

BLESSED SACRAMENT CATHOLIC WOMENS' LEAGUE

SECTION: Special Events

ORIGINATED: 2025 February 11

TITLE: **Helen Henderson Birthday Party**

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PURPOSE

To provide guidelines relating to CWL-sponsored Helen Henderson Birthday Parties.

POLICY

Blessed Sacrament Catholic Women's League (CWL) will provide cupcakes/ or cake once a year for one of 12 monthly birthday parties at Helen Henderson Care Centre in Amherstview.

PROCEDURE

1. The chair of the Service Committee will designate someone (Convenor) to call the Activation department at Helen Henderson Care Centre early in the new year to confirm when the birthday party is to be held and how many residents will be present.
2. The Convenor will ask CWL members to bake enough cake or cupcakes to serve to the designated number of residents.
3. The Convenor will ask CWL members for volunteers to serve cake or cupcakes at the birthday party.
4. On the day of the birthday party, the Convenor and volunteers will arrive half an hour before the scheduled time of the party to collect and plate the cupcakes/ cakes and be ready to serve residents when they arrive.
5. At the scheduled time of the party, the Convenor and volunteers will serve residents in cooperation with Helen Henderson staff. Staff will advise about residents with food allergies.
6. Following the party, the Convenor and volunteers may assist with cleanup.