

# MEMBERSHIP



Membership  
Handbook &  
Directory

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September 2019

## Who are the members of “the HIVE?”

***Members of “the HIVE” are the most inspiring, fun, compassionate, creative people! They are teenagers and adults with disabilities who want to keep learning and growing, staying connected and active in adulthood. They make “the hive” a happy, interesting place, and they are constantly overcoming obstacles and breaking through barriers.***

As a member of “the HIVE,” you have a place to have fun with your friends with games, parties and social events! You have a place to take classes every week or month on things like art, music, yoga, woodworking, cooking, laundry, budgeting and money management, self-advocacy, disability rights, soap making, gardening, etc. When you are a member, you get an official membership card and a “mailbox” at the clubhouse!





HIVE, Inc.

## Membership Handbook & Directory

When you arrive at the HIVE, please **"check in"** at the computer and get a **"Have I Put Forth a Very Big Effort?" checklist** so you can choose the activities you want to work on. YOU CHOOSE what you do at the hive. It's totally up to you...but **you must participate. And you must be happy and healthy while you're at the hive!** If you are sick or in a terrible mood, you'll be asked to go home for the day!

You must **bring someone with you** to help you out while you are at the HIVE. This person needs to be someone you like and trust to take care of you and help you do all the fun stuff the HIVE offers! If you don't have a buddy to help you, talk about it with Laura or Jessica.

**When you leave the HIVE for the day, let us know, and "check out" on the computer.**

Before you leave, please help clean up! The clubhouse is yours to take care of!

**The HIVE is open on Monday, Tuesday, Wednesday and Thursdays from 9am-3pm.**

Group classes will begin at 10am.

**The HIVE will also be open on Fridays from 4-7pm (no planned activities, just hanging out!)**

A sample of the 'Have I put forth a Very big Effort?' checklist. The form is titled 'HIVE' and 'Have I put forth a Very big Effort?'. It has fields for 'Name:' and 'Date:'. The checklist is divided into two main sections: 'HABITATION' and 'INFORMATION/ RECREATION'. The 'HABITATION' section includes tasks like practicing personal hygiene skills, using a washer and dryer, kitchen safety, cleaning and household chores, household maintenance, time management, money management, community safety skills, and emergency procedures. The 'INFORMATION/ RECREATION' section includes tasks like grabbing a monthly activity calendar, using a 'resource table', participating in activities to develop hobbies, participating in games and group activities, and participating in fun activities that get you body moving. There is also a section for 'Write down the resource you got involved with here:'.

### OUR MISSION

To empower individuals to lead fulfilling, self-determined lives by providing the needed supports to make informed choices, build relationships, experience respect, and make contributions as fully participating citizens.

### OUR VISION

A barrier-free community in which all individuals may live, work, and enjoy access to limitless opportunities as valued citizens.

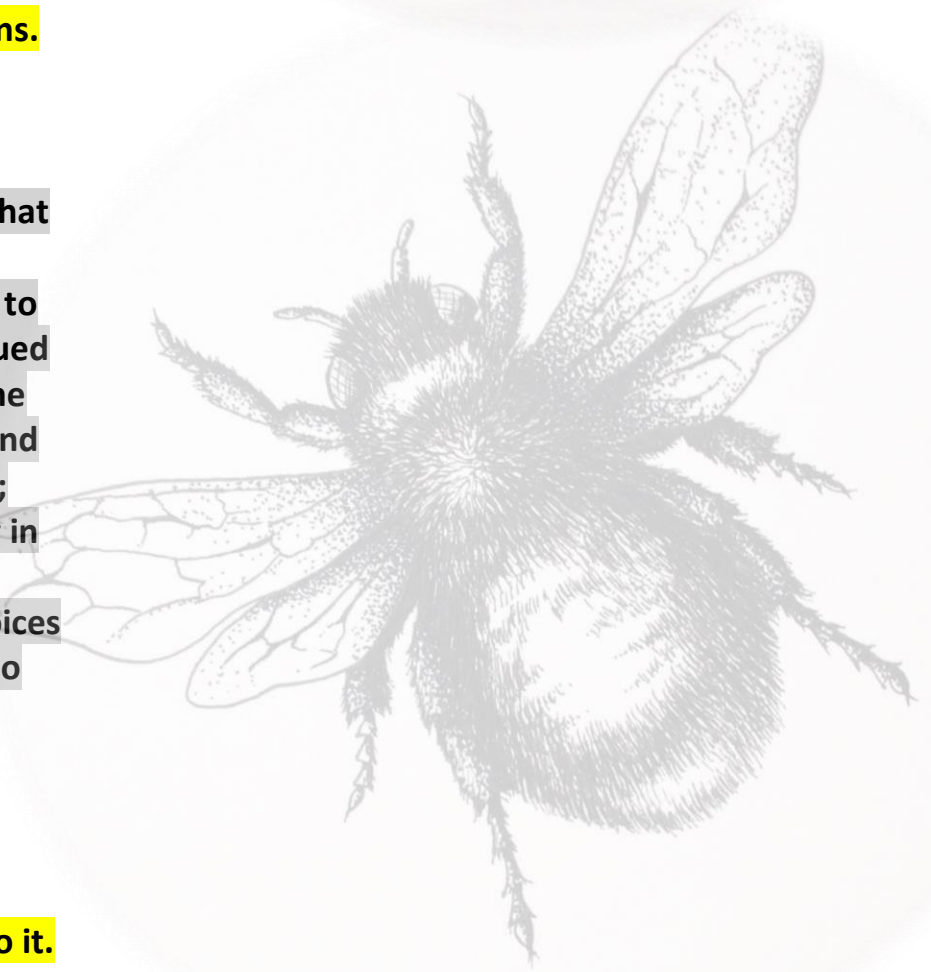
### OUR VALUES

We operate within the belief that every person has:

a purpose and has something to contribute; deserves to be valued and respected; the right to the opportunity to share spaces and activities with other people; the right to develop and grow in relationships with others; the right to make informed choices for themselves and options to choose from; the right to a fulfilling life.

It's YOUR life.  
YOU get to design it.  
We are just here to help you do it.

*(We think bees are symbolic of the HIVE and its members because bees are always working hard, doing something positive, and creating a community that supports itself!)*





## Get with the Program!

***The HIVE is not an adult daycare or a school. We are a community center. It's kinda like going to the library or the YMCA or the gym. You can come to the HIVE to have fun with friends and learn how to be a good friend; you can come to learn things like reading or money management; you can come to exercise or play games; you can come to attend a workshop and learn about your rights and how to advocate for yourself; you can come to learn how to do laundry or how to handle a job interview...there are lots of fun things to do at the hive and lots of ways you can learn and grow!***

Vending Machine Vocational Skill Opportunity: The HIVE has a vending machine business that is operated and maintained by our members. Members volunteer for the vending business, and learn vocational skills like reading work schedules, completing time sheets, stocking, inventory, money management, and customer service. Profit from vending sales is invested back into HIVE, Inc. programming.

Community Volunteerism: Members have opportunities to volunteer in the community at places like Hope House, daycares, nursing homes, etc. and to complete various community service projects throughout the year!

Weekly and monthly classes in yoga, music exploration, disability laws, advocacy, nutrition and healthy living, independent living skills, art, crafts, various hobbies and special interests

Workshops in such topics as internet safety, avoiding exploitation, appropriate social boundaries and relationships, disability rights and laws, etc.

**NEW!** APIS Program for vocational skill training, directed by Kim Minton

***HIVE, Inc. believes that the best way to learn is from your peers! You should learn about things you are interested in and get to choose what kind of activities you participate in! You should get to have "real life" experiences and get to be involved in community service and volunteering!***



# Hanging at the HIVE...

**Classroom supplies and materials are provided for MEMBERS ONLY to use.** We don't provide materials for support workers because their job is to help YOU complete activities and projects. When you participate in a craft or project, please only take 1 item unless told otherwise by the leader of the activity. Materials have to be shared with everyone!

**Please be respectful of other HIVE members, support people, HIVE staff and guests, and respectful of our clubhouse!**

**The clubhouse belongs to HIVE members and as a member, you will be responsible for helping us clean up and take care of building maintenance.** You may be asked to take out the trash, sweep, mop, vacuum, dust, change light bulbs, plant flowers, or any other "household task" as needed at the HIVE clubhouse. **Clean up tasks at the end of each day will take 10 minutes or less.**

**Feel free to use the washer & dryer at HIVE, Inc. to practice doing your own laundry!**

## **Here's a list of all the rooms and areas at the HIVE:**

Large classroom for classes/group activities  
Computer Lab  
Foam Pit/Sensory Room  
Sensory Room  
Office for Laura & Jessica  
Kitchen & Dining area  
Bedroom (practice independent living skills!)  
Meeting Room

Lobby  
Resource Room  
Deck/yard  
Basketball goal  
Laundry Room  
Accessible Bathroom  
2 small bathrooms

**Monthly activity calendars are posted at the clubhouse, given to you in print, and posted on our website, Facebook, and Remind App.** Please use these calendars if you want to know what our plans are each day!

**Membership fees are \$20 monthly for a 2-day-week attendance. These fees are due on the first Monday of each month!** If you don't pay the membership fee, your membership may be "suspended." If you can't afford the monthly fee, please talk to Laura or Jessica to keep your membership.



## Emergency Procedures

**Support persons are responsible for the care and safety of the HIVE members they accompany, including times of emergencies and evacuations. HIVE staff will assist in ensuring safety of all members at all times!**

***There are 3 exits at the clubhouse—the front door, a side door at the back of the large classroom, and a door leading from the kitchen out into the yard. Learn where these exits are so you'll know the fastest way to get out of the building if there is a fire or other emergency! We will have periodic fire and tornado drills. Our "meeting place" in the event of fire will be in the back yard, by the raised garden beds.***

**In the case of inclement weather, HIVE, Inc. follows Warren County Schools. However, if you feel the weather makes it risky for you to travel safely, please stay home!**

**In consideration of emergencies, we require that ALL membership forms be completed and filed for each member, including Parent/Guardian contact information, emergency contact information, and medical background information. Failure to provide these completed forms means you can't come to the HIVE!**

### **Safe Crisis Management**

Members who have a Behavior Plan are required to provide it to HIVE, Inc. and will have support workers accompanying them who are trained to handle any behaviors or crisis situations. HIVE Staff will assist as needed. In event of outbursts or issues, we ask that all other members & caregivers "clear the classroom or area" and remain quiet and calm. HIVE, Inc. staff is not trained and will not perform any sort of restraint. **NO PHYSICAL RESTRAINT OR FORCE WILL BE USED** at HIVE, Inc. to handle crises. Members who have frequent behavioral issues or crises occurring at the HIVE may be asked to leave for the day, have membership suspended, or possibly have membership terminated if behaviors are not properly addressed.

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## **Contact Information to Remember**

### Communication/Remind App

*Most communications you'll receive from the HIVE are through the Remind app/texts. Please make sure you've provided your correct phone number to be added to our group on Remind, so that you'll get information about monthly and weekly activity plans, notifications if plans change, pictures, and other "need to know" info! Laura and Jessica cannot always provide all the information to you in person. Remind texts are our best way to inform the group.*

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**APIS Program Director Kim Minton**  
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**HIVE on the web: <http://thehivebg.org>**



HIVE Board Members:  
Laura Orsland, President  
Clark Hayden, Treasurer  
Carol Greer, Board Member  
Ginna Greer, Board Member  
Cameron Levis, Board Member  
Michelle Antle, Board Member  
Holly Talbert, Founding Board Member Emeritus

