

## SMART 1: Housing Transition Facilitator Manual for Module 4: Community Living

- This facilitator manual provides the narration text of each module along with facilitator notes indicating when discussions and activities should be carried out.
- **Facilitator notes are highlighted in red.**
- Facilitators are encouraged to pause the module, especially where indicated (**PAUSE**) to facilitate discussion and/or activity.
- Ideas for activities and role play scenarios are included in the Appendix.

### ***Slide 1: Title Slide***

- The Supporting Many to Achieve Residential Transition Program (SMART) has been designed to provide you with the skills needed to successfully achieve and maintain independent housing.

•

### ***Slide 2: Community Living***

- This program consists of six 1-hour modules covering the following topics: Preparing for the Housing Interview, Apartment Living, Being a Good Tenant and Neighbor, Community Living, Money Management, and Maintaining Health and Wellbeing. Each module has been designed to be interactive through the use of group discussions, role plays, and other exercises. Active participation in all the modules will better prepare you for transition to residential housing.

### ***Slide 3: Presentation Outline***

- Welcome to module 4, Community Living. In this module, you will learn about the different aspects of the community, how to stay safe in your community, and how to become involved in your community.

### ***Slide 4: Key Aspects of the Community***

- Let's start with learning about the community that surrounds the shelter. We will learn how to extend this knowledge of community exploration into the new neighborhoods you will be moving to when you are placed in supportive housing.

### ***Slide 5: Brainstorm***

- Let's brainstorm for two minutes. What places in the community would you frequent regularly? (*PAUSE to allow participants to name several words aspects of the community.*)
- You are absolutely right! Here are some of the things you said and more: the grocery store, the Laundromat, the bank, the subway station, the bus stop, clothing stores, hardware stores, the pharmacy, the doctor's office, the dentist's office, urgent care, the local library, and the local park.

### ***Slide 6: The Grocery Store***

- Where are the local grocery stores near the shelter? It is important to know where your

grocery store is so that you can have access to the food and household items you need.

- Where do you usually shop for groceries? What do you usually buy? (*PAUSE to allow participants to name items they would purchase.*)
- Yes, here are some possible items you may purchase at a grocery store: fresh produce (fruits and vegetables), meat, frozen foods, juice, milk, eggs, herbs and spices, bread, and many more.

#### ***Slide 7: Purchasing Items***

- Before you purchase these items, you can find many of these items on sale. Often, sale flyers are in the store and may be sent to your residence. Remember to check the dates on the flyers and keep a list of the items that are on sale. These flyers generally last for approximately one week.

#### ***Slide 8: Layout of the Grocery Store***

- Now, let's discuss the layout of the grocery store. Grocery stores often have similar floor plans with frozen foods located on the outer walls, fruits and vegetables together on one side of the store, and nonperishable foods stacked on the shelves. When you walk into the grocery store, where do you usually see the,
  - Vegetables and Fruit Section?
    - As you can see on the diagram, the vegetables and fruits are often in the front of the store, near the entrance.

#### ***Slide 9: Layout of the Grocery Store (cont'd)***

- The Bakery?
  - The bakery is usually located towards the back of the store, behind the fresh fruits and vegetables.

#### ***Slide 10: Layout of the Grocery Store (cont'd)***

- Cheese, Butter, Milk?
  - The dairy section is usually located behind the frozen section, towards the back of the store.

#### ***Slide 11: Layout of the Grocery Store (cont'd)***

- Where is the frozen food section?
  - The frozen food section is located in the aisles, usually the last two or three rows towards the far left or right side of the grocery store.

#### ***Slide 12: Layout of the Grocery Store (cont'd)***

- The Meat and Fish Section
  - Since meat and fish must be kept cold, they have their own section in the back of the store, usually located between the bakery and the cheese.

#### ***Slide 13: Layout of the Grocery Store (cont'd)***

- Checkout?

- The checkout is located at the entrance of the store. This way, customers can purchase their items and exit the store easily.

**Slide 14: Layout of the Grocery Store (cont'd)**

- What items are in the aisles?
  - As you can see on the diagram, each aisle is designated for nonperishable foods and specific household items.

***\*Facilitator Note:*** *If there is confusion, explain the aisles on the diagram.*

**Slide 15: Finding Items in the Aisles**

- In order to find specific items in the aisles, look for the large signs with numbers at the beginning of each aisle. These signs will indicate the items in each aisle and assist you to find what you are looking for.

**Slide 16: Purchasing Items**

- When you are purchasing your items at checkout, remember to practice your social skills with a smile and say hello. After purchasing your items, thank the cashier for his or her services. Why is it important to get to know the people who work in your local grocery store? *(PAUSE to allow for discussion)*

**Slide 17: The Laundromat**

- Where is the nearest Laundromat? Do some of you use the shelter's? *(PAUSE to allow for discussion)*
- How often do you do your laundry? *(PAUSE to allow for discussion)*
  - It is advised to do your laundry at least once every week or 2 weeks. This way, you will have clean items to wear on a weekly basis.
- Besides your clothing, what other items will you need to wash on a regular basis when you move into your own home? *(PAUSE to allow for discussion)*
  - That is correct. You will need to wash your sheets, comforter, pillow cases, table cloths, and towels.

**Slide 18: How to Wash Your Clothes if You Have Bed Bugs**

- Have you ever had problems with bed bugs? *(PAUSE to allow for discussion)*  
Bed bugs can be a challenging problem at shelters and in your future home. Do you know how to wash things if you have a bed bug infestation? All clothes must be washed and dried in high heat in order to kill the eggs that the bed bugs have laid. Clothes must be dried on high heat for at least 35 minutes. After the washing/drying process has been completed, clothing and other fabric items must be placed in plastic bags.

**Slide 19: How to Wash Your Clothes if You Have Bed Bugs (cont'd)**

- Items that cannot be washed--for example, shoes, belts, and bags--can be wiped with a wet cloth, dried, and placed in sealed plastic bags. After removing clean clothes from the plastic bags, make sure to close the bag. Make sure you keep dirty laundry in a

separate bag to keep the bedbugs from spreading to the clean clothes. You also need to contact your landlord about getting an exterminator. If your landlord does not respond, you should call 311 to begin the extermination process.

**Slide 20: Finding Time to do Laundry**

- How do you find time to do your laundry and why is this important? (*PAUSE to allow for discussion*)
- In order to make time for laundry, select a time in which you are comfortable staying inside the shelter or your apartment and find something to do while you are waiting. This way, you can keep track of your clothes and be available to switch them from the washer to the dryer. While your clothes are in the washer or the dryer, you will be able to complete other chores or activities while you are waiting for the washing/drying process to finish.

**Slide 21: Learning How to Use the Washer**

- Now, let's talk about how to use the washer. First, put your dirty laundry in the washing machine. Then put the detergent in its designated area, which is usually located at the top of the washing machine. The amount of detergent you must add depends on the size of the load you are washing. If you are putting in a larger load, put in one full cup (or fill the detergent's cap once). If you are washing a lighter load, fill the cup halfway (or half of the detergent's cap).

**Slide 22: Learning How to Use the Washer (cont'd)**

- Next, check the amount of money you will need to wash your load of laundry. In this example it is \$1.25. Insert the indicated number of quarters. In some Laundromats, you will be required to put money on a money card, as shown in this example. If this is the case, ask the cashier or your case manager to help teach you how to put money on the money card.

**Slide 23: Learning How to Use the Washer (cont'd)**

- After you have paid for your load of laundry, push the cycle you would like. In this example, the color setting was chosen.
- Lastly, remember to look at the amount of time it will take to wash the clothes. In this example, it took 52 minutes for the clothes to wash. Remember to come back in that amount of time to transfer your clothes to the dryer.

**Slide 24: Learning How to Use the Dryer**

- Now that you have learned how to use the washer, let's talk about how to use the dryer.
- First, transfer your wet clothes from the washer to a dryer. Next, check the amount of money you will need to dry your laundry load. In this example it is \$1.25. Insert the indicated number of quarters or money card.

**Slide 25: Learning How to Use the Dryer (cont'd)**

- After you have paid, choose the cycle you would like to dry your clothing. In this

example, the “whites and colors” cycle was chosen.

- Remember keep track of the time it will take for your clothes to dry. In this example, it will take 52 minutes. Remember to come back to the Laundromat in this amount of time to pick up your dry, clean clothes.

#### **Slide 26: The Subway**

- The subway is one mode of transportation that many of us use regularly. How do you know which train to take to get to your desired destination? (*PAUSE for the clients to respond*)
- There is a map of New York City at every subway stop. By looking at your current location, and finding your destination on the map, you will be able to trace different subway routes to get to your desired destination.

#### **Slide 27: Questions about Your Metro Card**

- If you have questions about the train or your metro card, who do you ask? (*PAUSE for the clients to respond*)
- You are mentioning great resources! At most subway stations, there is a kiosk where there is an MTA staff member; sometimes you may have to use a machine to ask a question or get metro cards. There, you can ask questions or present problems and concerns, refill your metro card, or check the amount of money left on your metro card.

#### **Slide 28: Refilling Your Metro Card**

- If you want to refill your metro card, how do you do so? As stated earlier, you can either use a machine to refill your metro card or speak to an MTA staff member in the kiosk to help you refill your card.

#### **Slide 29: Refilling Your Metro Card (cont'd)**

- If you already have a card, insert it in the card slot.
- Then insert your money or credit card.
- And the machine will put the amount you selected right onto the card!

#### **Slide 30: Taking the Bus**

- Another mode of transportation that many of us use regularly is the bus. In order to ride the bus, you must be able to read and understand the bus schedule.

***\*Facilitator Note:*** *Ask if clients have any questions or concerns regarding the bus schedule.*

#### **Slide 31: Bus Schedule**

- Here is an example of the bus schedule from a bus stop near the shelter. By looking at your desired destination, you can look at the times that the bus will arrive to take you to that location.

#### **Slide 32: Discount Clothing Stores**

- Now, let's talk about local discount clothing stores. Why are these important to know

about? How do we find these? *(PAUSE for participant responses)*

- That's right. These stores are important to know about because you may need new clothing after a period of time. If you are in your community, it is important to wear clothes that are neat and presentable.
- It is important to be conscious about budgeting when shopping for clothing. A great resource for clothing is second hand clothing stores or consignment stores because they sell well-made clothing at more reasonable and affordable prices. In order to find the nearest discount clothing store in our community, we can use Google Maps (similar to how we used it for the bus schedule).

**Slide 33: Discount Clothing Stores (cont'd)**

- Another resource we can use is a website called "Yelp." Let's watch this video about how to use this App to better guide us in finding discount clothing stores.

***\*Facilitator Note: Ask if clients have any questions.***

**Slide 34: Where to Find Clothing Items in the Store**

- Now that we know how to find these stores, let's talk about where to find things within the store itself. As we discussed earlier, budgeting is very important when it comes to shopping for clothing. In most clothing stores, the clearance section is located in the back of the store. Clearance items are marked down significantly in price. Also, it is important to keep an eye out for discount and sale signs. These signs are usually located above the clothing racks, and indicate exactly what is on sale and how much these items are discounted. Before you buy something on sale, be sure to think about whether you really need and will use the item.

**Slide 35: Where to Find Clothing Items in the Store (cont'd)**

- Have you ever bought something on sale because it was "a great deal" but ended up never wearing it? *(PAUSE for clients to respond)*
- After choosing the items you wish to purchase, you will bring them to the cashier, who is located at the front of the store (close to the entrance). When approaching the cashier, smile and say hello. After completing your purchase, thank them and wish them a good day.

**Slide 36: The Hardware Store**

- The hardware store is an important place in the community. What do you think you would find in a hardware store? Have you shopped at a hardware store near the shelter? *(PAUSE for clients to respond)*
- That's correct. You would find things such as nails, screws, hooks, tension rods, light bulbs, drain cleaners and tools--general things to fix your home. If you need help at the hardware store who would you ask? *(PAUSE for clients to respond)*

**Slide 37: Who to Ask For Help at the Hardware Store**

Yes, you would ask Hardware store employees because these people are often

knowledgeable about how to fix things in your home. He or she would guide you to understand what you need to do and help you pick out the correct supplies to complete the task or project you are doing to fix something in your home.

**Slide 38: The Local Pharmacy**

- Next, we are going to talk about the nearest pharmacy in our community. Where is the nearest pharmacy to the shelter? How many of you get your medications at the shelter from the nursing staff? When you move into your apartment you may need to purchase your medications at a pharmacy. What do you do at the pharmacy? (*PAUSE for clients to respond*) You are right. You go to the pharmacy to drop off and pick up prescriptions. You can also go to the pharmacy and talk with the pharmacist about any questions or concerns you may have about your prescription or over the counter medications.

**Slide 39: Placing a Prescription at the Pharmacy**

- In order to place a prescription, you must bring the following items with you to the pharmacy: the prescription your doctor wrote for you, your insurance card, your ID card, and the amount of money you will be charged for the medication.
- Once you reach the pharmacy, you will wait in line to either place an order for your prescription to be filled or speak to the pharmacist. Be prepared to wait! When ordering your prescription, the pharmacist will ask for your date of birth, your ID card, your insurance card, and the prescription your doctor wrote for you. Have these items ready to give to the pharmacist. After you present these items to the pharmacist, he or she will tell you how much the prescription costs. After you pay this amount, the pharmacist will tell you when your prescription will be ready. Be sure to return on this date to pick up your prescription.

**Slide 40: Where is the Pharmacy Located?**

- In order to locate the pharmacy, keep an eye out for the large sign in the grocery or convenience store that reads “Pharmacy.” The pharmacy is usually located in the back of the store. Sometimes a pharmacy can be a stand-alone store.

**Slide 41: Automatic Refills Video**

- A resource that may make refilling prescriptions easier for you is the automatic refill system that your pharmacy may offer. Your pharmacist can provide you with instructions to use the automatic refill system. Using the automatic refill is beneficial because your medications will be filled before you run out. The pharmacy will then notify you and remind you to pick up your medications. Let’s watch this video about how to sign up for automatic refills.

**Slide 42: Questions about the Pharmacy**

- If you have any questions about going to the pharmacy, filling prescriptions, refilling prescriptions, signing up for automatic refill, or signing up for a wellness card, contact your case manager. He or she will be a good person for you to contact with questions that cannot be addressed by the pharmacist.

**Slide 43: Seeing a Doctor or Dentist**

- In order to see your doctor or dentist, you must make an appointment. First let's discuss who you would talk to and what you would say to him or her. You would speak to your doctor's receptionist. He or she schedules appointments for your doctor. When speaking to the receptionist, you should start by saying "Hello, my name is Jay. I would like to make an appointment to see Dr. Jones." Then, you will tell the receptionist what days you are available and ask, "Are there any available appointments on these days?" If so, they will present you with times. Afterwards, let the receptionist know what time is best for you. Afterwards, thank the receptionist for his or her time.
- When you actually go to the doctor or dentist's office for your appointment, you will need to go to the reception desk. The desk will be at the front of the office in the waiting room. You will be required to sign in and present the receptionist with your insurance card, co-pay (the fee for seeing the doctor), and ID card.

**Slide 44: Seeing a Doctor or Dentist (cont'd)**

- After signing in, prepare to wait. Even though you have an appointment to see the doctor, you might have to wait for some time. Often medical and dental offices have magazines to read or televisions to watch while you wait. It is a good idea to bring activities, books, magazines or music (anything that you find relaxing) to pass time.
- Making an appointment with your doctor or dentist can be difficult to do. Now that you have learned how to make an appointment, let's complete an activity to practice the skills you will need to make an appointment.

**Slide 45: Break for Activity**

**\*Facilitator Note:** *Pause video for a role-play activity to practice making an appointment. Refer to Appendix 1. (see p. 22)*

**Slide 46: Urgent Care**

- Where do you go when you have a medical issue and need immediate care? You can go to the nearest Urgent Care facility in your community for medical needs. An Urgent Care facility offers clients the opportunity to have walk-in appointments for medical needs that require immediate care. The medical needs that are addressed in Urgent Care require attention, but are not severe enough for the client to report to the emergency room.

**Slide 47: Examples of Medical Issues that Require Urgent Care**

- Here are some examples illustrating why you would need to go to an urgent care facility: vomiting or diarrhea, acute back pain, abdominal pain, fever, cuts or bleeding that may require stitches, severe cough or throat pain, and respiratory issues. These are all examples of medical issues that need immediate attention, but may not be life threatening.
- As in the doctor's or dentist office, you must speak to the receptionist at the front desk.



**Slide 48: The Post Office**

- Let's talk about the nearest post office. Have you gone to the post office by the shelter before? Why did you go there? *(PAUSE for client response)*
- That's right. At the post office, you can pick up and drop off packages, place packages in storage, and purchase stamps. Also, the Department of Homeless Services (DHS) gives clients free storage. See your Case Manager and fill out the necessary paperwork.

**Slide 49: Lines at the Post Office**

- In order to do any of the things we mentioned, you have to look at the signs at the post office. There will be signs directing you to the line you must stand in.
- When you get into a line, be prepared to wait. As we discussed earlier, bring music or an activity you can do while standing and waiting in line that will help you pass the time.

**Slide 50: The Local Library**

- Next, let's talk about our local library. At your local library you can get a library card in order to check out books, videos, and games. You can also use free computers, read books online, attend English language classes, and listen to lectures and concerts.
- If you have any questions at the library, who do you ask? *(PAUSE for client response)*
- Absolutely. You would speak to a librarian. The librarian is usually located in the center of the library or near the entrance.

**Slide 51: Break for Activity**

***\*Facilitator Note:*** *Pause video for a group activity. Refer to Appendix 2. (see p. 23)*

**Slide 52: The Local Park**

- Another place that is important to know about in your community is your local park. Going for walks, playing sports, taking pets for walks, attending concerts, and playing dominoes or chess are all things you can do at your local park that will make you feel better by developing a healthier lifestyle and enable you to meet people and feel part of a community.

**Slide 53: The Local Park (cont'd)**

- If you have any questions about the park, where do you go? *(PAUSE for client response)*
- Yes. If you have questions you would go to the information center at the park, which is usually located at the main entrance of the park. In this center, there will be staff members who will guide and assist you.
- If you are having trouble finding a specific location in the park, there are maps dispersed around the park that will guide you to your destination.

**Slide 54: City and Federal Government Agencies**

- Let's discuss the city and federal governmental agencies that provide resources for you in your community. Examples of these agencies are the Social Security Administration, NYC Human Resources, NYC Food Stamps programs, and NYC Department of Homeless

Services.

- Has anyone ever been to any of these government agencies? If so, what for? (*PAUSE for client response*) Those are all great examples.

**Slide 55: New York City Human Resources Administration**

- “The New York City Human Resources Administration/Department of Social Services (HRA/DSS) provides temporary help to individuals and families with social service and economic needs to assist them in reaching self-sufficiency. HRA serves more than 3 million New Yorkers through essential and diverse programs and services that include temporary cash assistance, public health insurance, food stamps, home care for seniors and the disabled, child care, adult protective services, domestic violence, HIV/AIDS support services, and child support enforcement.”
- <http://www.nyc.gov/html/hra/html/about/about.shtml>

**Slide 56: Services Provided by the New York City Human Resources Administration**

- These are services provided by the New York City of Human Resources Administration:
  - Adult Protective Services
  - Cash Assistance
  - Child Support Enforcement
  - Domestic Violence Support
  - Energy Assistance
  - Fraud Prevention
  - Health Insurance Coverage
  - HIV/AIDS Services Administration
  - Long Term Care
  - SNAP Benefits and Food Programs
  - WeCare Program

**Slide 57: The Social Security Administration**

- The Social Security Administration provides services to older adults who are retired, individuals with disabilities, and families of deceased individuals.
- The Social Security Administration provides benefits for individuals with disabilities. They provide a supplemental security income or SSI to individuals based on need. They also provide Medicare beneficiaries monthly income to assist them with the extra cost of medical bills.

**Slide 58: Food Stamp Programs**

- Food Stamp Programs are beneficial for individuals with disabilities. The Supplemental Nutrition Assistance Program (SNAP) is a program that encourages eligible individuals to purchase healthier foods, such as fruits and vegetables. SNAP beneficiaries can spend their SNAP benefits by using a debit card, allowing you to save money. You can use your SNAP benefits at local grocery stores, farmers markets, and some green carts.
- Let’s watch this video to learn about the process of applying for food stamps.

**Slide 59: What is Eligible for Purchase with Food Stamps?**

- Fruits
- Vegetables
- Breads
- Cereals
- Meat
- Fish
- Poultry
- Dairy products
- Plants that produce food
- Bakery items

**Slide 60: Items that are Not Eligible for Purchase with Food Stamps include:**

- Alcohol
- Tobacco
- Cigarettes
- Nonfood Items
- Medications
- Vitamins
- Foods that are eaten in the store
- Energy drinks that have supplemental labels
- Decorative food items (for example, pumpkins and gourds)

**Slide 61: The New York City Department of Homeless Services**

- The New York City Department of Homeless Services is an organization that provides information and resources for the homeless population. Individuals working for this organization work to prevent and decrease homelessness and provide homeless individuals with emergency and short-term shelters as well as access to supportive housing.
- This is the website for the New York City Department of Homelessness.  
<http://www.nyc.gov/html/dhs/html/home/home.shtml>

**Slide 62: 311**

- 311 is another resource that would be helpful for you when living in the city. This is a government resource for non-emergencies. When would you call 311? Have you ever called 311? (*PAUSE for client response*) Those are great examples.
- 311 provides information about election day, civil service exams, sales tax, property record, and affordable housing.
- 311 will also provide assistance with heat or hot water complaints, NYC job searches, noise complaints, voting, paying a parking ticket, and yellow taxi lost and found.

**Slide 63: Congratulations!**

- Congratulations! We have explored all aspects of the community on our list.

- It's important to get into the community and navigate around it so that you know what important places exist and feel more comfortable in your neighborhood. When you move into supportive housing, you can use the skills that we've talked about to navigate and explore your new neighborhood. Now let's learn how to stay safe in your community.

**Slide 64: Staying Safe in Your Community**

- When you move into your new housing, you will want to feel comfortable and take steps to be safe in your community. In this section of the module, we will discuss ways to stay safe in your neighborhood.

**Slide 65: Why discuss staying safe in your community?**

- Why is it important to discuss staying safe in your community? *(PAUSE to allow participants to list some reasons. Possible answers include ensuring your physical safety, fostering and maintaining friendships, maintaining your mental and emotional well-being, and avoiding stress.)* That's right! You want to make sure you are physically safe to maintain your emotional and physical well-being.
- These are topics we will cover in this section:
  1. Staying safe on buses and trains
  2. Staying safe at your local ATM machine and handling your money in public
  3. Staying safe and being street smart
  4. Using anger management techniques with others in the community

**Slide 66: Part 1: Staying Safe on Buses and Trains**

- We will start by reviewing ways to stay safe on buses and train. Think about using public transportation. Have you ever found it difficult? What kinds of problems have you encountered? *(PAUSE to allow participants to raise their hands if they feel it is difficult.)*
- Why might someone be nervous about using public transportation? *(PAUSE to allow some participants to share.)*
- For those of you who shared, you are not alone. Some people are nervous about using public transportation because they are unsure how to navigate the bus and subway routes, worried that the large crowd on a bus or subway may trigger anxiety, anxious because they haven't gone on the subway for a while, or worried because they have had negative experiences using public transportation.

**Slide 67: When is it better to use a bus or train?**

- Different people have different preferences for traveling. Some people like using the bus and others like using the train. Sometimes, some people may end up in supportive housing in a neighborhood where there are only buses. If that is the case, they may not have a choice, and will have to start using the bus. Other people living in New York City will have more options with the bus and the subway.

**Slide 68: What are some ways we can stay safe when using the bus or subway?**

- Remain alert and be aware of your surroundings.
- Keep the volume down on your music so you can hear the surrounding sounds.
- If you feel like someone suspicious is following you, cross the street.
- Follow your instincts. If you feel uncomfortable about a person or location, remove yourself immediately from the area.

**Slide 69: Handling Money Safely**

- Now let's talk about staying safe at your local ATM machine and handling your money in public.
- What are some concerns you have about handling money in outside spaces?
  - **(PAUSE and allow some participants to share their concerns. There are no right or wrong answers.)**

**Slide 70: Safe vs. Unsafe Ways to Handle Money in Public**

- Make sure you cover the keypad when punching in your PIN number at an ATM machine.
- Count your total cash at the ATM stall.
- Avoid counting cash in public such as on the sidewalk.
- Keep cash in your pocket and make sure it isn't exposed or showing.

**Slide 71: Helpful Tips When Using an ATM Machine**

- Now let's look at pictures that show you how to safely use an ATM machine.
- Notice that the person in the picture is covering the keypad when punching in his PIN number.
- When you receive your cash, count it at the stall.
- Put your cash away in your wallet.

**Slide 72: Break for Activity**

**\*Facilitator Note: Pause video for an activity. Refer to Appendix 3 and/or 4. (see pp. 24-25)**

**Slide 73: Anger Management Techniques**

- Some people may feel overwhelmed and nervous about going outside and walking around their neighborhood. Have you ever experienced these feelings before moving to the shelter? Have you experienced these feelings while living in the shelter? Describe your feelings about moving to a new neighborhood in the city.
- When trying to stay safe in our neighborhood, it's also important to have the skills necessary to stay calm and avoid angry outbursts and anxiety.
- Some of the techniques we will be practicing can also be used whenever you are feeling angry, anxious or nervous.

**Slide 74: Break for Activity**

**\*Facilitator Note: Pause video for an activity. Refer to Appendix 5. (see p. 28)**

**Slide 75: Forming Relationships in Your Community**

- Now that we've discussed ways to stay safe in your community, we will go into our next section, which will address forming relationships in your community.
- It is important to remember, when you move into your new housing you will want to start connecting with people in your new neighborhood and forming relationships in your community. Having people you can turn to in times of need can be helpful. Forming these relationships means you now have people you can turn to when you need help, and your new neighborhood will feel more like "home." In this section of the module, we will discuss ways to form these relationships.

**Slide 76: Why discuss forming relationships in your community?**

- Why is it important to discuss forming relationships in your community?
  - *(PAUSE and allow some participants to share a few reasons. There is no right or wrong answer.)*
- Great job! You are all right. There are many benefits to forming relationships in your community. When you form relationships in your community, you can make friends, have a social support group, have people to hang out with, and have people who can help you when you need it. These relationships can help you avoid isolation, and help you take steps toward maintaining your mental, emotional, and physical wellbeing.

**Slide 77: Ways to Form Relationships in Your Community**

- There are many ways to form positive relationships with people in your community. Some of the ways we will explore include: 1) Finding people you can trust in your community, 2) Making connections with people, and 3) Being friendly with people you see on a regular basis.

**Slide 78: Part 1: Finding People You Can Trust in Your Community**

- Let's begin with Part 1: Finding people you can trust in your community.
- Think about moving into a new place. Who are some people you can turn to that you can trust? *(PAUSE for participant responses)*

**Slide 79: Part 2: Making Connections with People**

- Some people you can turn to are religious leaders, pastors, other members affiliated with religious organizations, case managers, roommates, and neighbors. Where can you go to make connections with these people? *(PAUSE for participant responses)*
- Some places include meeting people at your clinic, day program, psychosocial club, drop-in center, church, AA/NA meeting, parks, libraries, or any of the other important places we explored earlier in this module.

**Slide 80: Part 3: Being Friendly with people You See on a Regular Basis**

- Being friendly is very important to building healthy and positive relationships with people in your neighborhood.

- How can you show that you are friendly to people? Here are a few examples: Smiling and saying hello when you see them; talking to them once in a while; sitting in the park next to them; helping them if they are carrying heavy things; holding the door open for them; or giving an elderly, pregnant or disabled person a seat.
- It's always a good idea to be friendly with the people you see on a regular basis.

***Slide 81: Congratulations!***

- Congratulations! We have explored ways to stay safe in your community. When you move to a new neighborhood, you can use the skills that we've talked about to stay safe as well as build and strengthen relationships. Now, let's learn how to get involved and participate in your community.

***Slide 82 (Introduction): Finding Meaningful Activities in the Community***

- This part of the module addresses finding meaningful community activities in which you can participate. In other words, this module will help you answer the questions: "What should I do today?" "Where can I go have some fun?" and "What should I do this weekend?"
- Before we start, we're going to begin with a warm-up activity to get some ideas about things you already like to do.

***Slide 83: Break for Activity***

***\*Facilitator Note:*** *Pause video for an activity. Refer to Appendix 6. (see p. 31)*

***Slide 84: Finding Meaningful Activities in the Community (cont'd)***

- You just provided some great ideas about things you like to do in your free time; now let's explore them further to give you some more ideas.
- When you hear about more possibilities there's a better chance you'll be able to find something enjoyable to do. More ideas equal more options; more options equal more fun!
- Now let's look at some specific ideas about pleasurable activities in which you can participate.

***Slide 85: Music***

- Music has been shown to release stress, relieve symptoms of depression, reduce anxiety and improve mood.
- Community activities that involve music include concerts. You can find concerts at local schools, churches, and community centers. If it's nice weather outside, you can also find many concerts in community parks for free or low costs.
- For example, in NYC during the summer, there are free concerts in both Bryant and Central Parks as well as in many other parks throughout the City. There are jazz bands, pop singers, rap artists, country singers and rock bands that all perform for free.

### **Slide 86: Music Creation, Lessons, and Classes**

- Instruments can be expensive, and if you don't have one or can't afford one, remember: anything can be used to make music. You can use everyday objects as instruments as is done in the NYC Off-Broadway show STOMP. You can also be your own instrument by beat boxing or using your body. Do you know anyone who plays an instrument? *(PAUSE for participant responses)*

### **Slide 87: Music Performance**

- Keep an eye out for open mic nights at local coffee houses, restaurants, and theaters.
- The famous NYC Apollo Theater hosts Amateur Nights open to singers, dancers, comedians, rappers, spoken word artists and musicians ages 5 and older, and all styles are welcome. Those chosen from the audition will have the chance to appear at the Apollo Amateur Night and perform on stage at the Apollo Theater. Has anyone been to a concert in the community before? Tell us about your experience. *(PAUSE for participant responses)* What about yourself? Is anyone here a musician or performer? *(PAUSE for participant responses)*

**\*Facilitator Note:** *Possible discussion prompts: Share some tips on how you could join others to make music. What's your inspiration? Why do you create/make/perform music? Where have you performed before? Where are places you can perform?*

### **Slide 88: Art: Museums**

- So you may be thinking, "Museums? What am I going to see or do there?" Many museums are filled with history and culture, have movies and music, and are even interactive!
- For example, at an exhibit in the Museum of Moving Images, located at 36-01 35th Avenue, New York, NY 11106 you can mix sound effects into movie scenes, insert your voice into The Wizard of Oz, or even make a short animated movie and e-mail it to yourself.
- Or hangout on a real aircraft carrier like the one at The Intrepid Sea, Air and Space Museum in NYC. You can explore a space shuttle, military planes, and a once "top secret" missile command center. Want to get even more hands on? Check out the Exploreum exhibit at the Intrepid where you can go into a real helicopter, explore a submarine and steer the wings of an airplane.

### **Slide 89: Museums (cont'd)**

- Don't be discouraged if there's a museum you want to go to, but it costs money. Many museums have special days in which they are free or at a reduced cost. Also, in NYC, many museums are either free or "pay as you wish." This means, you pick the price you pay to enter the museum! For example, the Bronx Zoo, which normally costs money is free or "Pay as you wish" on Wednesdays.



### **Slide 90: Museums (cont'd)**

- Every summer NYC also has Museum Mile Day where 23 blocks are closed to traffic, and there is free entry to 9 major museums as well as art, music, and dancing in the streets.
  - The nine free museums are: The Africa Center, El Museo Del Barrio, The Jewish Museum, the Museum of the City of New York, the Cooper-Hewitt National Design Museum, the National Academy Museum and School, Neue Galerie New York, The Guggenheim Museum, and the Metropolitan Museum of Art. Have you ever been to a museum? Tell us about your experience. *(PAUSE for participation)*

### **Slide 91: Performances**

- Performances can be found at local schools, colleges, places of worship, community centers, and parks for free or low costs.
- Watch Shakespeare in the Park for free by the New York Public Theater. Or listen to free professional Opera performances in Central Park or famous venues like Carnegie Hall by the New York City Opera.

### **Slide 92: Performances (cont'd)**

- Interested in Broadway shows but think the tickets are too expensive? You can get many Broadway show tickets at reduced prices. How? Many shows have coupons on websites for discount show tickets. You can also try getting “Rush or Standing Room Only Tickets” by showing up to the box office a few hours before the show opens for reduced prices. Many shows can be over \$100 to see, but these tickets are only \$25-35 each!

### **Slide 93: Dancing**

- During the spring and summer time, many parks have free dance classes and social dance parties. For example, in Manhattan, Bryant Park, Central Park, Hudson River Park, and West Harlem Piers Park have salsa, swing, tango, Motown, and bachata dance classes lead by trained instructors and dance parties-all for free.

### **Slide 94: Other Art and Performance Activities**

- Movies: Many movie theaters have reduced prices on weekdays or during weekday mornings.

### **Slide 95: Other Art and Performance Activities (cont'd)**

- Bryant Park Art Cart: This art stand in NYC’s Bryant Park has art supplies you can borrow for drawing in the park.

### **Slide 96: Other Art and Performance Activities (cont'd)**

- Free TV show tickets: Why watch TV from home when you can go watch it in person? Want a chance to be on TV? Many live shows in NYC offer free audience tickets. Some of these free shows include America’s Got Talent, Good Morning America, The Today Show, The View, Who Wants to Be a Millionaire and more.

**Slide 97: Physical Exercise and Sports**

- There are many ways to stay active for free or find places to exercise and play sports. You can find pick-up basketball games at many local parks, join free walking groups or running clubs, try free Tai Chi classes and yoga in local parks, purchase reduced tickets to major league sports events, go for hikes in city parks, or fish and boat with free or low-cost rental equipment.

**Slide 98: Physical Exercise and Sports (cont'd)**

- In NYC, you can explore medieval art and gardens at the Cloisters and hike Fort Tyron Park for free.
- Parks are also loaded with fields and courts that you can use for free pick-up sport games or exercise. For example, Central Park & Riverside Park in NYC have baseball, softball and soccer fields, basketball, volleyball, tennis and tetherball courts, skate parks, ping pong tables, fitness courses, and tons of running and hiking paths all free to use.

**Slide 99: Exercise Groups**

- Looking for a routine workout and ways to meet other people? Many places have free meet-up groups for working out.
- For example, The Rise, NYC offers free morning workouts every week. Just show up at the meeting location and you're in the group. You can find out the meeting locations and times on their website at [www.therisenyc.com](http://www.therisenyc.com)

**Slide 100: Education**

- Free education classes can be found at local libraries. For example, the New York Public Library offers lectures, workshops, and discussions all free of cost.
- Community colleges, high schools, places of worship, psychosocial clubs, school enrollment, and training programs at non-profit homeless agencies also may offer different classes. For example, Project Renewal offers a Culinary Arts Training Program where you can learn to cook and have internships at local restaurants. Fountain House offers a variety of educational courses, including GED classes, college classes, technical school training, and even graduate studies.

**Slide 101: Education at Psychosocial Centers**

- Many psychosocial clubs and centers, such as Fountain House, also offer open NA, AA, and Double Trouble support meetings that are free to attend. You can find local AA, NA, or dual diagnosis meetings in your local neighborhood.
- For a list of current meetings and meeting times, use the website [www.nyintergroup.org/meetinglist/](http://www.nyintergroup.org/meetinglist/) and type in your location.

**Slide 102: Education at Psychosocial Centers (cont'd)**

- For example, in Washington Heights at the Holy Rood Church (located at 715 West 179<sup>th</sup> Street between Broadway and Fort Washington Avenue), there are AA meetings offered Monday to Fridays, from 10:00 Am – 11:00pm.
- Is anyone currently enrolled or involved with any educational classes or groups? *(PAUSE for participation)* Can you tell us more about it? *(PAUSE for participants to list details including the enrollment process, location, their goals, and/or what they're learning.)*

**Slide 103: Volunteerism**

- Why do you think people volunteer? *(PAUSE for participation)* Volunteering can be a great way to help others, be a part of a team, and help yourself by learning skills important for future jobs, gaining work experience for your resume, giving back to the community, forming positive social relationships and feeling good about yourself.

**Slide 104: Where can you volunteer?**

- Many places are always looking for volunteers. Some of these places include: parks, food services, animal shelters, hospitals, prisons, nursing homes, and homeless shelters. Let's talk about some ways you can volunteer at these places.

**Slide 105: Where to Volunteer**

- Parks: Parks need volunteers for cleanups, planting and gardening, greeting visitors, and setting up or breaking down special events.
- Food Services: Soup kitchens and food pantries need help stocking food, helping customers, serving meals, and cleaning up.
- At other places include animal shelters, hospitals, prisons, nursing homes, and homeless shelters. Here you can help with paperwork, greeting people, light janitorial work, animal care, serving meals, socializing, setting up events, and much more.

**Slide 106: Where to Volunteer (cont'd)**

- For example, why not help deliver food packages to elderly people who are unable to leave their homes with the NYC organization City Meals on Wheels?
- Or stop by the Church of the Village Community Meal Soup Kitchen where you can prepare and serve hot meals to NYC's hungry population.

**Slide 107: Where to Volunteer (cont'd)**

- Do you like animals? Socialize with rescued animals and help them get adopted by giving them attention and care at New York Cares' Animal Care Project. You can help walk dogs, play with cats, and help stock and keep shelters clean.
- Want to develop your jobs skills and help the community? In POTS' self-select grocery-store style food pantry, you can help clients shop, answer their questions, perform "check-out" duties and ensure clients are receiving the appropriate amount of food.

**Slide 108: Where Can I Find Volunteer Opportunities? (video)**

- Where can I find volunteer opportunities near me? This video clip will show you how.
- *(see video: Using the Internet to Locate Volunteer Opportunities)*
- Now that you've seen how you find volunteer opportunities near you, we're going to break for an activity to practice searching for opportunities.

**Slide 109: Break for an Activity**

**\*Facilitator Note:** *Pause the video for an activity. Refer to Appendix 7 and/or 8. (see pp. 32-33)*

**Slide 110: Seasonal Events: Spring and Summer**

- Seasons are full of special events. Spring and summer are full of outdoor events such as festivals, concerts, parades, outdoor movies, swimming, outdoor dancing, and block parties.
- For example, in NYC in the spring and summertime, you can cool-off with free kayaking and paddle boarding in the Hudson River. But before trying these water sports, you should make sure you know how to swim. If you don't know how to swim, there are lessons for adults offered at the Y.

**Slide 111: Seasonal Events: Spring and Summer (cont'd)**

- In the spring and summer, you can also check out the music, food and dancing at the St. Patrick's Day Parade, taste Italian foods and listen to festive music at the Annual San Gennaro Italian Festival, dance to cultural music and meet others at the annual Puerto Rican Day Parade, and look up in the sky for NYC's Macy's Fourth of July Fireworks.

**Slide 112: Seasonal Events: Fall and Winter**

- Fall and Winter also have their own special events. These include fall-harvest festivals, farmer's markets, apple picking, pumpkin picking, and ice-skating in parks.
- For Example, in fall and winter in NYC you can check out the Lunar New Year Parade and Festival in Chinatown, interact with art exhibits at DUMBO Arts Festival in Brooklyn, enjoy the Village Halloween Parade, Columbus Day Parade, Macy's Thanksgiving Parade, or visit the Rockefeller Center Tree lighting to see hundreds of lights, ice-skaters, and holiday window displays.

**Slide 113: Search for Local Events**

- Where are some places you can find out what's going on in your community? *(PAUSE for participation)*
- You can find events in your local newspaper or look them up on the Internet.
- Let's break for an activity to find out what's going on near you. *(see p. 36, Appendix 9)*

**Slide 114: Review Slide**

- So let's review: Communities are full of activities both free and low cost. Included are: music, art, sports and physical exercise, educational volunteering, and seasonal events. So, get out and do things. What are you waiting for?

- Now let's break for an activity to learn about activities and events going on in your local community.

**Slide 115: Break for Activity**

**\*Facilitator Note:** *Pause the video for an activity. Refer to Appendix 10 and/or 11. (see pp. 39 - 41)*

**Slide 116: Finding Meaningful Activities in the Community**

- So when you find yourself saying, "What should I do this weekend, I'm bored, I don't know what to do in my free time," or "I just want to have some fun," use the newspaper or the Internet at your local library to check out the activities going on right in your community.

**Slide 117: Determining How to Get to Your Activity**

- So you know what you want to do in your free time, but how do you go about getting there? In this next part of the module, we will discuss different ways to find directions to these places.

**Slide 118: Using Google Maps**

- Google Maps- Google Maps is a great tool you can use to find directions. It can give you written directions, pictures, and real 3-D street pictures of how to get to your destination. Let's view a short video on how to use google maps.
- You have just learned how to look up directions using Google Maps. You also learned how to use the "near me" function to find activities nearby and how to use the "street view" function to see what the route looks like.

**Slide 119: Break for Activity**

**\*Facilitator Note:** *Refer to Appendix 12. (see p. 42)*

**Slide 120: Congratulations!**

- Congratulations! You've just completed the entire Community Living Module! You have learned about the different aspects of the community, how to stay safe in the community, and how to finding meaningful activities in the community. You have practiced the skills needed to be independent and active members of your neighborhood. When you move into your supportive housing, you can use the techniques and tips you learned in this module to help you in the future.

## APPENDIX

### **Appendix 1**

#### **Practicing Making an Appointment**

This activity will allow participants to practice making an appointment at the doctor's office.

*Facilitator reads:* In this activity, we will practice making an appointment at the doctor's office. I want everyone to choose a partner in the group. One person will pretend to be the client and the other person will pretend to be the secretary. The receptionist will ask the question, "Hi this is Dr. Smith's office, how can I help you today?" (*PAUSE and wait for participants to do so.*) The individual who is the patient will greet the receptionist by saying "Hello." (*PAUSE and wait for participants to do so.*) The client will tell the receptionist the reason for his appointment. Remember to talk about dates and times that are convenient for you as the patient. (*Facilitator will observe participants to make sure they mention dates and times in their role-play.*) Great job everyone! Now we will switch roles. (*Facilitator will read the directions again.*)

## **Appendix 2**

### ***Taking a Trip to the Local Library***

This activity will allow participants to take a trip to the local library. The participants will be able to interact with a librarian to learn how to check out a book. If possible, participants can also take a tour of the library and obtain a library card to practice checking out and returning books.

*Facilitator should attempt to schedule a tour beforehand.*

### **Appendix 3**

#### **Role Play**

There are two role-play activities. Both activities require participation from the facilitator and one volunteer.

- Role Play 1—*Facilitator reads:* You have just cashed \$20 at the ATM machine. Please demonstrate to the group how to safely handle your money. *(Facilitator will make sure group member places cash in pocket, is not holding it in his hand, and is not drawing attention to himself while walking around.)*
- Role Play 2—*Facilitator reads:* You just met with your friend and he let you borrow \$50 to help pay rent for this month. He places the cash in an envelope and hands it to you. Please demonstrate to the group how to safely handle your money after you walk out of the building. *(Facilitator will make sure that person is not counting the money after he pretends to walk out of the building.)*



## **Appendix 4**

### **Street Smart Game**

The facilitator will demonstrate 3 pictures and facilitate a discussion about why the person in the picture demonstrated a safe or unsafe action (photos are on following pages). After showing each picture, the facilitator can poll participants in two ways: either by raising their hands or standing up.

*Facilitator reads:* Now that we've talked about ways to stay safe on the bus and subway, and how to handle your money in public, let's play a game to test your street smarts! I will show everyone 3 pictures.

- Here is the first picture (*shows picture to group*). John is using an ATM machine. He is covering his keypad when punching in his PIN number. Is his action safe or unsafe? (*PAUSE to allow for discussion among participants*) In this picture, John's actions are are (*emphasize*) safe. It is important to cover your keypad to avoid other people seeing your PIN number. You should always protect your PIN number. If someone steals your card and knows your PIN number, they can withdraw money from your account. That is something we all want to avoid happening.
- Here is the second picture (*shows picture to group*). John just cashed \$40 at an ATM machine. Is his action safe or unsafe? (*PAUSE to allow for discussion among participants*) In this picture, John's actions are not (*emphasize*) safe. Why? Because his cash is exposed and hanging out of his pocket. He is drawing unnecessary attention to himself. What do you think John should have done instead to remain safe? (*PAUSE to allow for discussion among participants*) These are all great suggestions! The important thing is to make sure John's cash is not exposed or shown and kept safely inside (*emphasize*) his pocket.
- Here is the third picture. (*shows picture to group*) What is Ellen doing? Is it safe? (*PAUSE to allow for discussion among participants*) Ellen's actions are not (*emphasize*) safe in this picture because she is counting cash in public on a sidewalk. Why is this not safe? (*PAUSE to allow for discussion—possible answers: He is susceptible to theft; He is drawing attention to himself.*) These are good points to consider. The important thing is to make sure she avoids counting her cash in public.
- These are just some examples to help everyone stay safe on the street, especially after they withdrew money from an ATM. Remember, safety first! Think street smarts!

Photo 1



Photo 2



**Photo 3**



## **Appendix 5**

### **Stress Management Techniques**

Below is a list of activities that participants can practice to help with anger management and to reduce stress. It is recommended that participants complete the activities as a group. There is no time limit, and the facilitator can practice one or all activities. After each activity, the facilitator should debrief with a short discussion about the following (there are no right or wrong answers):

- How did the activity make you feel?
- Did you find it helpful? Why or why not?
- For those who found it helpful, when can you practice these techniques?
- For those who did not find it helpful, what other techniques could you use?

#### **List of activities to choose from:**

1. Breathing Relaxation Technique
2. Stress Ball Squeeze
3. Power-Posing

- **Breathing Relaxation Technique**

- Have participants take 5 deep breaths. Ask them to breathe in through their nose and breathe out through their mouth. Make sure everyone is seated comfortably.  
*Facilitator reads:* I want everyone to sit comfortably before we begin our breathing relaxation activity. Make sure your back is lined up perfectly against your chair, your shoulders are even, your hands are at your sides, and that your knees and feet are slightly spaced apart (*Pauses for group to sit comfortably and begins activity*).

- **Stress Ball Squeeze**

- Materials needed: 1 stress ball or 1 clean pair of sock rolled up
- Have participants hold a stress ball and squeeze with a hard grip 10 times. Explain that clients don't have to rely on a stress ball. If clients are fearful of squeezing a stress ball in public, they can also squeeze a stress ball in their pocket. Inform participants that they don't have to depend on buying a stress ball. Rolling up a pair of socks can also work.

- **Practice Power Pose**

*Photos are provided on the following page. Facilitator needs to have a timer for this activity.*

- *Facilitator reads:* Everyone can practice Power Poses in the comfort of their own home and privacy. If you know a stressful event is approaching, you can try this power pose 2 minutes a day before the day of the event. If you are attending an appointment that causes stress and anxiety, you can also try this before leaving for your appointment. There are two poses we are going to try today.
  - The first pose is called "The Superman Pose." Everyone, let's stand up. Let's do a quick stretch to feel relaxed. Now stand upright. Bend your elbows and

place it on the side of your hips. Open and broaden your shoulders. Lift your head up towards the sky. We are going to hold this pose for 1 minute.

- The second pose is called “The Big Boss Pose.” Now sit back down in your chairs. Lean back against the chair. Put your hands together and place it behind your neck. Lift your right foot and place it on your left knee. We are going to hold this pose for 1 minute.



**Superman Pose**



**Big Boss Pose**

## **Appendix 6**

### **Warm-up Exercise: “What do you like to do in your free time?”**

Materials needed:

- 1 small ball

*Facilitator reads:* First, let’s stand or sit in a circle. I will start by throwing a ball to someone in the group. When you receive the ball, you will answer the question, “What do you like to do in your free time?” Consider throwing it to a different person so that everyone has a chance to catch the ball and answer the question. Remember, that there are no right or wrong answers.

## **Appendix 7**

### **Identifying Local Volunteer Opportunities in the Community**

This activity will allow participants to work in pairs or small groups to find volunteer opportunities in their local community.

Materials needed:

- Computers with Internet access OR newspapers
- The instruction worksheet (see page 29)
- SMART journals
- Pencils

#### **Facilitator note:**

Suggested modifications for activity:

- If there is no access to computers at the shelter: the facilitator can incorporate this activity with the activity in “Appendix 2: Taking a Trip to the Local Library” on page 20, and complete this activity using computers at the local library.
- If making a trip to the local library is not an option, the facilitator can also show members on one single computer. For example, the facilitator can go to the link and complete the activity for members to observe.

Upon completion of the activity, the members will engage in a group discussion and share their findings. The facilitator should encourage each member to share one of the opportunities that he wrote down.



**Instruction Sheet**  
**Finding Volunteer Opportunities in Your Community**

Name(s): \_\_\_\_\_

Directions:

- Open up the Internet and type in www.google.com.
- In the Google search box, type in: “Volunteer [name of state]” Example: “Volunteer NYC”
- Select a volunteer website.
- Use the search box on the website to look up different volunteer opportunities in your community.
- Locate 2 that are of interest to you and record them in your SMART journal using the following guidelines:
- If you do not have your SMART journal, you can fill in the information in the space below.

Name of organization: \_\_\_\_\_

What the volunteers do: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Days they need help: \_\_\_\_\_

## ***Appendix 8***

### ***Newspaper Scavenger Hunt***

Members might think “I want something to do, but how do I know what’s going on?” This activity will allow members to familiarize themselves with locating community events and activities in the newspapers. Members can work in pairs or small groups.

Materials needed:

- Newspapers
- Instruction Sheet (see following page)
- SMART journals for recording answers
- Pencils

#### ***Directions for Facilitator:***

- Provide members with the Newspaper Scavenger Hunt worksheet (next page).
- Instruct members to record their answers in their SMART journal or Instruction Sheet.
- Following the activity, have the members share their answers in a group discussion.

## Instruction Sheet

### Newspaper Scavenger Hunt

Name (s): \_\_\_\_\_

1. Find a movie that is playing this Saturday and list the different theaters and times.
  
  
  
  
  
  
  
  
  
  
2. Write down what the weather is for the week.
  
  
  
  
  
  
  
  
  
  
3. What sporting events are coming up?
  
  
  
  
  
  
  
  
  
  
4. Find events such as festivals coming up in the community or state.

## **Appendix 9**

### **Learning How to Effectively Search on the Internet**

Members will be able to practice identifying effective Internet searches. The facilitator will read about how to use key words when searching on the Internet. Then the facilitator will pass out worksheets for every group member to complete.

Materials needed:

- Google search worksheets (see following page)
- pencils

**Facilitator Reads:** In this activity, we will be learning how to use key words when searching for things on the Internet. Rather than typing out long phrases or questions in the search engine, a concise key word search makes it easier for you to find what you are looking for. By using key words you narrow down the results so you are more likely to find what you're looking for. Think the "rule of five." Try narrowing your search to have the 5 most important words. Leave out common words such as, "a," "an," "the," "is," "and," "or," when possible. This will help give you results more closely related to what you want. When searching, think, "less is more." An effective search is one that has these key words: The subject, location, and date. For example, if you want to know about movies playing near you, an effective search would be: Movies in Washington Heights this Saturday. This has the subject (movies), the location (Washington Heights), and the time (Saturday). Notice the search avoids using common words like "a," "an," "the," "is," "and," "or." (*Pause to repeat or answer any questions*) Now I will pass out a worksheet for each of you to complete. When everyone is done, we will review as a group.

### **Facilitator Notes: Answer Key**

**Question 1:** "something free I can do in New York City"

**Answer:** Not effective. While this is not a bad search, it can be improved by removing extraneous words and include a more specific neighborhood.

**Recommendations for improvements:** "Free in NYC this weekend," or "Free events in [zip code]."

**Question 2:** "weather for NYC this weekend"

**Answer:** Effective search.

**Question 3:** "movies playing"

**Answer:** Not effective. The search did not include a location and time.

**Recommendations for improvements:** "movies in Washington Heights this weekend" or "[name of movie] show times in [zip code]"

**Question 4:** "something fun this weekend"

**Answer:** Not effective. The search did not include a location and "fun" can be a vague and general term. To get a better search, the individual can narrow down and pick something he thinks is fun and include that in the search instead.

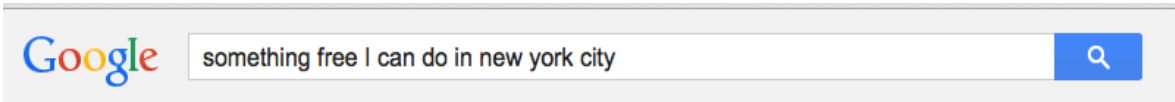
**Recommendations for improvements:** “dancing this weekend in Washington Heights” or “free concert in central park”

**Question 5:** “Festivals in NYC in November”

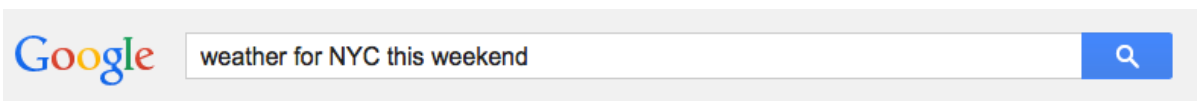
## Worksheet: Is this Search Effective?

Name: \_\_\_\_\_

Directions: Decide if the following are effective searches or not. If they are, put a check mark. If they can be improved, cross out any unnecessary words, add in needed words or re-write the entire search on the line below.

1) 

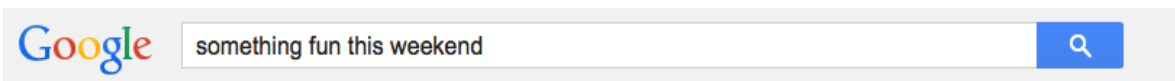
How could this search be improved? \_\_\_\_\_

2) 

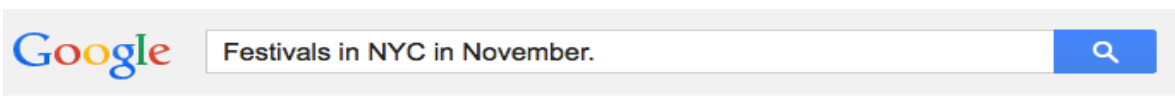
How could this search be improved? \_\_\_\_\_

3) 

How could this search be improved? \_\_\_\_\_

4) 

How could this search be improved? \_\_\_\_\_

5) 

How could this search be improved? \_\_\_\_\_

## **Appendix 10**

### **Weekend Planning**

Members will use the newspaper or Internet to find weekend events and complete a Weekend Planning Sheet.

Materials needed:

- Newspapers OR computers with Internet access OR a pre-printed lists of community events
- Weekend Planning Sheet (see following page)
- SMART journals for recording answers
- pencils

*Facilitator Note: If there are a limited number of computers available, the facilitator can print out or make copies of a list of free weekend events prior and put them out on a table for the group members to look through during the activity, or have a few members use the available computers and report back to the group.*

## Weekend Planning Sheet

Name: \_\_\_\_\_

<i>Activity</i>	<i>Day/Time</i>	<i>Location</i>	<i>How to get there</i>	<i>Estimated Cost</i>

Is there another person in the group who listed a similar event as those on your list? If so, maybe you can plan to attend together.



## **Appendix 11**

### ***Planning Meaningful Activities in the Community***

Group members will be able to plan community activities in which they or the group can participate.

*Facilitator's Note: The facilitator can encourage group members to generate ideas and plan an event in which to participate.*

Suggested recommendations:

- **Arrange a sporting event:** Group members can arrange a kickball game at their local park. Some members who are not comfortable with physical activity can still participate by cheering, handing out water, or keeping score.
- **Volunteer together:** Group members can plan a day to volunteer together. Examples include volunteering together at a soup kitchen, park cleanup, or animal shelter. Members can use their SMART journals to reflect on their experiences afterwards.
- **Field trip:** Group members can plan a trip to a local museum. Many museums offer discounted rates or free admissions on certain days and times. Participants can record their experiences in their SMART journal.

## **Appendix 12**

### **Introduction to Google Maps**

Group members will learn how to use Google maps. They will work in pairs or small groups.

Materials:

- Computers with Internet access
- Instruction Sheet (see following page)
- Pencils

**Directions for Facilitator:** Provide clients with copies of the Instruction Sheet. Have them work in pairs or small groups to follow the instructions and complete the worksheet. Upon completion of the activity, the facilitator will lead a group discussion:

- Has anyone here ever used Google Maps before? Discuss your experience.
- How did you feel about using the map tool?
- Is this something you could see yourself using?
- What kinds of other things could you use this for?

## Instruction Sheet: Introduction to Google Maps

Name(s): \_\_\_\_\_

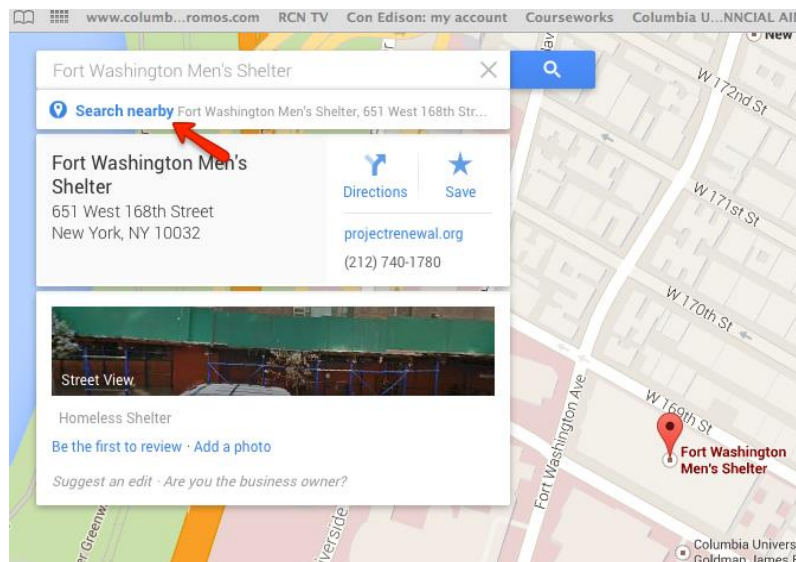
Directions: Learn to use Google Maps by following these step-by-step instructions.

Step 1: Open the Internet Icon.

Step 2: In the search bar, type in [www.googlemaps.com](http://www.googlemaps.com)

Step 3: In the search box (on the top left corner of the screen) type in your current address and press ENTER. It will appear on the map as a red pin.

Step 4: When your address comes up, click the “search nearby” text, written in blue.



Step 5: Search for one of the following: banks, post office, or parks. Press ENTER. It will give you different results.

Step 6: Click on one of the results right on the map, or press “List all results (top left corner of the screen)” to see a written list of them all.

Step 6: Figure out how long it will take you to get there by

Subway: \_\_\_\_\_

Bus: \_\_\_\_\_

Walking: \_\_\_\_\_