



F.R.I.E.N.D.S. Evening Program Guidelines

FRIENDS Evening Programs are social activities for adults with developmental disabilities 18 and older. Our activities and environments are designed to foster skill acquisition, appropriate behavior, independence and choice, as well as opportunity to build new friendships.

Participation in the FRIENDS programs is **not** limited to Broomfield County residents. We always welcome new participants so bring your friends!

FRIENDS Evening Program Information

FRIENDS Night Out:

FRIENDS Night Out events will be on the **last Thursday of every month from 6:00pm-8:30pm.**

Women's/Men's Night Out:

Women's Night Out and Men's Night Out will be on the **second Thursday of every month from 6:00pm-8:00pm.** Women's Night Out and Men's Night Out may be cancelled during June, July, and August due to lack of participation (vacations) and due to additional variety show rehearsals.

Activities will always start and end at FRIENDS, unless specified otherwise in the program description, so participants will need transportation to and from FRIENDS. The South doors will open 10 minutes prior to the activity start time and no earlier. For all evening programs the FRIENDS bus will be leaving for the activity no later than 5 minutes after the event start time. Anyone arriving after we have left will need to find alternate transportation to the activity. The bus will return to FRIENDS Place at the stated end time. Program fees for FRIENDS Night Out, Women's Night Out and Men's Night Out **will always be \$20.**

**Some programs will include the option to bring and spend personal money, in these cases it will be specifically stated in the program description. Otherwise we encourage participants to not bring any money, please.*

Special Events:

FRIENDS also hosts several special events including, but not limited to: Sock Hop, Friends Holiday parties, Shine Prom, Ski trip...etc. A special event will replace the FRIENDS Night Out activity for that month. Times and fees may vary for special events.

FRIENDS Meet Up:

FRIENDS has a group of independent adults who meet on **Tuesday nights from 6:00pm-**

8:00pm. The activities for meet up are dictated by the participants. Participants are expected to pay whatever cost is necessary for that night's activity.

Program Cancellation:

Programs are subject to cancellation if the minimum enrollment is not met three business days (72 hours) prior to the day of the scheduled activity or if there is inclement weather. In cases of inclement weather the decision will be made at least 6 hours before the scheduled activity. Should an activity be cancelled, we will notify all registered participants and will issue a credit toward a future activity.

Participant Cancellation:

Participants can cancel and receive full credit as long as it is done 24 hours prior to the activity. If there is a last minute cancellation by the participant or a "no-show" there will be NO CREDIT. Refunds may only be issued with the approval of the Executive Director and only in extenuating circumstances.

General Registration Policies

Participants must pre-register for all evening programs. We close registration three business days (72 hrs) before the scheduled activity. For those individuals receiving Medicaid or Supported Living Services you will still be required to pre-register for evening programs. You will not need to include payment, just an indication you are using these funds.

How to Register for Classes

Use the registration form and complete all the contact information. Select the activity(s) you wish to sign up for and total up the cost. Indicate the method of payment for private pay, or that you receive Medicaid or supported living services. If paying by check, write out a check for the total amount to FRIENDS of Broomfield. Mail the registration form and check to:

F.R.I.E.N.D.S. of Broomfield, Inc.

11851 Saulsbury st.

Broomfield, Colorado 80020

DO NOT SEND CASH IN THE MAIL

If you have any questions please feel free to call 303-404-0123 or email

mcoufal@friendsofbroomfield.org

This information can also be found on our website: <http://friendsofbroomfield.org/>