

# AIDS Services of Dallas Supper Club Manual



AIDS Services of Dallas  
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AIDS Services of Dallas is a 501(c)3 organization that provides medically supportive housing to low-income persons living with HIV/AIDS. Operating four Special Care Facilities licensed by the Texas Department of Health, ASD's goal is to provide a healthy environment in a mutually supportive household for People Living With AIDS (PLWA). The residents form an integrated community of individuals and families from diverse social and ethnic populations – each supporting the other in a common battle against HIV/AIDS. Every effort is made to support self-respect and privacy within the limitations imposed by virtue of the shared responsibilities of a common household.

Being a community-based non-profit organization, we are very dependent upon the support of volunteers to accomplish our goals. The programs of AIDS Services of Dallas are a volunteer-based effort enhanced and supported by a professional staff. ASD has a number of volunteer opportunities available and makes every effort to assign each volunteer to an area of their choice.

The largest volunteer support ASD receives comes through SUPPER CLUB. The Supper Club has been in existence since the opening of ASD's first facility, *A Place for Us*, in 1987. Many of the groups that originally started the program are with ASD today.

Supper Club is a cadre of more than 60 religious, social, and civic organizations that provide hot, nutritious meals to ASD residents nearly every night of the month. In addition to sharing home cooked-meals, social interaction is also an important benefit. ASD believes Supper Club is particularly important for this population that at times is often prohibited access to the surrounding community due to the seriousness of their illness.

Residents are provided breakfast and lunch through government funding. Volunteers and community organizations, at their expense, solely provide regularly scheduled evening meals.

It is difficult to imagine what ASD would be like without our volunteers. Volunteers, who are part of the Supper Club program at the Ewing, Revlon, and Hillcrest House facilities, invest time, money and creative energy to prepare hot nutritious meals. Without this program, ASD residents would be without a well-balanced meal.

Volunteers who participate in the Supper Club program prepare the meals for residents and then stay at the facilities to visit and share the meal. Without this program, ASD residents may not receive the daily contact with the outside community that is vital to people living with a chronic illness.

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The purpose of Supper Club is to provide a nutritious meal to ASD residents and to have a time for social interaction that many residents may be unable to get on a day-to-day basis.

***One hot,  
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social  
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and  
emotional  
support.***

- Supper Club is an ASD volunteer organization providing freshly prepared meals most evenings, including weekends.
- Supper Club can set-up, serve and eat in the common areas of Ewing, Revlon, and Hillcrest House. Revlon and Ewing courtyards may also be used for Supper Clubs, as weather permits.
- Supper Clubs usually meet at least one time each month.
- Each facility has a common room where the meals can be warmed up by oven or microwave.
- All Supper Clubs have a coordinator, the focal point among all the group members and the person who continually communicates with the Volunteer Coordinator and ASD.
- Items that need to be brought with the meal include: drinks, paper plates, plastic forks, spoons, and knives, napkins, serving utensils, potholders, plastic storage bags for leftover food, and towels for clean up, etc. ASD is funded for plastic ware to serve breakfast and lunch, but is not funded for these items for the evening meals and is in constant need of them.
- Prayer at Supper Clubs should be on an individual basis. Residents should not be asked to participate in an evening prayer before a meal. Please respect the rights of residents to their personal beliefs while visiting their home.

## Supper Club Coordinator

- The Supper Club coordinator manages responsibilities within his/her group, i.e. dinner menu, paper products, etc.
- The Coordinator is responsible for filling out the Supper Club Report form each month. These reports are located in the Supper Club Report Notebooks in the common areas and managed by the nightly resident host of each complex.
- The Coordinator is responsible for notifying the Volunteer Coordinators or ASD as soon as possible if a Supper Club must be canceled.

- The Coordinator should ensure that all leftover food items are properly labeled and sealed before they are placed in refrigerators.

## Supper Club Host

- Each Supper Club will be greeted on their assigned night by a resident “host” who will make sure they get inside the facility and assist with questions about set-up.
- The host will call residents to dinner when ready.

## Supper Club Members

- Members should work with others in the group to prepare one nutritious meal each month.
- Supper Club members are encouraged to interact with residents while eating together.
- Supper Club members are asked to serve the food, ensuring proper serving amounts so that there will be enough for all residents.
- Sometimes a Supper Club member will be asked to fix a plate for an ill resident.

## Number of Residents

Remember to prepare enough for the Supper Club members also, so all will have plenty to eat. When one facility does not have a Supper Club, the PCAs may fix a plate for residents who are sick at the other facility.

Ewing	Average meal for 15-20 people.
Revlon	Average meal for 15-20 people.
Hillcrest	Average meal for 45-55 people.

Residents are welcome to have seconds and leftover’s only after the PCAs have taken necessary plates for residents who are either bed-bound, or are sick.

## Parking the Vehicle

Limited off-street parking is provided on a “first-come” basis in the lighted parking area along the north side (Comal Street) of Revlon. Supper Club members may also park along Comal Street, north of Ewing and Revlon and south of Spencer Gardens. Volunteers at Hillcrest are welcomed to park in the gated parking lot at the front of the building. Gate entrance is only given to individuals who announce themselves as “Supper Club” members by using the “call” box. ASD recommends carpooling and parking in well-lighted areas.

## Security

*"I feel like we not only provide a meal, but we demonstrate love and compassion to our extended family" – Peter Webb Church of the Incarnation*

All residents have the right to question the presence of anyone in the buildings. Residents are requested to report unknown persons to the PCA (or Front Desk Manager at Hillcrest.) The senior staff person on duty is required to tour the exterior of each facility, the courtyards, and to make periodic checks of the hallways and common areas.

Access to Ewing is assisted by the Resident Host. Ewing Supper Clubs will need to dial the Front Lounge or PCA Office on the "call" box to announce themselves.

Access to Revlon is also made by electronic keypad codes. For security reasons, this code is changed periodically. Residents, staff members, and volunteers have separate security codes. No codes are to be revealed to anyone for the privacy and protection of ASD residents.

Entrance to Revlon can be made through the side near the secured covered parking area. Supper Clubs can call the common room from the electronic key pad at the side gate entrance by pressing "007." The phone will ring inside and the host will let you in after your identifying yourself as the Supper Club group. You may also obtain the access code from the Volunteer Coordinators. Supper Club meals are served in the Revlon Common Room.

## Confidentiality Policy Statement

The privacy of all residents is of paramount concern and will be protected. No information of any kind is provided to anyone about a resident without the resident's permission and the authorization of ASD's Executive Director.

The press is not permitted on the premises, unless accompanied by the Executive Director. Whenever possible, residents are informed in advance of the presence of media at the facility. The Executive Director and the President of the Board of Trustees are the only individuals authorized to make statements to the press on behalf of the agency.

New employees and volunteers are provided information concerning the agency's confidentiality policy during their orientation period. Individuals acknowledge their understanding of the policy by signing an agency confidentiality statement.

All staff, directors and volunteers of the agency are required to execute confidentiality agreements with ASD, which protect the identity of persons seeking the services of this agency.

## Drug-free Environment

The use or abuse of controlled substances or unlawful drugs, and the abuse of alcohol cannot be tolerated. Because of ASD's philosophy and requirements by the Texas Department of Health for licensure and funding, ASD is a drug and alcohol free environment. Please **do not** bring alcoholic beverages to any of the facilities. Illegal drugs are forbidden on the premises. If a resident is suspected of abusing alcohol and/or illegal drugs, they may be asked to take a urinalysis or gas chromatography or be enrolled in an alcohol recovery program with a cooperating agency, as appropriate.

## Relationships with Residents

All volunteers are expected to maintain a professional demeanor among all residents. Residents are to be treated with dignity and respect at all times. Because of the importance of impartial treatment and maintaining the integrity of the agency and its policies, special or intimate relationships between volunteers and residents are prohibited.

Under no circumstance should you loan money to a resident. If approached for a loan, please refer the resident to ASD offices where they can assist him/her with their financial needs.

## Relationship with the Volunteer Coordinators

The Volunteer Coordinators are the link between the volunteer and the residents at ASD. Please do not hesitate to call the Volunteer Coordinators with questions, or with problems that arise. If a Supper Club Group encounters a problem in the evening, contact one of the PCAs on duty. The PCA will contact the appropriate staff member. The Volunteer Coordinators can be contacted at (214) 941-0523. Thank you for your continued efforts to provide a wholesome environment for people living with AIDS.