

STAY HEALTHY AT HOME WEBINAR SERIES WILL BEGIN AT 2 PM



NEW JERSEY SELF-ADVOCACY PROJECT



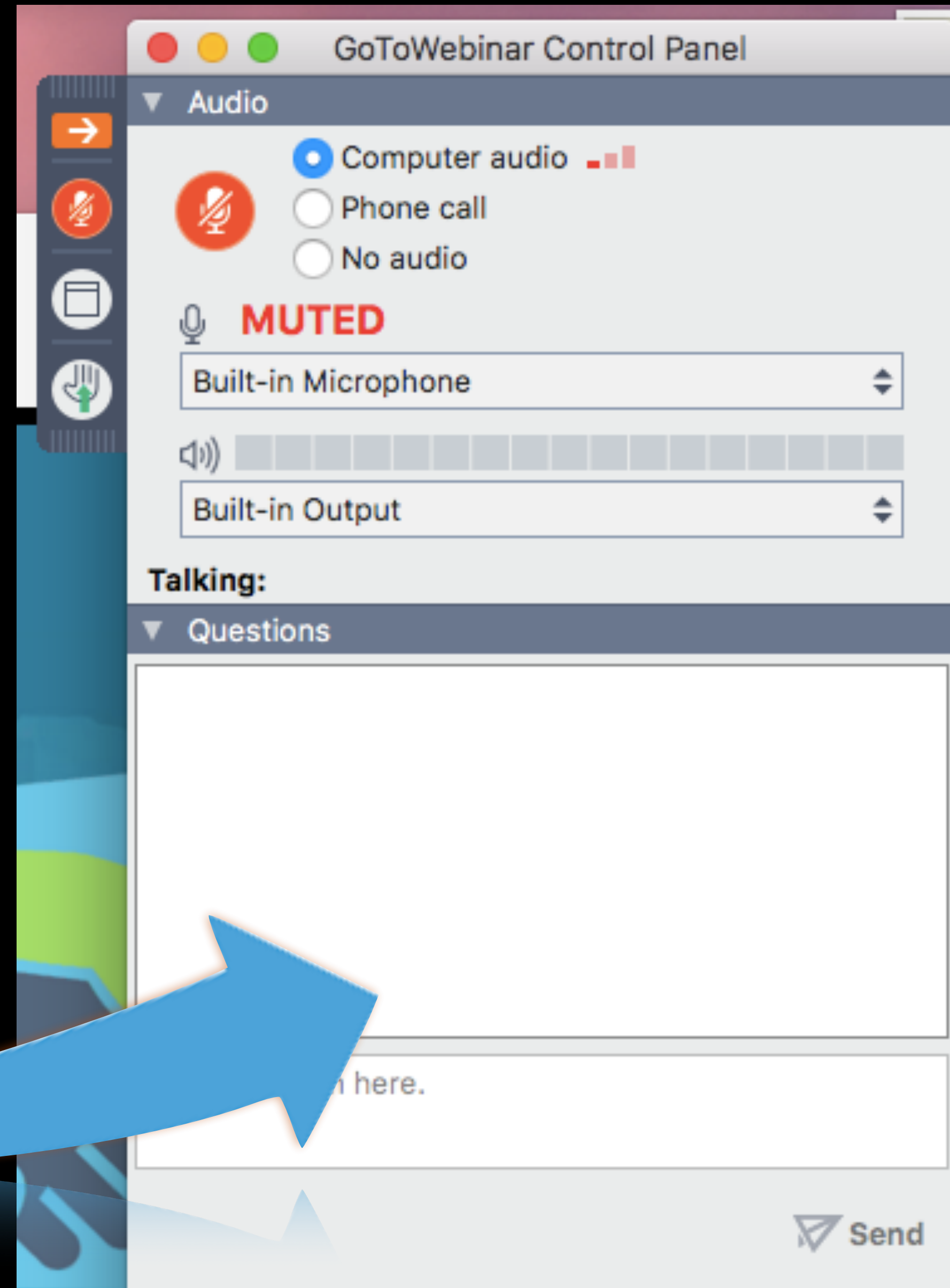
Sage Advice:

Tips for Self-Advocacy Group Advisors

STAY HEALTHY AT HOME WEBINAR SERIES

APRIL 13, 2021 FROM 2 - 3 PM

TYPE YOUR
QUESTIONS,
COMMENTS,
FEEDBACK
IN THE
QUESTIONS
BOX



INTRODUCTION



- ▶ Erin Smithers, Information/Referral Coordinator of [The New Jersey Self-Advocacy Project \(NJSAP\)](#)
- ▶ Ashley Ritchey, Director of [The New Jersey Self-Advocacy Project \(NJSAP\)](#)
- ▶ NJSAP has been a Division-funded program of The Arc of New Jersey since 1983
- ▶ NJSAP supports the state's largest network of individual self-advocates and self-advocacy groups
- ▶ NJSAP provides comprehensive training and resources to self-advocates, Direct Support Professionals, and agency personnel

TODAY, WE WILL DISCUSS:



- Starting a Group
- Roles & Responsibilities
- Case Examples

POLL: HOW DO YOU IDENTIFY?

- Experienced Group Advisor
- New Group Advisor or Looking to Start a group
- Current Group Officer or Member
- Other



WHERE DID
SELF-ADVOCACY
START?



Dr. Bengt Nirje

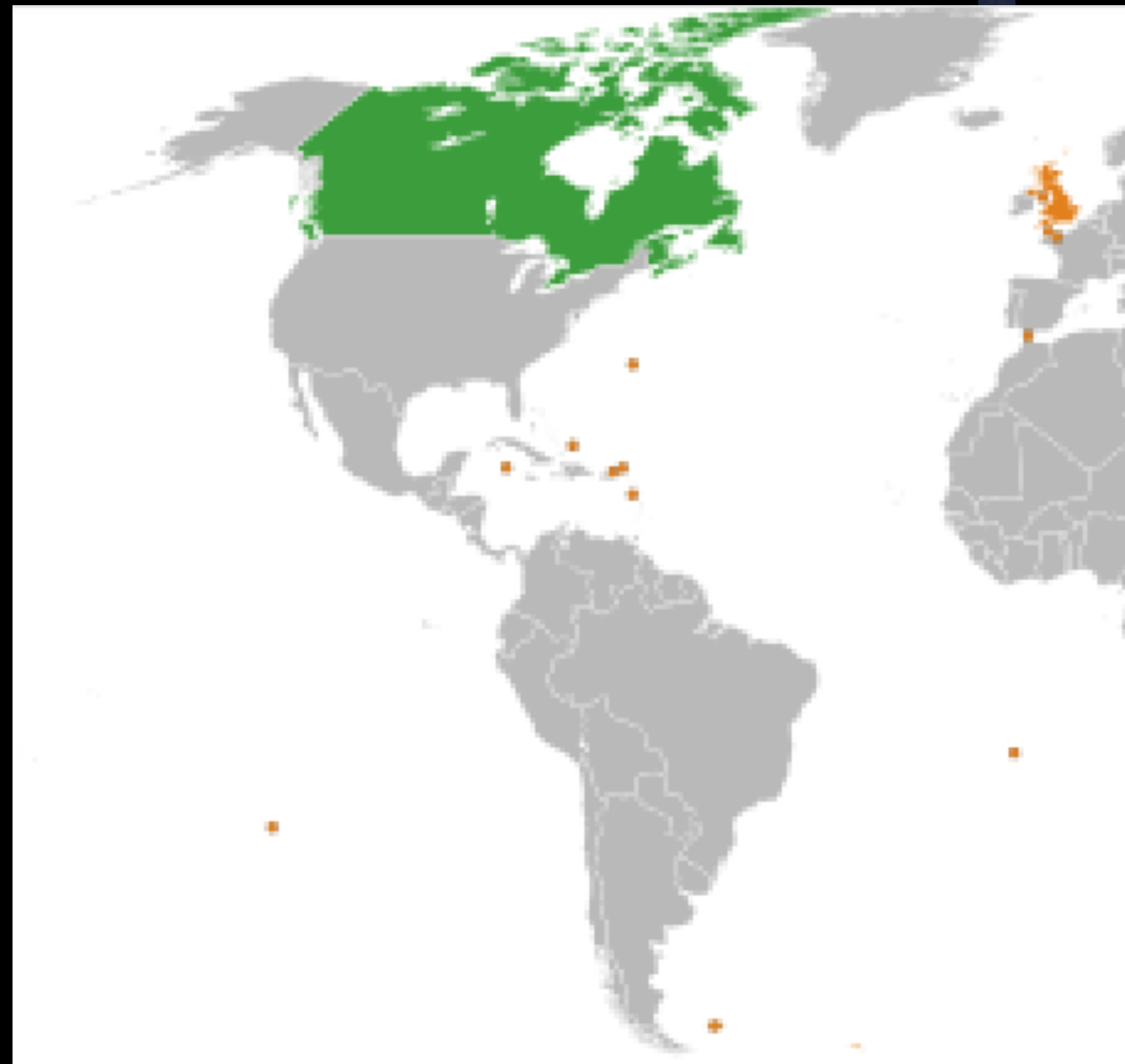
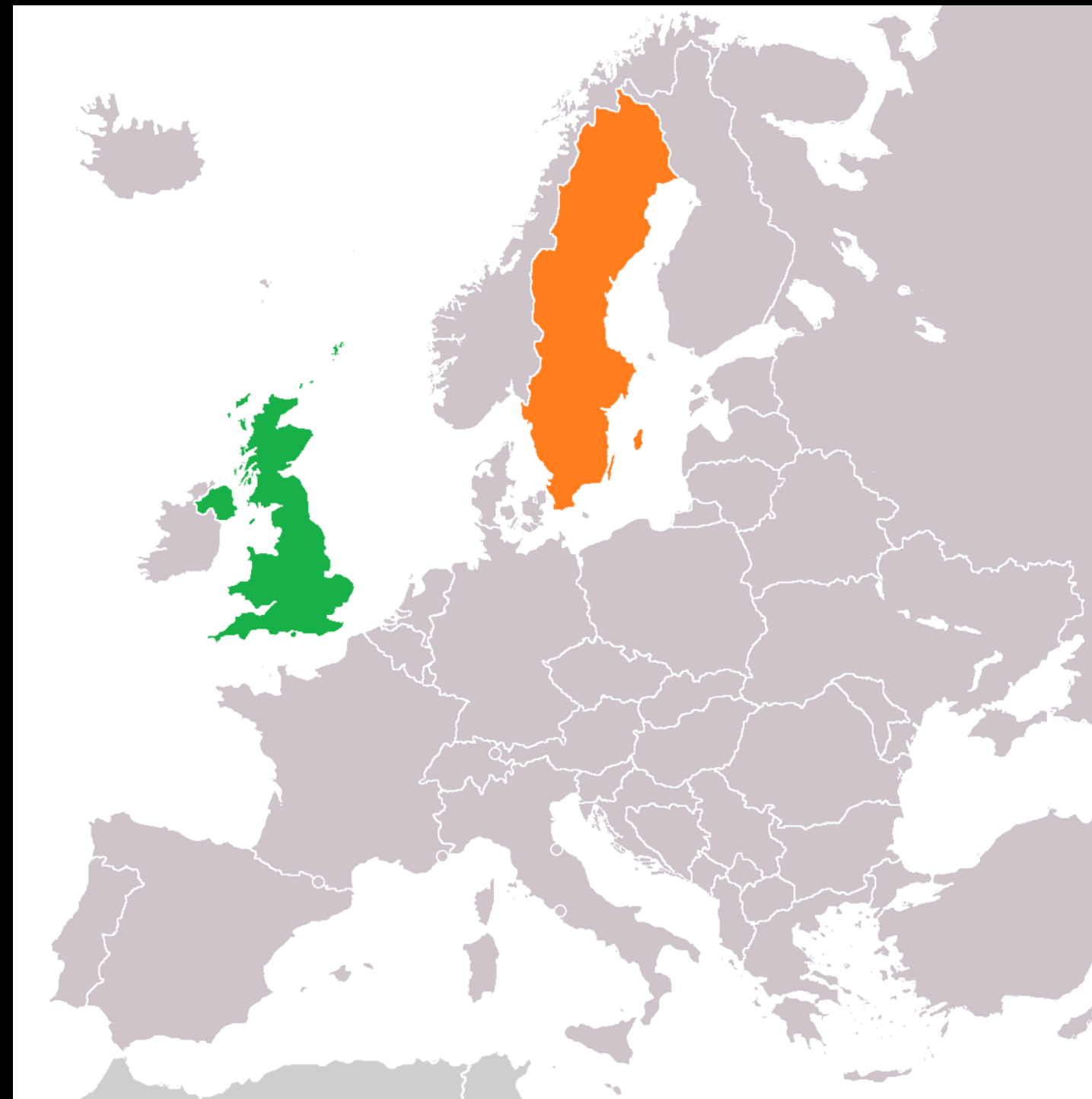
"THIS IS AKIN TO ANY DECENT REVOLT. SOME OF THE ADULTS THEMSELVES DEFINITELY WANT TO PLAY A *NEW ROLE* IN SOCIETY, TO CREATE A NEW IMAGE OF THEMSELVES IN THEIR OWN EYES, IN THE EYES OF THEIR PARENTS AND IN THE EYES OF THE GENERAL PUBLIC.

THIS STRUGGLE FOR RESPECT AND INDEPENDENCE IS ALWAYS THE NORMAL WAY TO OBTAIN PERSONAL DIGNITY AND A SENSE OF LIBERTY AND EQUALITY."



Source: <https://mn.gov/mnddc/parallels/seven/7b/1.html>

BRIEF HISTORY OF SELF-ADVOCACY GROUPS



SELF-ADVOCATES SUPPORT:

- Inclusion
- Decision making
- Real work for real pay
- Empowerment
- Being a Person First & Person First Language*
- Learning together



**WORK WITH ME
NOT ON ME
DO WITH ME
NOT FOR ME**



Source: [Open Future Learning](#)

ROLE OF THE
ADVISOR

The image features three red banners with white text, set against a dark blue background filled with small white icons representing various disabilities. The banners are arranged in a descending staircase pattern from top-left to bottom-right. The top banner reads 'NOTHING', the middle banner reads 'ABOUT US', and the bottom banner reads 'WITHOUT US'.

NOTHING

ABOUT US

WITHOUT US

EFFECTIVE
ADVISORS
WORK WITH,
NOT FOR,
THE GROUP.

RESPONSIBILITIES

COUNCIL 4
NEW JERSEY STATEWIDE SELF-ADVOCACY NETWORK
<https://www.arcnj.org/programs/njsap/njssan-advisory-board.html>

MONTHLY SELF-ADVOCACY GROUP MEETINGS


Council 4 consists of Burlington, Camden, Gloucester, and Salem Counties. Council 4 supports people with disabilities to be their own advocates and to know their rights and responsibilities. We work on a variety of issues such as Person First Language, public outreach, advocating for improved transportation, promoting healthy living, voting, governmental affairs, and fundraising. Council 4 is dedicated to gaining respect and equal rights for all people with disabilities and to support them to live and thrive in the community.

Our meetings are open to anyone who would like to join us. We meet on the second Wednesday of every month, from 4:00 pm - 5:30 pm at 11001 Van Buren Road in Voorhees Township. Please call or email to get the current calendar for the year and receive relevant updates.

You are Invited

New Jersey Statewide Self-Advocacy Network

Any questions? Contact:
 Kelly Mulvaney
 (732) 46-2525 ext. 37
 KMulvaney@ArcNJ.org



REMINDER: Council 3, April 13th

Erin Smithers <esmithers@arcnj.org> Wed, Apr 7, 2:14 PM (2 days ago)

to bcc: Gwen.yick, bcc: tlindley, bcc: Leigh.Simpson, bcc: jmminitee, bcc: gina.iosim, bcc: AMSATC,

Hello,
 I hope this message finds everyone nice and warm!

This is your friendly reminder that Council 3 will be held on, **April 13th, 2021 at 5:30 pm** on Zoom.

Here are the details for that meeting:

Click here to Join the Zoom Meeting by 5:30pm:
<https://zoom.us/j/8033964314>

Or you can manually enter in the Meeting ID: 803 396 4314

To call in dial 1-646-558-8656 US (New York) and enter the Meeting ID.

Meeting ID: 8033964314

I have added the calendar for 2021 below as well as the agenda! Please print it out for your records!

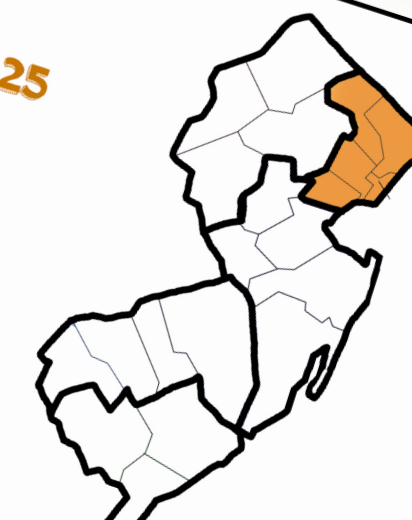
If you have any problems or questions please contact me.

In the meantime, while you are waiting for our meeting, check out our [website](#), and our social media sites for trainings, videos, tips on staying stress free during this time, and fun things to do at home while we are all trying to flatten the curve and stay quarantined!

COUNCIL 2
NEW JERSEY STATEWIDE SELF-ADVOCACY NETWORK
BERGEN, ESSEX, HUDSON, PASSAIC & UNION COUNTIES

2021 ZOOM MEETING

JANUARY 28
 FEBRUARY 25
 MARCH 25
 APRIL 22
 MAY 27
 JUNE 24



JULY 22
 AUGUST
 SEPTEMBER 23
 OCTOBER 28
 NOVEMBER 04
 DECEMBER

4:30 - 6:30 PM

FOR MORE INFORMATION, PLEASE CONTACT:
 ERIN SMITHERS, ADVISOR FOR COUNCIL 2
 PHONE: 732-246-2525 X 26
 EMAIL: ESMITHERS@ARCNJ.ORG

MEETING DATES, TIME, AND LOCATION ARE SUBJECT TO CHANGE. THE NJSSAN IS SUPPORTED BY THE NEW JERSEY SELF-ADVOCACY PROJECT

New Jersey Self-Advocacy Project
 A program of The Arc of New Jersey since 1983
 Promoting Advocacy and Independence for People with Intellectual and Developmental Disabilities

MEETING EMAILS

Hello,
I hope this message finds everyone safe, healthy, and warm!

This is your friendly reminder that Council 2 is meeting TONIGHT, March 25th, at 4:30pm!

This will be a Zoom meeting. You can join on a laptop, tablet, smartphone, or you can also call in and be a part of the meeting with audio, just like a conference call!

I have added the agenda and the calendar for 2021 below. Please print it out for your records.

Here are the details for that meeting:

Click here at 4:30pm to Join our Zoom Meeting:

<https://zoom.us/j/9755020484?pwd=eWdKVGF4c2o3Lo9ydUczc2psOVVIZz09>

Or you can go to <https://zoom.us/join> and manually enter in the Meeting ID: 975 502 0484

And Password: 590639

To call in dial 1-646-558-8656 US (New York) and enter the Meeting ID and the password.

Meeting ID: 975 502 0484

Password: 590639

In the meantime, while you are waiting for our meeting, check out our [website](#), and our social media sites for trainings, videos, tips on staying stress free during this time, and fun things to do at home while we are all trying to stay safe!

[Here is our Instagram Page](#)

[Here is our Facebook Page](#)

[Here is our Twitter Page](#)

[Here is our YouTube Page](#)

Stay safe and healthy!

Erin Smithers
Information and Referral Coordinator

SENT OUT:

- MONTHLY
- WEEKLY
- MONDAY BEFORE THE MEETING
- THE DAY OF THE MEETING

RESPONSIBILITIES

2021 Council 2 Goals

- Plan and Implement 2 fundraisers
 - Virtual Paint and Sip-Paint Culture NJ
 - Bingo Night
- Participate in a Healthy Living Initiative/Exercise
 - Participate in Group Challenge
 - Walking up and down stairs, walking around neighborhood
- Participate in 1 letter writing initiative
- Participate in Legislative Advocacy Initiatives
- Participate in Guest Speakers
 - Congress Speakers
 - Covid NJDHS, Public Health
 - Dr. Fauci
 - Paul A.
- Participate in 3 Trainings
 - Covid and Vaccinations
 - Economy
 - Affordable Housing
 - Transportation-(Lyft)
 - Technology Training

NJSSAN Advisory Board Budget Report

Created March 22, 2021

Money raised since last meeting on January 25th:

\$0.00

Money spent since last meeting: \$0.00

Current Budget Totals

Advisory Board: \$1,217.34

Council 1: \$1,378.00

Council 2: \$662.67

Council 3: \$892.77

Council 4: \$4,608.00

Council 5: \$478.98

COUNCIL 2 FUNDRAISER

SAVE THE DATE

Join Council 2 of the New Jersey Statewide Self-Advocacy Network (NJSSAN) on January 24th at TGI Friday's in Springfield for some food and fun! 15% of your total bill will go directly to Council 2.

WHEN:
Thursday, January 24th, 2019
11:00AM - 11:00PM

WHERE:
40 US-22, Springfield Township, NJ 07081

FUNDRAISE @ FRIDAYS

New Jersey Self-Advocacy Project & Statewide Self-Advocacy Network
A program of The Arc of New Jersey since 1983
Promoting Advocacy and Independence for People with Intellectual and Developmental Disabilities

AGENDA

Council 3 of the Statewide Self Advocacy Network
Tuesday, 4/13/21
Agenda

Welcome and Introductions-Shawn/Jennifer

Code of Conduct-AJ

Treasury Report and Collection of Dues-Alice

Review minutes from last meeting-Anita

Guest Speakers-

A. NJ Ombudsman, Paul Aronsohn

Old Business-

B. NEW CONFERENCE DATE: September 25, 2021

C. NEW LUNCHEON DATE: April 17th, 2021

D. Free NJSAP Webinars

New Business

E. NJ Budget Hearings open until September 11th

F. Technology Needs Assessment

G. NEW: HLP LIVE

Positive Current Events

K. Positive News Event: [Wallet lost in the 1950s found, returned to owner nearly 70 years later](#)

Chair Report

Field Report- Erin

Open Discussion

Announcements from members/Advisors/Birthdays

Adjourn the Meeting

Next meeting- May 11, 2021—<https://zoom.us/j/8033964314>

An Alliance for Change to Support the Rights of People with
Intellectual and Developmental Disabilities

1. **HEADER** AT THE TOP

2. OUR **REGULAR TOPICS** DISCUSSED AT EVERY MEETING

3. **GUEST SPEAKERS** WOULD SPEAK EARLY ON IN THE MEETING

4. **OLD BUSINESS** TOPICS DISCUSSED AT PREVIOUS MEETINGS

5. THEN WE DISCUSS ALL **NEW BUSINESS**

6. SOME MEETINGS DISCUSS **CURRENT EVENTS**

7. WE CONCLUDE WITH OUR **REPORTS, OPEN DISCUSSION, AND ANNOUNCEMENTS.**

8. I ALWAYS INCLUDE THE INFORMATION FOR THE **NEXT MEETING**

Council 3 of the Statewide Self Advocacy Network
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An Alliance for Change to Support the Rights of People with
Intellectual and Developmental Disabilities

ADVISOR BEHAVIOR

- Be Clear and Concise
- Provide Open and Honest Communication
- Be Consistent and Reliable
- Be Friendly



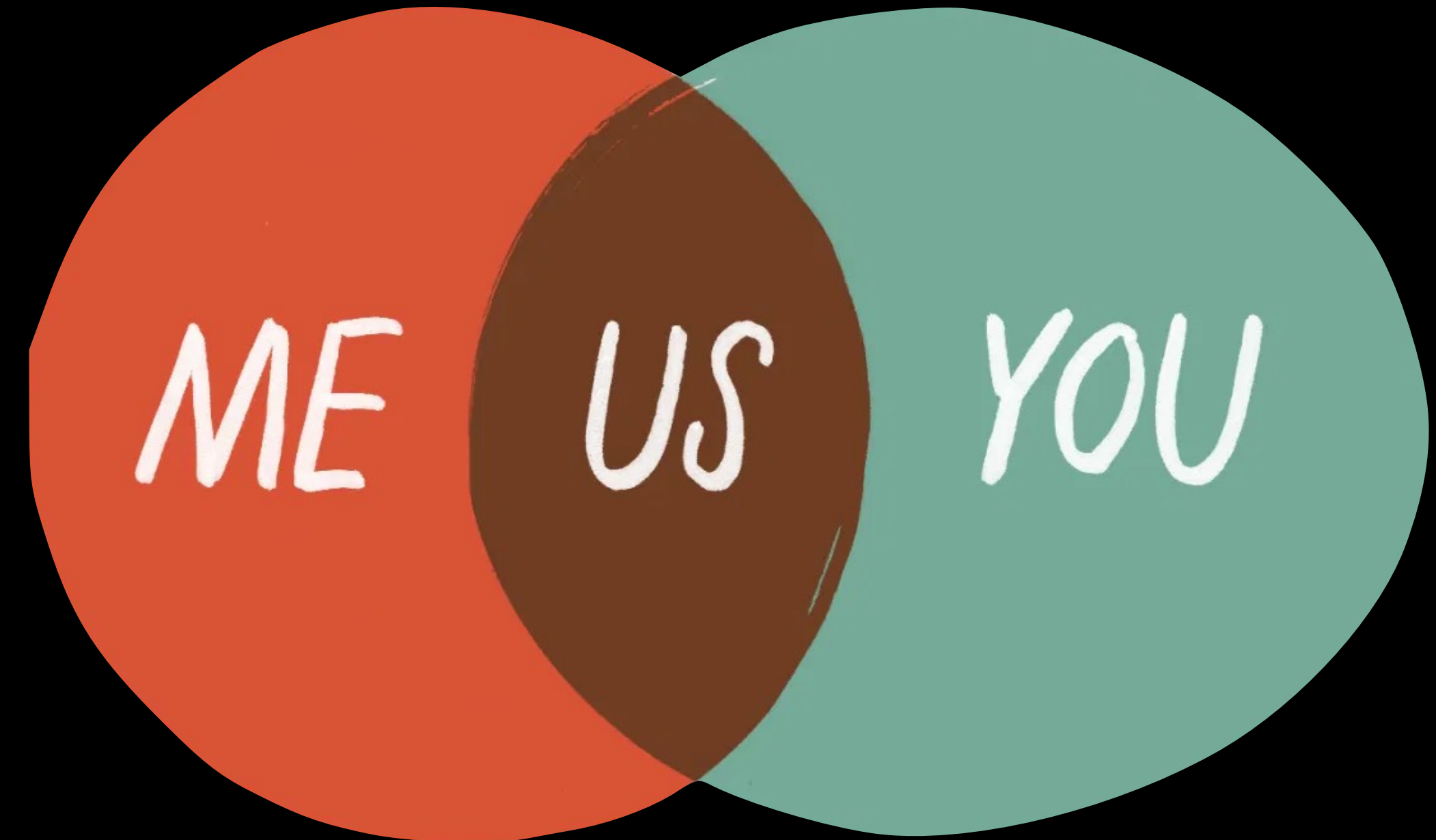
COMMUNICATION IN ADVANCE

Transportation
takes planning
&
Planning takes
time



COLLABORATE

- Collaborative goal setting
- Collaborative agenda development
- Collaborative saving/dues collection *and* spending
- Collaborative presentations & awareness campaigns
- Group brainstorm: guest presenters, fundraisers, conferences, recruitment strategies...



BE PREPARED



JANUARY							FEBRUARY							MARCH						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
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31																				

APRIL							MAY							JUNE							
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JULY							AUGUST							SEPTEMBER						
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25	26	27	28	29	30	31	29	30	31	26	27	28	29	30						

OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31					

NJSSAN 2021 CALENDAR

COUNCIL 1 3rd Thursday of each month* Hunterdon, Morris, Sussex & Warren Advisor: Ashley Ritchey ARitchey@ArcNJ.org / 732-743-8345
COUNCIL 2 4th Thursday of each month* Bergen, Essex, Hudson, Passaic, and Union Advisor: Erin Smithers ESmithers@ArcNJ.org / 732-246-2525, ext. 26
COUNCIL 3 2nd Tuesday of each month* Mercer, Middlesex, Monmouth, Ocean & Somerset Advisor: Erin Smithers ESmithers@ArcNJ.org / 732-246-2525, ext. 26
COUNCIL 4 3rd Thursday of each month* Burlington, Camden, Gloucester, & Salem Contact Ashley or Erin as seen above
COUNCIL 5 3rd Thursday of each month (unless noted) Burlington, Camden, Gloucester, & Salem Contact Ashley or Erin as seen above
NJSSAN ADVISORY BOARD Last Monday, every other month* Only Open to Advisory Board Members

* Check the calendar image for exact dates

For more information, contact: Frankie Bayak
 NJSAP@ArcNJ.org / 732-749-8514
 www.njsselfadvocacyproject.org



COMMUNICATING EXPECTATIONS AND ACCOUNTABILITY

Make sure the
members know
their roles



Officer Positions

Descriptions and Duties for Group Officers

www.NJSelfAdvocacyProject.org

Email: NJSAP@ArcNJ.org

1

CHAIR PERSON

- Helps make the agenda, and picks what topics are important as told to them by the members
- Runs the meeting based on the agenda
- Contacts the Vice Chair once a month to talk about agenda ideas

2

VICE CHAIR PERSON

- Serves as Chair Person in the event of an absence. Therefore, they're responsible for all of the Chairs' responsibilities.
- Supports the other officers
- Contacts the Chair Person once a month to talk about agenda ideas

3

SECRETARY

- Keeps track of who attends the meetings on our attendance sheet
- Keeps track of meeting minutes
- Reviews old minutes every meeting to keep members up to date
- Organize and catalogue all materials for future reference



Virtual Meeting Etiquette:

Look Professional

You will be on camera. Wear clean clothes, and do your hair. Tidy up your surrounding area.

Act Professional

Do not eat while on camera. Make sure you are in a quiet area or mute yourself. Be respectful when you are speaking to others.

Be Informed

Print out the agenda, any talking points you need, and any notes you have. Keep them with you during the meeting.

4

TREASURER

- Collects and counts dues from all members
- Keeps track of who gives dues on our 'Dues Collection Sheet'
- Keeps track of how much money is in the account and how much is being spent
- Delivers financial reports at each meeting

5

SGT. AT ARMS

- Calls the meeting to order by using the gavel
- Reads the Code of Conduct and makes sure the rules are followed
- Keeps meeting on track/focused on agenda
- Adjourns the meeting by using the gavel

6

INDEPENDENT ADVOCATE

- The only position appointed by the Advisor (the other positions are voted in)
- Attends all meetings
- Acts as a liaison between different groups
- Provides updates on other meetings

All officers are required to attend the monthly meetings. If an officer is unable to attend a meeting they need to let the Chair Person or the Advisor know ahead of time.

Officers
Training

ADVISORS WORK

Behind The Scenes

PLANNING AHEAD

CONTINGENCY PLANNING

- Shared Drives
- Presenter Notes
- Email BCC
- Vacation Responder
- Advanced Planning
- Easily Repeatable



TRANSPARENCY

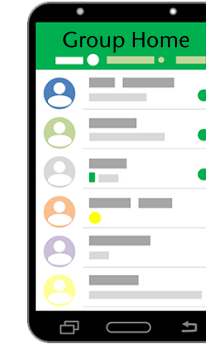
The screenshot displays the Google Drive web interface. At the top left is the Drive logo. A search bar is located at the top center. On the right side of the top bar, there are icons for help, settings, and a grid of apps, along with two profile pictures. The main navigation sidebar on the left includes options for 'New', 'Priority', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage'. The 'Storage' section shows a progress bar and the text '60.7 GB of 130 GB used' with a 'Buy storage' button. The main content area shows the breadcrumb 'My Drive > Council Information' and a list of folders under the heading 'Folders'. The folders are 'Council 5 Information', 'Council 4 Information', and 'C2 Information', sorted by 'Last modified' in descending order. A right-hand sidebar contains icons for a calendar, a notification bell, a task list, and a plus sign for more options.

PLANNING AND COMMUNICATION FOR GROUP HOMES

A Helpful Guide from The New Jersey Self-Advocacy Project, a program of The Arc of New Jersey since 1983
Contact Us: 732-749-8514 / NJSAP@ArcNJ.org or visit www.njselfadvocacyproject.org

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Make sure to have multiple contacts at each program, just in case of last minute changes or cancellation, staff turnover, or call outs.



Plan events early and remind everyone often, in multiple ways: email, phone, in-person. A verbal reminder every time you see them can also be helpful, ie. "See you next week at X Meeting".

Ask staff to confirm receipt of your messages or to provide information, such as a headcount, before events.



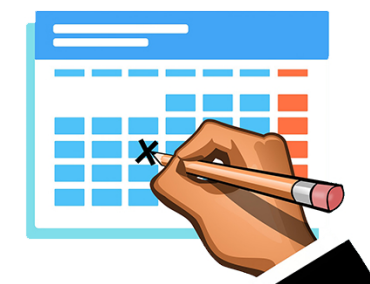
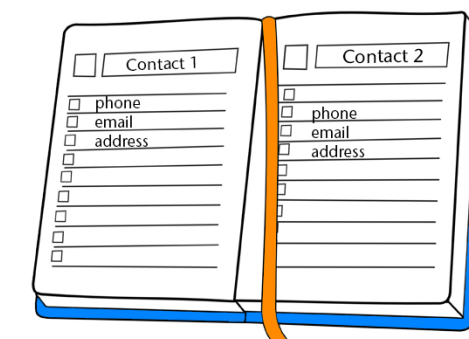
8 people attending

AGENCY 1 Email: <input checked="" type="checkbox"/> Phone: <input checked="" type="checkbox"/> Extra Reminder: <input checked="" type="checkbox"/>	AGENCY 2 Email: <input checked="" type="checkbox"/> Phone: <input checked="" type="checkbox"/> Extra Reminder: <input checked="" type="checkbox"/>	AGENCY 3 Email: <input checked="" type="checkbox"/> Phone: <input checked="" type="checkbox"/> Extra Reminder: <input checked="" type="checkbox"/>
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Learn the preferences and habits of the agency and your contact person. Know which groups need a verbal call and which groups are fine with an email. Eventually, you'll get to know which houses or programs need the extra reminders the week before or even the day-of.

Bring contact lists to all meetings and events to make sure you have the most accurate phone numbers and emails.



When folks are attending meetings or events, have copies of the meeting calendar (planned at least 1 year in advance) and any upcoming events in that area.

If they don't already use one, create a communal system of information that all staff and residents have access to, like a group calendar. If staff forget, the self-advocates interested in an event or meeting can reference the calendar and remind everyone. Visuals are always helpful.



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Name :

Agency :

Address :

Email :

Phone :

Alternate contact :

CONTACT LIST TEMPLATE



ACCESSIBILITY

ACCESSIBLE BY DESIGN

Council 1 of the NJ Statewide Self-Advocacy Network

***Zoom meeting* Agenda**

Thursday, July 16th, 2020 from 5:30 - 6:45 PM

1. Welcome and introductions

2. Check in: How is everyone doing?

- The NJSAP team is very active on social media: [Instagram](#), [Facebook](#), and [Twitter](#). Connect with us online to learn about fun activities to do during the “stay at home” order, coping with stress, and quick & healthy recipes.
- **Webinars for self-advocates, DSPs, and family members:** Tuesdays from 2 - 3 PM. [Click here](#) for registration information.
- **Brain Games on Facebook LIVE:** Thursdays at from 1 - 2 PM

8. **#ThanksToTheADA:** July 26th marks the 30th Anniversary of The ADA! NJSAP is collecting quotes to share on [social media](#). If you want to share a

5. **2021 Developmental Disabilities Awareness Month:** Ashley to review activities.

6. **SAVE THE DATES!**

- 2021 Spring Into Action Awards Luncheon: Saturday, April 17, 2021 on ***Zoom***
- [Click here](#) to register for this free, virtual event
- Review 2021 Award Winners

STARTING A GROUP

STARTING A GROUP

- **What type of group do you want to be?**
- Advocacy
- Legislation & Policy
- Systems
- Community Awareness/Education
- Social
- Skill Building
- Combination?



MAINTAINING A GROUP

MAINTAINING A GROUP

- Reminders
- Follow-Up
- Follow Through
- Consistency
- Relevance
- Food or Refreshments



ASPECTS OF A SUCCESSFUL GROUP

- Shared vision
- Shared responsibility
- Members fulfill roles



- Accountability
- Celebrate successes
- Mission-driven

CASE EXAMPLES

CASE EXAMPLE #1

You receive phone calls from an advocate at all hours of the night. They claim it is an emergency but when you talk to them they are asking you to do things that aren't in your job description, things you can't do, or they just want to talk.

As a Group Advisor, how can you handle this?

CASE EXAMPLE #2

You are scheduled to do a workshop at a location in the community.

The location said they would provide all of the materials needed for your presentation (ex: a projector, extension cord, screen, etc.) They even offered to make the copies of your presentation for you.

What would you do?

CASE EXAMPLE #3

The group would like to testify in favor of a bill that your organization opposes.

What do you do when the members goals conflict with your agencies goals?

CASE EXAMPLE #4

You've tried reaching out to the Chairperson of the self-advocacy group you advise several times.

You want them to review the agenda and finalize talking points before the meeting next week.

After your fourth email, the Chairperson responds:

"OK, looks good."

You know the Chairperson should be participating more in agenda development. What would you do?

Questions?

Comments?

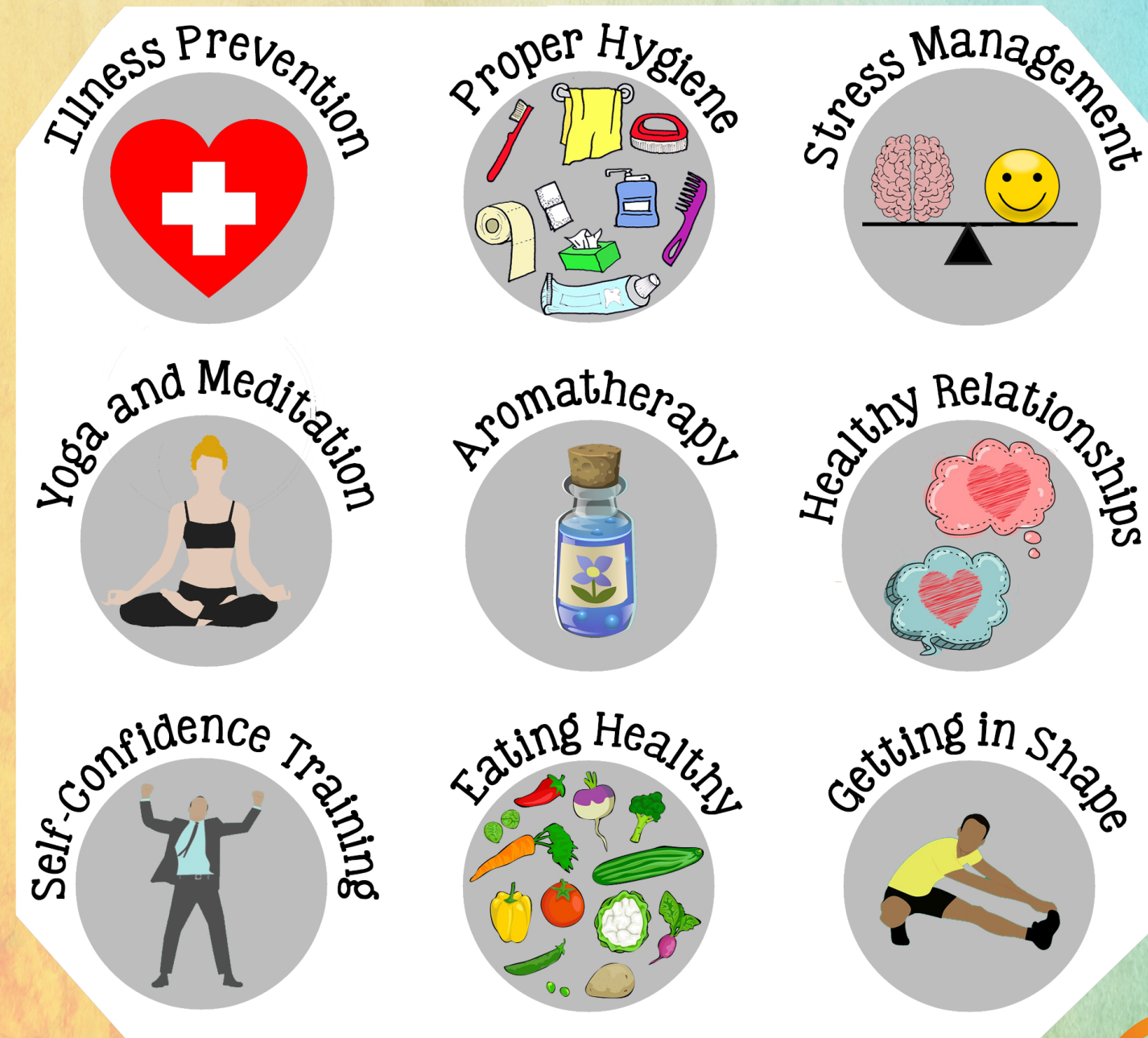


NEW JERSEY
SELF-ADVOCACY
PROJECT

FREE VIRTUAL TRAININGS



The New Jersey Self-Advocacy Project has partnered with The Horizon Foundation for New Jersey to help you learn more about health, wellness, and being the best you! We are happy to tailor our presentation(s) to suit the needs of your group. Contact us to set up a time and date at your location! The New Jersey Self-Advocacy Project Team will provide free workshops on the following topics:



Connect With Us!

Phone & Fax: (732) 749-8514

Email: NJSAP@ArcNJ.com

www.Facebook.com/NewJerseySAP

www.Twitter.com/NJSAP






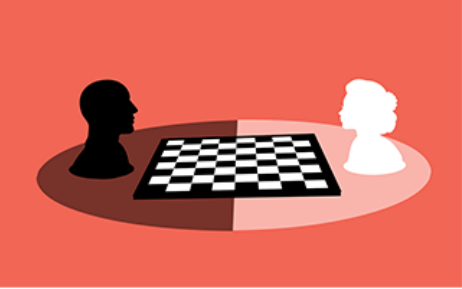


www.NJSelfAdvocacyProject.org



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MY WEEK WITH NEW JERSEY SELF-ADVOCACY PROJECT

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<ul style="list-style-type: none"> •Check social media feed for Veronica's new nutrition video  	<ul style="list-style-type: none"> •Watch the new Stay Healthy at Home webinar at 2pm 	<ul style="list-style-type: none"> •Interactive Zoom event for HLP:Live at 11am  <ul style="list-style-type: none"> •Check social media feed for IHT's new workout video 	<ul style="list-style-type: none"> •Play this week's Brain Game on Zoom at 1pm 	<ul style="list-style-type: none"> •Check social media feed for Erin's new recipe video  <ul style="list-style-type: none"> •HLP:Live! It's Fitness Friday with IHT on Zoom at 1pm 
<p>TO DO LIST:</p> <ul style="list-style-type: none"> •Sign up for NJSAP's email list •Request a virtual group training •Make a social media post using this month's hashtag 		<ul style="list-style-type: none"> •Participate in an advocacy campaign or Action Alert 	<p>REMINDERS + NOTES:</p> <ul style="list-style-type: none"> •Mark my calendar with all upcoming activities •Reminder: Each NJSSAN Council meets every month •Remember: Self-Advocacy means to SPEAK UP! 	



Find out more at www.njselfadvocacyproject.org

Facebook: @NewJerseySAP / Instagram: @NewJerseySAP / Twitter: @NJSAP

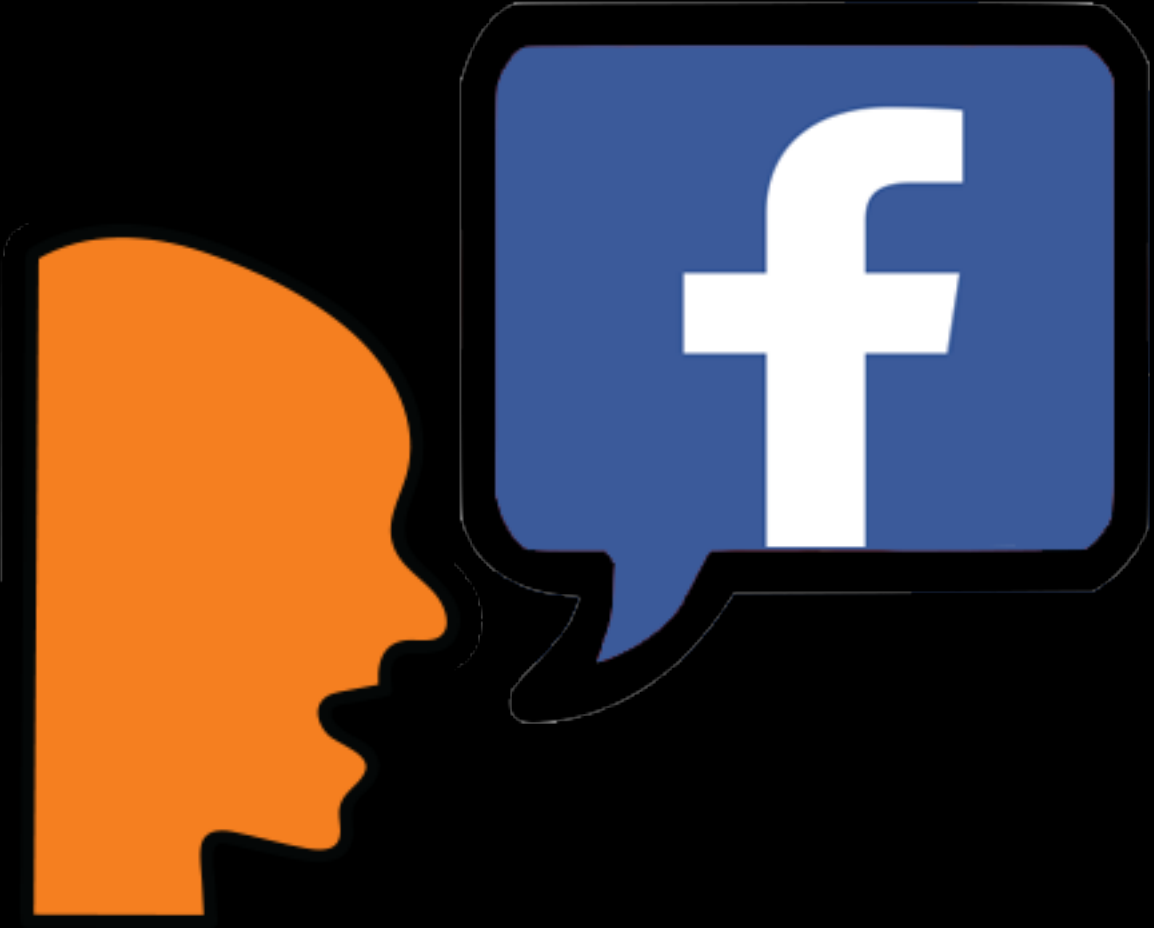
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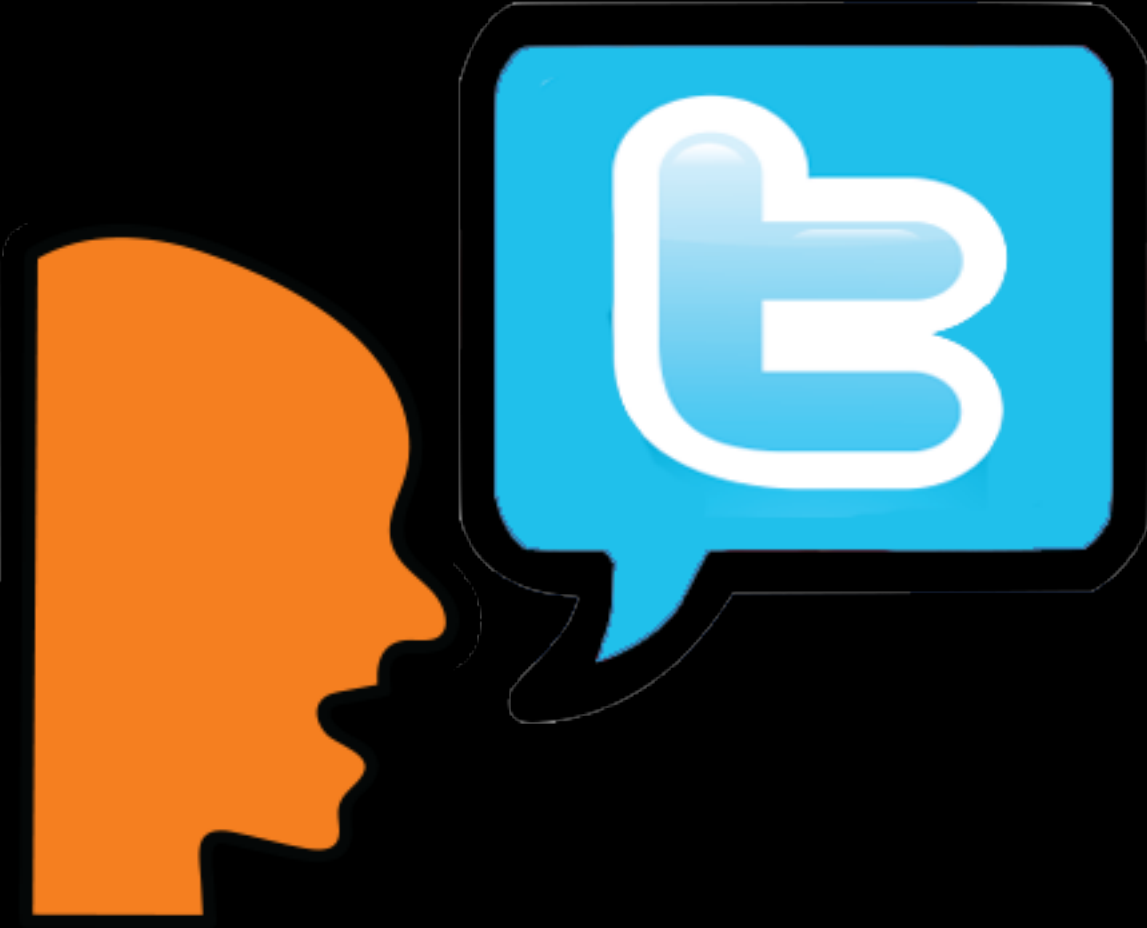
www.arcnj.org/programs/njsap/videos.html



<https://www.instagram.com/newjerseysap/>



<https://www.facebook.com/NewJerseySAP/>



<http://www.twitter.com/njsap>



[Click Here To Sign Up!](#)

Healthy Lifestyles Project

LIVE



Live Healthy,
Together



DOWNLOADS:

FREE TRAININGS FOR ADULTS WITH I/DD

by New Jersey Self-Advocacy Project
A program of The Arc of NJ since 1998

We will present FREE workshops
Email NJSAP@ArcNJ.org or call 732-732-1111

SELF-ADVOCACY

All About NJSAP & NJSSAN
Starting a Self-Advocacy Group
Team Building
Human Rights and Responsibilities
Erasing the R-Word & Person First Language
Advocating for Yourself
Boosting Your Self-Confidence
Supported Decision Making
Consent & Respect
Everyday Self-Advocacy

LEGISLATIVE ADVOCACY

Governmental Affairs
Voting
The Census
The Americans with Disabilities Act
Action Alerts & Advocacy Campaigns

EMPLOYMENT

Employment & Pre-Employment Skills
Resumes & Employment Prep
ADA Employment Accommodations
Working From Home

TECHNOLOGY

Internet Safety
Assistive Technology
Online Communications & Staying Connected
Online Resources & Activities

www.NJSelfAdvocacyProject.org



MY WEEK WITH NEW JERSEY SELF-ADVOCACY

<p>MONDAY</p> <ul style="list-style-type: none"> •Check social media feed for Veronica's new nutrition video <p>VERO PURE GREEN</p>	<p>TUESDAY</p> <ul style="list-style-type: none"> •Watch the new Stay Healthy at Home webinar at 2pm <p>Stay HEALTHY at Home</p>	<p>WEDNESDAY</p> <ul style="list-style-type: none"> •Interactive Zoom event for HLP:Live at 11 <p>Healthy Lifestyles Project LIVE</p>
<p>TO DO LIST:</p> <ul style="list-style-type: none"> •Sign up for NJSAP's email list •Request a virtual group training •Make a social media post using this month's hashtag 		
<p>Participate in an advocacy campaign or Action Alert</p>		

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PLANNING AND COMMUNICATION

A Helpful Guide from The New Jersey Self-Advocacy Project
Contact Us: 732-749-8514 / NJSAP@ArcNJ.org or www.NJSelfAdvocacyProject.org

Make sure to have multiple contacts at each program, just in case of last minute changes or cancellation, staff turnover, or call outs.



Ask staff to confirm receipt of your messages or to provide information, such as a headcount, before events.

AGENCY 1	AGENCY 2	AGENCY 3
Email: <input type="checkbox"/>	Email: <input type="checkbox"/>	Email: <input type="checkbox"/>
Phone: <input type="checkbox"/>	Phone: <input type="checkbox"/>	Phone: <input type="checkbox"/>
Extra Reminder: <input type="checkbox"/>	Extra Reminder: <input type="checkbox"/>	Extra Reminder: <input type="checkbox"/>

Bring contact lists to all meetings and events to make sure you have the most accurate phone numbers and emails.



If they don't already use one, create a communal system of information that all staff and residents have access to, like a group calendar. If staff forget, the self-advocates interested in an event or meeting can reference the calendar and remind everyone. Visuals are always helpful.

Officer Positions

Descriptions and Duties for Group Officers

www.NJSelfAdvocacyProject.org

Email: NJSAP@ArcNJ.org

<p>1</p> <p>CHAIR PERSON</p> <ul style="list-style-type: none"> -Helps make the agenda, and picks what topics are important as told to them by the members -Runs the meeting based on the agenda -Contacts the Vice Chair once a month to talk about agenda ideas 	<p>2</p> <p>VICE CHAIR PERSON</p> <ul style="list-style-type: none"> -Serves as Chair Person in the event of an absence. Therefore, they're responsible for all of the Chairs' responsibilities. -Supports the other officers -Contacts the Chair Person once a month to talk about agenda ideas 	<p>3</p> <p>SECRETARY</p> <ul style="list-style-type: none"> -Keeps track of who attends the meetings on our attendance sheet -Keeps track of meeting minutes -Reviews old minutes every meeting to keep members up to date -Organize and catalogue all materials for future reference 	<p>Virtual Meeting Etiquette:</p> <p>Look Professional</p> <p>You will be on camera. Wear clean clothes, and do your hair. Tidy up your surrounding area.</p>
<p>4</p> <p>TREASURER</p> <ul style="list-style-type: none"> -Collects and counts dues from all members -Keeps track of who gives dues on our 'Dues Collection Sheet' -Keeps track of how much money is in the account and how much is being spent -Delivers financial reports at each meeting 	<p>5</p> <p>SGT. AT ARMS</p> <ul style="list-style-type: none"> -Calls the meeting to order by using the gavel -Reads the Code of Conduct and makes sure the rules are followed -Keeps meeting on track/focused on agenda -Adjourns the meeting by using the gavel 	<p>6</p> <p>INDEPENDENT ADVOCATE</p> <ul style="list-style-type: none"> -The only position appointed by the Advisor (the other positions are voted in) -Attends all meetings -Acts as a liaison between different groups -Provides updates on other meetings 	<p>Act Professional</p> <p>Do not eat while on camera. Make sure you are in a quiet area or mute yourself. Be respectful when you are speaking to others.</p>




All officers are required to attend the monthly meetings. If an officer is unable to attend a meeting they need to let the Chair Person or the Advisor know ahead of time.



Resources

- ▶ NJSAP: <http://www.arcnj.org/programs/njsap/>
- ▶ NJSAP Webinars: <https://www.arcnj.org/programs/njsap/webinars.html>
- ▶ NJSAP Youtube: www.arcnj.org/programs/njsap/videos.html
- ▶ NJSAP HLP: www.HealthyLifestylesProject.org
- ▶ Healthy Lifestyles Project Live!: <https://www.arcnj.org/information/healthy-lifestyles-project/hlplive.html>
- ▶ NJSAP Email List Registration: https://visitor.r20.constantcontact.com/manage/optin?v=001Pkt5eHO4C2JrwfPw-p5rdqMeT2hyB3H_I_8-6Pyz_LIEdaG9FrebFmRUe0vIVTdajyOgbl3eJPfej5_IYANtZZVdceO7DjpChIHrmndLyH8%3D
- ▶ Positive Pulse Sign Up Link: https://visitor.r20.constantcontact.com/manage/optin?v=001Pkt5eHO4C2JrwfPw-p5rdhN0hs6zmFCpw_-qljyChHCjo8caQS7OnfriaZQWdRzRL_w8oJ-UatsYCC7QBeHthjpotosACKEiDlw07cbjhkra9kPcBx4gW6FI9bf_XOk0QqcieR1PU3-NjnEHKe3A2eQ4R1h09jV7UMSM9iFawgMIB9xGmVFCg==
- ▶ NJSAP Twitter: <http://www.twitter.com/njsap>
- ▶ NJSAP Instagram: <https://www.instagram.com/newjerseysap/>
- ▶ NJSAP Facebook: <https://www.facebook.com/NewJerseySAP/>
- ▶ NJSAP HLP LIVE Sign Up Link: https://visitor.r20.constantcontact.com/manage/optin?v=001Pkt5eHO4C2JrwfPw-p5rdqMeT2hyB3H_I_8-6Pyz_LIEdaG9FrebFmRUe0vIVTdajyOgbl3eJPfej5_IYANtZZVdceO7DjpChIHrmndLyH8=
- ▶ Plain Language Resources: <https://www.plainlanguage.gov/resources/checklists/checklist/>

QUESTIONS?

- ▶ Stay in touch: NJSAP@ArcNJ.org
- ▶ **Phone & Fax:** 732-749-8514
- ▶  twitter.com/NJSAP or @NJSAP
- ▶  Facebook: [https://www.facebook.com/
NewJerseySAP/](https://www.facebook.com/NewJerseySAP/)
- ▶  Instagram: [https://www.instagram.com/
NewJerseySAP](https://www.instagram.com/NewJerseySAP)
- ▶ NJSAP Website: [http://
www.njselfadvocacyproject.org](http://www.njselfadvocacyproject.org)