

The Clubhouse Schedule

Life at The Mill House follows a regular routine centered around the work of running the clubhouse. Routine is an important component of the clubhouse because it creates consistency which can act as a memory aid for the survivors of brain injury we serve.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am	Members Ar- rive	Members Ar- rive	Members Ar- rive	Members Ar- rive	Members Ar- rive
9:30 am	House & Unit Meetings	House & Unit Meetings	House & Unit Meetings	House & Unit Meetings	House & Unit Meet- ings
10:00 am	Meals on Wheels & Unit Work	Unit Work	Church Clean- ing & Unit Work	Unit Work	Unit Work
12:00 pm	Lunch (brought from home)	Lunch Served	Lunch (brought from home)	Lunch Served	Lunch Served
1:00 pm	Unit Work	Unit Work	Unit Work	Unit Work	Unit Work
3:00 pm	Social Time & Departure	Social Time & Departure	Social Time & Departure	Social Time & Departure	Social Time & Departure

House and Unit Meetings: The House Meeting begins at 9:15 at the clubhouse and is attended by the entire membership. House meetings are led by a member volunteer and are a forum for discussing information relevant to the entire clubhouse community. Directly following the house meeting, the work units meet in their respective areas to sign up for the daily tasks.

Unit Work: Members spend the majority of their time at the clubhouse in the work units. Both in the morning and in the afternoon, staff work beside members to complete the daily tasks that are necessary for the clubhouse to operate.

Member Departure: Members are scheduled to leave the program between 2pm and 3:30pm. Before the end of the workday at 4:30pm, staff are encouraged to finish paperwork and prepare for the next day.

Volunteer and Work Activities: Members deliver meals to the elderly and disabled through the Meals on Wheels program once per week. Members also clean a local church weekly. Other volunteer activities are scheduled periodically.

TMH Lunch: The Kitchen Unit prepares a hot lunch for the entire clubhouse community on Tuesdays, Thursdays and Fridays. On Mondays and Wednesdays, members and staff are asked to bring lunch from home.

Clubhouse Programs, Committees, and Clubs

In addition to regularly scheduled meetings and events, The Mill House offers recreational programming, general job training, and a chance for members to become further involved in clubhouse life through additional events and programs.

The Social Program: One of the most popular activities at The Mill House with both members and staff is the monthly Denbigh House social program. All Mill House members and staff submit ideas for the activity and location of the outing and the resulting list is voted on by the entire membership. Because social outings are not included in the work-ordered day, all social programs are scheduled for the hours after the program are closed and require members to schedule transportation for later pick-up.

Afternoon Meetings: In effort to provide opportunities for clubhouse discussion in a more formal setting, The Mill House schedules weekly topic based meetings on an alternating Tuesday/Thursday schedule. These meetings, led by staff or guest speakers from the community, can cover topics such as nutrition, anger management, and appropriate social interaction or can be used to educate members on local services available to survivors of brain injury.

Health & Safety Committee: The Health and Safety Committee is comprised of the staff Health and Safety Coordinator and two **elected** members chosen by the clubhouse community. This committee meets on a quarterly basis to evaluate the program's compliance with health and safety policies and procedures and to discuss any changes or improvements that need to be made to program vehicles or the building.

Quality Assurance Committee: The Quality Assurance Committee is comprised of one clubhouse staff and three elected members. This committee meets on a monthly basis to discuss issues of program business, address member concerns and consider improvements to be made to the clubhouse program. This committee is also responsible for identifying a Member of the Month from within the clubhouse membership.

Job Club: The Job Club meets weekly at the clubhouse to coach interested members on identifying possible job openings, filling out job applications, interview etiquette and other job related skills. All members who have vocational goals, especially those participating in Employee Development Services, are encouraged to attend. Job Club is organized and led by a Mill House staff member.

Fundraisers: As a private nonprofit, Community Futures Foundation must conduct fundraisers in order to have the resources to maintain the program. Though fundraisers are often staff led, members are involved in the planning and execution of all CFF fundraisers.