materials may be utilized for other populations and settings as well.

## What are the terms of use for the items in the Activity Resource Center?

Only one user is permitted per subscription. The sharing of a password and user name is strictly prohibited and may result in the termination of the user's subscription with no refund. All items may be reproduced and duplicated as long as it is for non-commercial purposes and that the source cited at the bottom of each page remains intact. Some forms and materials may be slightly altered to suit the individual needs of the facility.

## What does it cost to join the Activity Resource Center?

Re-Creative Resources Inc. is offering an introductory fee of just \$ 45.95 for the first year membership. After that, it is only \$9.95 a year! You will be sent an annual renewal notice to remind you that your membership fee is due.

## How do I join the Activity Resource Center?

It's simple. All you have to do is register and pay on-line via Pay Pal. You will then receive a password and have 24 hour a day access to the Activity Resource Center. You may also print out an Activity Resource Center brochure, complete the order form and mail in your registration and payment.

## What EXACTLY is available in the Activity Resource Center?

The **Activity Resource Center** offers over 200 downloadable activity resources, tools, training materials, management resources, sample reports, forms, documentation tools, activities, promotional items, and so much more! Also included in the **Activity Resource Center** are several items, which if purchased separately at <http://www.recreativeresources.com/forms-manuals.htm>, would cost over \$50! The following is a list of all the items available to the **Activity Resource Center** members.

# Management Tools and Resources

Activity Evaluation Tool and Leadership Guidelines

Basic Math Reminders

Budget-

- Budget Education Request
- Budget-Equipment Request
- Budget-Entertainment Request
- Budget-Supplies Request

Calendar Checklist

Calendar Review

Dietary Calendar

Employee Reference Letter

Equipment Monitoring Record

Expense Record

Funding Resources

Fundraising Resources

Idea Killers

Job Descriptions

- Recreation Director
- Recreation Assistant Director
- Recreation Aide
- Recreation Assistant
- Recreation Therapist

Jury Duty Sample Letter

Key Record

Management Quotes

Monthly Report Sample

Press Release Sample

Public Relations Log

QA Programs

- CQI Format
- QA Audit Report with Graphs
- QA Program Audit Table
- QA Progress Note Report
- QA Recreation Documentation Report
- QA Activity Survey Report
- QA Resident Council Report
- QIS Survey for Activities
- Quality Monitoring Indicator Report

Resident Activity Survey\*

Student Intern Log

Ten Commandments of Stress Management

Volunteers

- Volunteer Interest Log
- Volunteer Luncheon Response Form
- Volunteer Sign In Record
- Wisdom From Senior Citizens

# Programming and Activity Resources

Anagram Worksheet

A-Z Worksheet

Baked Goods Price List

Beach Sensory Planning Form

Bingo Activities

- Bingo Bucks
- Double Dollar Bingo Format
- Ten Commandments of Bingo

Birthday Party Flyer

Casino Day

- Casino Day Assignments
- Casino Day Brochure
- Casino Day Dollar List
- Casino Day Dollars
- Casino Day Flyer

Communication Boards

- French
- Italian
- Spanish
- Communication Book\*

Community Program Ideas

Election Day Activities

- Election Day Fill In the Blank Word Search
- Election Day Kriss Kross
- Election Day Word Search Easier
- Election Day 2008 Issue Compare Form
- Election Day Crossword
- Election Day Trivia
- Election Ballot-Mock Election
- Election Day Spelling Bee
- Election Day Word Scramble
- Election Day Word Search
- Travel Club: Washington D.C.

Environmental Equipment Resources

Essential Oils at a Glance

Extravaganza Forms/Materials

- Extravaganza- Group RSVP Form
- Extravaganza-Individual RSVP List
- Extravaganza-Individual RSVP Form
- Extravaganza-Invitation
- Extravaganza- Resident Reservations

Flea Market

- Flea Market Ad Letter
- Flea Market Corporate Wide Email
- Flea Market Roster

## Fruit Activities

- Fruit Hangman, A-Z, Spelling Bee
- Fruit Sensory Planning Form
- Fruit Word Scramble
- Fruit Word Search

## Hawaiian Luau Flyer

## How to Say I Love You in 28 Languages

## Inspirational Quotes

## Labor Day Activities

- Labor Day Sensory Planning Form
- Labor Day Trivia
- Labor Day Word Scramble
- Labor Day Word Search (easier)
- Labor Day Word Search (harder)
- Occupation Anagram
- Occupation Hangman and A-Z
- Occupation Word Scramble
- Occupation Word Search (easier)
- Occupation Word Search (harder)

## Multi-Sensory Equipment

## Natural Highs

## Parallel Programming

## Patriotic Sensory Kit

## Raffle Flyer

## Recreation Planning Committee Format

## Religious Quotes

## Remotivation Sample

## Resident Council Form

## Senior Olympics

- Senior Olympics-Certificate
- Senior Olympics-Rules
- Senior Olympics-Score Sheet
- Senior Olympics-Winners

## Sensory Group Planning Form

## St. Patrick's Day Activities

- Irish Proverbs
- Good Luck Charms
- Irish Limericks
- Shamrock Pin Craft
- St. Patrick's Day Punch
- Irish Blessings
- St. Patrick's Day Word Find

## Trivia and Discussion Group Inventory Sample

## Vegetable Activities

- Vegetable Hangman, A-Z, Spelling Bee
- Vegetable Word Scramble
- Vegetable Word Search

## Walk-N-Wheel-A-thon (Walk-N-Wheel-A-thon Flyer, Walk-N-Wheel-A-thon Roster)

# Documentation Tools and Resources

Activity Care Plan Information  
Blank Care Plan  
Care Plan Communication for Groups\*  
Care Plan Communication for 1x1\*  
Care Plan Intervention Worksheet  
Charting Chuckles  
Cognitive Impairment and Activities Care Plan  
Funny Medical Terms  
Hearing and Activities Care Plan  
MDS Trigger Picture  
MDS 3.0 News May 2008  
Medical Abbreviations  
Mobility and Activities Care Plan  
RAP Samples  
Recreation Participation Record\*  
Recreation Progress Note Samples  
Recreation Therapy Treatment Record\*  
Sensory Response Record\*  
Snoezelen and Behavior Care Plan  
Speech and Activity Care Plan  
Vision and Activities Care Plan

# Employee Training Tools and Resources

Activity Related Definitions  
Activity Equipment Word Scramble  
Adapting Activities

- Adapting Activities for the Cognitively Impaired
- Adapting Activities for the Hearing Impaired
- Adapting Activities for the Physically Impaired
- Adapting Activities for the Visually Impaired
- Adapting Arts and Crafts
- Adapting Physical Activities
- Adapting Word Games, Trivia and Discussions
- Adaptive Equipment Resources

Benefits of Therapeutic Activities  
CNA's Role in Day Room Activities  
Department Specific Activity Ideas  
Education Certificate  
Fun Training Resources  
I Did That Leisure Education Game  
In-Service Evaluation Tool for Employees  
In-service Sign In Form  
Medical Abbreviation Crossword Puzzle  
Recreation In-Service Topics

Recreation Safety Tips  
Response to MSE Word Scramble  
Role of the Recreation Department  
Skill Share Program Form  
Storyboard Benefits of Activities  
Storyboard Activity Types  
Teamwork Picture  
Teamwork Sayings  
Therapeutic Environments  
Transporting Residents

## **Activity Professionals Week Tool Kit (valued at \$24.95!)**

Activity Catch (leisure education game for residents or staff).  
Activity Charades (leisure education game for residents or staff).  
Activity Clue Word Scramble (leisure education game for residents or staff).  
Activity Fair (instructions on how to set up an educational event about Activity Services).  
Activity Match (leisure education game for staff).  
Activity Word Search-Easier (20 words - for staff or resident use).  
Activity Word Search-Harder (33 words - for staff or resident use)  
Activity Professionals At A Glance Flyer (one page handout for staff, residents, family).  
Activity Professionals Week Banner  
Activity Professionals Week Certificate (honor Activity Professionals by giving them a certificate.  
Activity Professionals Week Flyer (print on 8 ½ x 11 paper and post around facility).  
Benefits of Therapeutic Activities (great one page handout for staff, residents, family).  
Getting to Know You Activity (leisure education activity for staff training or in-service).  
I Did That (leisure education activity for staff or residents).  
Lyrics Quiz-Recreation/Leisure Songs (fill-in the blank activity for residents).  
More Than Just Bingo (leisure bingo game for residents and staff).  
Press Release Sample (sample press release related to activities).  
Recreate Row (leisure education game for staff training or icebreaker).  
Recreational Trivia (trivia game for residents).  
Role of the Recreation Department (great one page handout for staff, residents, family).  
Special Event Planning Form (use this 2-page form to help you plan events).  
Storyboard-Activity Types-PPT (print these PowerPoint slides and paste on a traditional tri-fold board. Place in lobby or other prominent area of the facility).  
Storyboard-Activity Benefits-PPT (same as above).  
What Makes Me Tick (leisure education game for residents or staff).

### **For more information contact:**

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