

POLICY NO: SLF 1.13 (IL)
AREA: Supportive Living
SUBJECT: Bulletin Board

Adopted: 09/05
Revised: 05/06
Revised: 12/06
Revised: 8/13/2025
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POLICY

A bulletin board will be used for activity and community communication.

PURPOSE

To provide a location where residents can read of upcoming activities, community events, community volunteer programs and job opportunities.

STAFF RESPONSIBLE

1. Manager

PROCEDURE

1. A bulletin board will be located in an area frequented by the residents.
2. Information about events, job opportunities and volunteer programs in the community may be posted but must have approval of the Manager before posting.
3. Job opportunities and volunteer programs were be discussed at each month resident meeting.
4. Any resident may place information on the board as long as the information has been approved by the Manager prior to posting.
5. All information on the bulletin board must be dated and will be removed automatically when outdated. Dated information regarding community events will be promptly removed when the event is over. All other information posted will be marked with a date by the individual posting it and removed within an appropriate time frame.
6. No staff will be allowed to post any information on the bulletin board without the approval of the Manager.

FREQUENCY
As Needed

LOCATION
Facility

FORMS
None