

POLICY

BE IT HEREBY DECLARED AS POLICY OF THE MINNESOTA SCHOOL AND COLONY THAT:

1. THE RECREATION DEPARTMENT SHALL HAVE SUPERVISION OF ALL RECREATION ACTIVITIES. AT PRESENT SUPERVISION OF THE DANCES AND MOVIES ARE NOT UNDER THE RECREATION DEPARTMENT. THIS SITUATION WILL BE CHANGED IN THE NEAR FUTURE HOWEVER SO THAT ALL RECREATION ACTIVITIES WILL COME UNDER THE JURISDICTION OF THE RECREATION DEPARTMENT.

2. ALL SPECIAL ACTIVITIES OF A RECREATION NATURE SHOULD BE CLEARED THROUGH THE RECREATION DEPARTMENT BEFORE FINAL PLANS ARE MADE.

3. THE NUMBER OF VOLUNTEERS USED IN PROGRAMING SHALL NOT EXCEED THREE TIMES THE STAFF OF THE RECREATION DEPARTMENT ON DUTY FOR THAT DAY EXCLUDING THE RECREATION LEADER 11. VOLUNTEERS SHALL BE DEFINED AS ANY INDIVIDUAL OR GROUPS OF INDIVIDUALS NOT EMPLOYED BY THE MINNESOTA SCHOOL AND COLONY, WHO PARTICIPATE IN ANY INSTITUTION FUNCTION. THUS IF THERE ARE EIGHT (8) RECREATION STAFF MEMBERS ON DUTY FOR ONE PARTICULAR DAY,NOT MORE THAN TWENTYFOUR (24) VOLUNTEERS SHALL BE USED. THIS RESTRICTION MAY BE LIFTED AT THE DISCRETION OF THE RECREATION DEPARTMENT FOR SPECIAL EVENTS INVOLVING USE OF MORE VOLUNTEERS. THE POWER OF LIFTING THE SET RESTRICTION SHALL BE SOLELY WITH THE RECREATION DEPARTMENT HEAD.

4. THE MINNESOTA SCHOOL AND COLONY WILL ATTEMPT TO SUPPLY ANY EQUIPMENT NEEDED BY VOLUNTEERS IN THEIR WORK WITH THE RECREATION DEPARTMENT. ANY EQUIPMENT BROUGHT IN BY VOLUNTEER GROUPS SHOULD BE CLEARED THROUGH THE RECREATION DEPARTMENT BEFORE IT GOES INTO USE WITH PATIENTS. THE HEAD OF THE RECREATION DEPARTMENT SHALL HAVE THE RIGHT REFUSE THE USE OF ANY EQUIPMENT BY VOLUNTEERS HE FEELS WOULD BE OF A DETRIMENTAL NATURE,

5. THE MINNESOTA SCHOOL AND COLONY LIMITS THE USE OF FOODSTUFFS BY VOLUNTEERS TO TWO (2) ITEMS PER COTTAGE OR WARD WORKED WITH. THUS IF A GROUP WISHES TO SUPPLY ANYTHING OF A FOODSTUFF NATURE IT SHALL BE LIMITED TO WO ITEMS SUCH AS COFFEE AND CAKE, ICE CREAM AND CAKE OR COOKIES AND COFFEE.

6. THE INSTITUTION SHALL TRY TO SUPPLY ANY DISHES,SILVERS ARE OR OTHER UTENSILS NEEDED FOR USE BY THE VOLUNTEER GROUPS. THIS MAY NOT BE POSSIBLE IN CERTAIN INSTANCES OF LARGE PATIENT NUMBERS OR IN CERTAIN BUILDINGS. THUS THE USE OF FOODSTUFFS AND CUPS,DISHES,ETC. SHOULD BE CLEARED AT LEAST TWO WEEKS IN ADVANCE OF THE PLANNED SERVING. IT SHALL BE CLEARED THROUGH THE RECREATION DEPARTMENT HEAD.

7. ANY AND ALL GIFTS TO THE MINNESOTA SCHOOL AND COLONY ON THE PART OF THE VOLUNTEERS SHALL BE CLEARED THROUGH THE BUSINESS OFFICE AND ALL RESPONSIBILITY FOR THE ACCEPTANCE OR DECLINING OF SAID GIFTS SHALL BE UP TO THE BUSINESS MANAGER.

JANUARY 16,1951

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SUBMITTED BY MILT HUSTAD
RECREATION LEADER

APPROVED BY E.J. ENGBERG M.D.
SUPERINTENDENT