

We are asked to do **9 identical arrangements** to be placed the dining room tables by **11 a.m. Monday morning** (before lunch is served).

Sign in: At the volunteer sign up desk outside Debbie Perron's office.

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: Some containers are larger than others but as a general rule of thumb you will need 9-10 small flowers or 3-5 larger flowers for each vase plus some fillers and greenery. When selecting your flowers keep in mind that the arrangements have to last one week. Carnations, mums, daisies, astrolomeria are all good choices. Baby's breath, statice and heather are good long lasting fillers. ***Waveny requests no plants or lilies in the dining room.***

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 are done, 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 if the water needs to be changed. *Note: the Hort Therapy Class meets the 3rd Wednesday of the month and their centerpieces will be placed in the dining room. If you do flowers that week, your arrangements will be moved mid-week to the Tea Room for all to enjoy.*

Photograph Your Arrangements: If you have a cell phone, photograph one of your arrangements and email the photo to the volunteer who is doing flowers the following week. It is always helpful to see what was done the previous week.

Reimbursement or Donation: We have budgeted \$40 per week. If you wish to be reimbursed for your floral purchases please keep your receipt and submit it with the attached reimbursement form to our treasurer Peggy Dannemann. *Contributions are always welcome and appreciated!*

Finally, **please email me and let me know how much you spent:** if you wish to be refunded or to donate your flowers. This helps me keep track of the floral budget.

Thank you so much helping out and bringing smiles to our New Canaan seniors.

Susan Bergen snbergen@msn.com