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This handbook is intended as a guide for Our House’s volunteers. It should be used in conjunction with volunteer orientation and training and cannot address every scenario that a volunteer might encounter.
About Our House

VISION
Our House inspires people with HIV to live well.

MISSION
Our House provides integrated health and housing services to people with HIV/AIDS. Guided by compassion, collaboration and respect, we provide 24-hour specialized care, independent housing with support services, and community services through Esther’s Pantry and Tod’s Corner.

CORE VALUES
• Compassion for those most in need was the reason we founded Our House and it continues to be our guiding value.
• Collaboration at Our House builds relationships by sharing resources and expertise in the community to serve our clients.
• Our House Respects the dignity, spirit, worth, needs and rights of everyone we touch.
• Our House maintains a Resourceful staff, stable finances and effective programs through innovative and responsive action.
• Our House Empowers clients to optimize the quality of life in a safe and accepting environment.

ABOUT THE ORGANIZATION
At Our House, we believe that all people affected by HIV are entitled to a life with dignity. Founded in 1988 by a group of concerned citizens, Our House first opened in February 1989. We provide a supportive, nurturing and accepting environment for individuals with HIV. Our approach encompasses symptom control, comfort, support, and community education. We believe in self-determination for our residents and in honoring the needs of the whole person.

Our House is a safe, supportive and structured community of residents, their family and friends, staff and volunteers. Physical needs and spiritual interests are met in ways that safeguard life with dignity. The community spirit at Our House embodies support and shelter, rest and warmth. Paid and volunteer staff’s commitment to each resident helps make Our House their home.

Our House’s continuum of care comprises three programs. The building at 2727 SE Alder acts as the headquarters for the organization, and the residential care facility there has capacity for 14 residents in large, private rooms. These residents need 24 hour nursing care and supportive services. The 13,000 square foot residence has a nurses’ station, a living room with fireplace, television, VCR, computer and games, occupational therapy room, and a large, cheerful kitchen and dining room. The Neighborhood
Housing and Care Program (NHCP) provides permanent housing plus supportive services (nursing, social work and occupational therapy) for people living independently with HIV. Esther’s Pantry and Tod’s Corner provide food, household items, clothing and other items to clients living in the community.

PHILOSOPHY OF CARE
The Our House Philosophy of Care applies the strategies of harm reduction, self-determination, and compassionate communication within the power of community. The three disciplines of social work, nursing and occupational therapy combine to work with residents on goals to improve their quality of life. Each individual’s voice, perspective and steps toward their journey of health and wellness are valued.

- We use harm reduction as a framework to approach harmful behaviors. The strategies involve partnering with the resident/client to evaluate pros and cons of use and harm and how this fits in with the client’s definition of living well.
- Our House facilitates clients to be self-reliant, independent and define their own wellness. The concept of self-determination is used to provide client centered care and empower residents to be part of the decision-making process.
- Using the practice of compassionate communication helps us to develop a therapeutic rapport fostering respect, empathy and connection through understanding the needs of ourselves and others.

- We work together to create a sense of belonging and meaningful purpose for each resident and client in a safe and stigma-free community. Clients and residents are invited on outings, exercise groups and parties to celebrate ownership and to reinforce each person’s value in the community.

FUNDING
The generous contributions of our donors make possible the level and quality of services available only at Our House. The state of Oregon pays for only 45% of the expenses for Our House. Contributions make up the rest. Each year, hundreds of loyal donors invest in our mission of delivering expert medical care and services to people living with HIV.

DIVERSITY STATEMENT
Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, sexual orientation, gender identity, or any other legally protected characteristic will not be tolerated.
Our House considers all applicants for volunteer positions without regard to race, color, religion, socioeconomic status, sex, gender identity, national origin, sexual orientation, mental or physical disability, Vietnam-era or disabled veteran status, or any other status protected by law. Volunteers under 18 years old must be accompanied by a parent or legal guardian.

**OFFICE & CONTACT INFORMATION**

**Our House Offices & Residential Facility:**
2727 SE Alder St.
Portland, OR 97214
Ph: 503-234-0175
Fax: 503-894-9117

**Esther’s Pantry & Tod’s Corner:**
10202 SE 32nd Ave.
Esther’s Pantry: Suite 601
Tod’s Corner: Suite 502
Milwaukie, Oregon 97222
Ph: 503-349-4699
Fax: 503-652-4455

**Volunteer Management Team**

<table>
<thead>
<tr>
<th><strong>Director of Volunteers</strong></th>
<th>Kathryn Siebert</th>
<th>503-595-6131</th>
<th><a href="mailto:ksiebert@ourhouseofportland.org">ksiebert@ourhouseofportland.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Development &amp; Volunteer Coordinator</strong></td>
<td>Dana Kinney</td>
<td>503-595-8873</td>
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<tr>
<td><strong>Kitchen Manager</strong></td>
<td>Melissa “Missy” Townsend</td>
<td>503-595-6127</td>
<td><a href="mailto:mtownsend@ourhouseofportland.org">mtownsend@ourhouseofportland.org</a></td>
</tr>
</tbody>
</table>

Our House Organizational Chart
Answers to Frequently Asked Questions

Whom should I call if I am sick and can’t make my shift?

Please call the Our House main line at 503-234-0175 and speak to a volunteer management staff member (or nursing staff if after 5:00 pm or on weekends).

I have a conflict with an upcoming volunteer shift. How do I let you know I need time off?

You can email a volunteer management team member or simply write it on the white board in the volunteer room.

Who can answer questions if the volunteer management team isn’t present or unavailable?

Staff members throughout the building are generally able to answer questions. On weekends or in the evenings, the clinical staff are your key contacts.
Volunteer Program Guidelines & Policies

1. **SIGNING IN AND OUT**
   Please sign in and out on your timesheet in the volunteer notebook, which is located in the volunteer room. This is very important, as is totaling your hours when you depart at the end of your shift. Thorough records benefit the organization through increased grant opportunities.

2. **NAME TAGS**
   Please wear your name tag at all times. When you leave, please remove your name tag and replace it in the volunteer name tag box.

3. **TIME OFF**
   If you need time off for any reason, please give us as much notice as possible. This will allow us to get a replacement volunteer or plan for alternatives.
   - **VACATIONS & PLANNED ABSENCES**
     Contact the volunteer management team if you know in advance you will not be in. Please give us as much notice as possible to find your replacement!
   - **SICK DAYS & EMERGENCIES**
     Please stay home if you feel sick, but call Our House at 503-234-0175 and ask for a volunteer management staff member. On weekends or after business hours, ask for a nurse.

4. **COMMITMENT AND DEPENDABILITY**
   Because volunteers provide essential services, it is beneficial to have as much continuity as possible. Please make every effort to arrive at your scheduled time on your scheduled day. Many of our operations could not happen without your presence!

5. **CHANGE IN ROLE OR SHIFT**
   You may request a change in placement anytime during your volunteer service. Simply contact a volunteer management staff member. Please understand that we cannot accommodate every request.

You may also take a leave of absence if life gets too busy, but foresee it slowing down in the future.
6. INFECTION CONTROL
Some of our residents have an immune deficiency, a state in which their immune system's ability to fight infectious disease is compromised or entirely absent, meaning that a common cold could make them violently ill.

For this reason, certain precautions must be taken while volunteering:

- **Please do not come in to volunteer if you are ill.** For those volunteering in the kitchen, this includes gastrointestinal issues like food poisoning, as the bacteria that causes food-borne illness can be passed to diners through the food you’re handling.
- **Wash your hands** frequently! Washing your hands not only protects residents, it also protects you, as some of our residents don’t practice good hygiene.
- Our kitchen follows food safety guidelines to prevent the spread of food-borne illness.
- **Please do not bring pets to Our House.** (Note: Therapy animals are allowed with permission from volunteer management.)
- The state requires **TB screening for all staff and volunteers.** We administer these screenings on-site at no cost to you.

7. BLOODBORNE PATHOGENS
Avoid contact with all bodily fluids. Please alert a staff member if you come across bodily fluids. Only staff members should clean up such fluids.

8. PROGRAM COMMUNICATION
Please **read the Resident Report** as you begin each shift – this report has crucial information about the current resident population’s health status, as well as tips for communicating with them. You will also receive a **monthly email newsletter** with important information – please read it!

9. PERSONAL APPEARANCE
Our **dress policy is casual.** However, we expect that you will dress in a manner consistent with that expected by our residents or the public and which is also consistent with good hygiene, safety, and good taste. Furthermore, out of respect for the sensitivities of clients/residents, we request that **no perfumes/colognes be worn on-site.**

10. ALCOHOL & MARIJUANA POLICY
We have a strict **no alcohol policy** within our facilities, which includes no cooking with alcohol. We also do not allow marijuana use within our facilities.
11. MEALS
While on shift, you are welcome to eat a meal with residents, whether you’re working in the kitchen or not. Please understand that the meal policy is designed to encourage volunteers and staff to foster a sense of community in the house, which achieves a portion of our Philosophy of Care (see page 4). Therefore, you should join residents at the dining table to eat your meal whenever possible.

Other meal policies:
• Do not eat things that you can’t give to residents (e.g., eating a dessert at lunch, since dessert is only served at dinner).
• Unless you’re a kitchen volunteer, please order at the window to follow food safety guidelines.
• Please understand that you are not guaranteed a meal.
• Residents’ orders are always prioritized over volunteers’.
• Please do not take food home with you unless invited to do so by the Kitchen Manager.
• For food safety reasons, please do not eat in the kitchen.

Staff hold food handlers’ cards and are able to order meals from volunteers. Please prioritize residents’ orders over staff orders. Staff generally elect to have a certain portion of their paychecks deducted and given to the kitchen budget, and there is also a donation box for staff to use to pay for their meals. Volunteers are not required to donate to the kitchen budget for their meals.

12. VOLUNTEER-RESIDENT BOUNDARIES
Situations will undoubtedly arise that have the potential to impair judgment and create a “dual relationship,” which increases the risk of harm and exploitation of the resident/client. To prevent this type of harm from occurring, we expect that volunteers clearly delineate their position with the resident at all times.

As a volunteer of Our House, you are prohibited from:
• Engaging in business relationships with residents
• Sharing ownership of property or pets
• Visiting residents during times when you are not on shift (aside from brief socializing in community spaces)
• Socializing with residents off-site at non-sponsored Our House activities
• Advising residents on courses of treatment or actions to take regarding their healthcare, including their mental health. Regardless of professional background or knowledge, please direct residents to clinical staff in these matters.

13. PERSONAL INFORMATION
Please keep your address, phone number, and email confidential from residents and clients, as this could lead to potential privacy problems for all involved.

14. GIFTS, LENDING, & DONATING
Never exchange money, cigarettes, goods or gifts with residents or clients (including borrowing or loaning), as this may create expectations or lead to complaints of unfairness. You may not donate items or money directly to a resident without specific authorization from a volunteer management staff member.

15. RELIGIOUS AND POLITICAL BELIEFS
Our House is a secular organization. We serve people from all faiths and backgrounds. Please do not initiate conversations about religion; if you are engaged in a conversation by a resident, remain respectful and do not expound on your own beliefs.

Do not assume that all residents share your political views, and please do not initiate conversations involving politics. If a resident brings up a political issue, remain respectful and do not expound on your own views unless the conversation devolves into hate speech. In this case, please interrupt the resident and tell them to stop, then report the incident to nursing. If you don’t feel comfortable doing that, please report immediately to nursing.

16. NICKNAMES & ENDEARMENTS
Nicknames or endearments (like “honey” or “sweetie”) may suggest a more personal interest than you intend or that you favor one resident over another. Additionally, some residents may be offended by some endearments. Please use the resident’s name when addressing them.

17. GOSSIP
Residents may try to gossip with you about other residents, staff, and/or volunteers. Please remove yourself from any conversations involving gossip – participating in gossip can compromise your role as a volunteer.

18. CONFIDENTIALITY & HEALTH PRIVACY POLICIES
It is the policy of Our House to keep personally identifiable information of service participants, staff, volunteers, counselors, advocates, board members, students, interns, and donors absolutely confidential.

For service participants, any action taken should be consistent with Health Information Portability and Accountability Act (HIPAA) regulations concerning patient privacy and confidentiality.
For Residents & Clients: Keep confidential any individually identifying information, including first and last name, contact information (including a postal, e-mail address or personal telephone number), Social Security number, bank number or credit card number, or any other information (including date of birth, racial or ethnic background, or religious affiliation) that, in combination with other information, would serve to identify the individual.

For Staff, Volunteers, & Donors: Keep confidential any personally identifiable information except name.

Possible Exceptions:
- In emergencies which are life threatening or could result in serious bodily harm, maintain as much confidentiality as possible without endangering the treatment of the resident or client.
- If criminal activity must be reported to law enforcement, maintain as much confidentiality as possible without hindering an investigation or community safety.

It is important that confidential information not be left in the open on tables/counters or in public areas. Specifically, because it includes protected HIPAA information, the Volunteer Communication Book should be kept where it can’t be seen or available to residents, clients, and visitors.

When confidentiality has been breached, the response will be on a case by case basis. In any case, a member of the volunteer management team should be notified.

19. OUTINGS
There are times when you may have the occasion to take a resident out of the building for a walk. Outings must always be approved in advance by the nursing staff. Additionally, if there is a destination, you must have it approved. Never purchase a resident anything (see “Gifts and Lending”) and never visit an establishment that serves alcohol.

20. NOTIFICATION LIST
If you would like to be notified if a resident you’ve worked with has passed away, please contact a volunteer management staff member and we’ll put you on a notification list.

When residents pass, staff place a small memorial in the lobby and offer a “Circle,” allowing staff, volunteers, residents, clients, and community members the opportunity to remember the deceased. If you would like to attend a Circle, contact a volunteer management staff member.

21. HARASSMENT
Our House is committed to providing volunteers with an environment that is free from discrimination and harassment. **Hateful speech or action of any kind will not be tolerated.**

As a volunteer, you are **never permitted to have a romantic or sexual relationship with a resident**. To avoid the perception of an intimate relationship by a resident, **avoid telling sexually-oriented jokes or stories**. Be mindful that strategies you use to build rapport may create an expectation that you don’t intend or want.

Finally, **discourage flirting or suggestive behavior** from residents, and do not engage in it yourself. Please bring any incidents of sexual harassment to the immediate attention of volunteer management staff or another staff member.

### 22. SAFETY AND LIABILITY

Our House is committed to providing a safe and secure environment for all – residents, volunteers, employees, and visitors. Acts or threats of physical violence, including intimidation, harassment, either verbal or written, which occur on Our House property will involve taking proactive as well as reactive action on a case by case basis. Workplace violence may involve but is not limited to residents, volunteers, employees, and visitors. Behaviors that occur may include the following: **yelling, throwing objects, slamming doors, and actions that can be perceived as threatening**. Our House strives to balance the mental, addictive, emotional and social challenges of residents with an intention to create a physically and emotionally safe environment for the staff, volunteers, and residents contributing to excellent client care.

Volunteers are **required to promptly report any incident or threat of violence**, including intimidation, harassment and verbal abuse, to a staff member.

If there’s an emergency that requires immediate staff assistance, a **Code Green** will be called on our phone speaker system. A **Code Green activates all staff to rush to the area**; volunteers should remain at their work stations and wait for instructions. If the building must be evacuated, a **Code Red** will be called. **All volunteers should exit the building immediately upon hearing a Code Red.**

**In the event of a fire (or fire drill), volunteers should gather with staff in the lobby** if it is safe to do so. A staff member with the “pink stick” will direct you from there.

Unfortunately, Our House **cannot provide workers compensation** to volunteers. However, volunteers are covered by our General Liability policy and Accident policy. If

“I wish I could broadcast what pleasure and profit I’ve received for the years I’ve spent at Our House. It’s such an upbeat place because of a remarkable group of residents, staff, and other volunteers.”

– 10 Year Veteran Volunteer on His 80th Birthday
you are **injured while volunteering, please report your injury to staff immediately.**

All staff and volunteers are required to have a criminal background check every two years.

**23. SECURITY**

Our House desires to provide a safe environment. Volunteers are responsible for following these common-sense suggestions to help ensure a safe environment:

- **Be aware of any unknown person** who comes into your area and is not accompanied by a staff member.
- **Visitors** to the facility must sign in, wear a visitor sticker, and be escorted around the facility by a resident.
- **Keep your wallet or purse with you at all times** or keep such items out of sight. Avoid carrying large sums of money.
- **Our House is not responsible for lost or stolen personal property.** Our House cannot reimburse a volunteer for any personal property which disappears from a volunteer work area.

**24. USE OF SOCIAL MEDIA**

Social media includes personal blogs and other websites, including Facebook, LinkedIn, Twitter, YouTube and others. These guidelines apply whether posting to your own sites or commenting on other sites.

- **Do not share confidential or proprietary information** about Our House.
- **Maintain resident/client privacy that is consistent with HIPPA regulations concerning patient privacy** (see “Confidentiality & Health Privacy Policies”). Do not post any personally identifying information or personal information regarding residents or clients including name, initials, nicknames, sex, age, birthdate, occupation, date of death, addresses, racial or ethnic background, religious affiliation, as any combination of these may identify an individual. Do not post about any clinical activities or events concerning residents.
- **You may not post photos of an Our House resident or client** on any social media.
- Write in the first person. Whenever your connection to Our House is apparent **make it clear that you are speaking for yourself and not on behalf of Our House.** In some cases **it may be appropriate to include this disclaimer:** “The views expressed on this [blog; website] are my own and do not reflect the views of Our House.”
• Be aware that comments you post are public and volunteer management staff may have to take appropriate action if your posts pose a concern. If content posted to social media is discovered and deemed inappropriate, you may be asked to remove the material in question. In such cases, refusal to remove the content in question may result in disciplinary action.

• **Do not friend current residents/clients on social media websites.** You may friend former residents/clients; however, Our House encourages discretion and careful thought of the implications of friending former residents/clients.

• When a client has exited all Our House programs, you must continue to treat their personal information as private; **once a client always a client, as it relates to social media.**

• Your social media name, handle, and URL should not include Our House’s name or logo.

• If you aren’t sure something is safe to post on social media you should not post it.

• If you have any questions about what is appropriate to include in your social media profile(s), please contact a volunteer management staff member.

25. **PROBLEMS, QUESTIONS, THOUGHTS**

If you need a question answered, a problem resolved, or a thought expressed, please talk to a staff member. If someone is not available right at that time, we urge you to leave a note or send an email so that we can get back to you later. Your concerns are important to us, so please take the time to voice them! **We need your support by not participating in venting with residents and other volunteers and staff.** This indirect way of dealing with problems is unhealthy for all of us as a community.

> “If they didn’t let me volunteer at Our House, I would pay for the privilege of doing what I do there. There is nothing more satisfying, more fulfilling, than being able to do what you love to do, and when you can do it for a cause you believe in wholeheartedly, in a nurturing, accepting atmosphere, and among people you like and respect, then you are truly fortunate. I wake up every Monday looking forward to going to Our House. On other days, I plan menus, dishes, and events, connecting to Our House even when I’m not there. I am one lucky person.”

- Our House Volunteer

Additionally, remember that your volunteer role here means that you represent Our House even when you’re not volunteering. Therefore, we would ask that you do not vent or gossip in public about Our House.

26. **RESIGNATIONS**

We hope your volunteer experience at Our House is rewarding and mutually beneficial. We understand that life and schedules change. Volunteers may resign for any reason, at any time. When possible, **we would appreciate two weeks’ notice.** An exit survey will be sent to you as an additional forum in which to express any concerns.
27. **CAUSE FOR DISMISSAL**
Volunteers are expected to follow rules of conduct that will protect the interests and safety of all residents, volunteers, staff and Our House. The following are only some examples of inappropriate conduct which could lead to dismissal:

- **Theft** or inappropriate removal or possession of Our House property or that of any Our House volunteer, staff, resident, or visitor.
- **Purposeful destruction or damage to Our House property or supplies**, or the property of employees, residents, or volunteers.
- Violation of federal, state, or local safety and health rules.
- Volunteering under the **influence of alcohol or illegal drugs** and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs on the premises.
- Creating a disturbance on Our House premises, at sponsored activities or in areas which could **jeopardize the safety of others**.
- **Harassing, threatening, intimidating, or coercing** staff, residents, or volunteers.
- **Lack of cooperation** or other disrespectful conduct.
Creating Positive and Helpful Relationships with Residents

We want you to be able to be authentic and genuine with residents as you develop positive and helpful connections. These connections can be enriching and therapeutic for residents – and hopefully for you, too!

However, as you build relationships, it’s important to maintain boundaries. Boundaries are guidelines for maintaining relationships that help you avoid stress and misconduct while providing the best possible support.

As a volunteer, you have a powerful role as a member of the care team. This power comes from control over the services provided and access to confidential information about the resident. Thus, it’s important not to let the balance of power slide heavily to your side of the relationship. As a volunteer, ask yourself: Are my actions more about my needs than about the needs of the resident?

Ask yourself: Are my actions more about my needs than about the needs of the resident?

Remember, too, that positive and helpful relationships are two-sided. While volunteer-resident relationships may be more therapeutic than most relationships, you are not compelled to listen to a resident if it’s not feeling good to you – for instance, if you’re pretending to listen or be empathetic, it’s not helpful anymore.

It is always OK to set limits and state clearly what your position is. Volunteers are often in the position of setting limits and coaching residents on what constitutes appropriate behavior in a community. You may also be put in a position that is beyond your skills, knowledge, and role. Feel free to gently tell the resident how you are feeling. Here are some possible scripts:

- “It seems like you’re having some really strong feelings. I don’t think it’s really helpful for us to talk about them right now, but you should check in with the social worker.”
- “Gosh, your pain seems relentless right now and that must be really hard. I need to do [some other task], but I encourage you to go talk to the nurse.”
- “Oh man, that sounds super tough and I don’t always feel like I have the right answers. Do you think someone in OT would know how to do that?”

Other tips for setting boundaries:
• **Touch, like hugs or pats on the back,** can be healing and comforting or they can be confusing, hurtful, or simply unwelcome. Residents may react differently to touch than you intend, so ask how individuals feel about physical touch. And when it is used, touch should be sparing and thoughtful.

• Please be mindful of discussions regarding the use of drugs and alcohol. Even if you are talking to a volunteer teammate or a staff member, a seeming innocuous comment can make residents in recovery feel unsafe. At the same time, some residents may enjoy discussing or reminiscing about fine wine or a good cocktail. It’s important to know who you’re talking to and who is listening when you are discussing alcohol and drugs.
  
  o If you happen upon such a conversation topic from a resident, volunteer, or staff member, you can say, “Please be mindful of community drug or alcohol talk, as it can make others feel unsafe.”

• **Secrets** always have the potential to result in eventual serious harm and could **compromise role boundaries.** If a resident asks you to keep a secret, let the individual know you have to communicate any information related to their or others’ safety and health to the nursing staff.

An important final thought: **Strive to treat each resident with the same respect and attention,** regardless of how you feel about them.
History of Our House

Juniper House was the first version of Our House. It started in the fall of 1988, when a small group of concerned Portlanders began working to provide housing and care needs of people with AIDS. They read an article in *The Oregonian* about a homeless man with AIDS who died on the streets and they decided something needed to be done. They soon formed a nonprofit corporation and opened Our House, a five bed foster care facility. The monthly fund-raising goal was $1,500.

They quickly learned they needed additional rooms and more staff. In March of 1990, Our House moved to its present location. Volunteers raised $5,000 to renovate the facility. The capacity for residents doubled, the staff was increased and a more comprehensive program was developed.

By 1992, the monthly fund-raising goal had increased to $10,000. By this time, over 100 residents had called Our House home.

In July of 1993 the Sisters of Providence purchased the building, and we became their tenants. During the early 1990’s, the death rate was very high and our focus was providing palliative care and grief counseling. The nursing staff consisted of two RNs who shared the 24-hour coverage. Potential residents were turned away because their need for continual care could not be met.

With the advent of the protease inhibitors in 1995, the death rate began to decline. People with HIV/AIDS started to live longer and some were able to move out on their own and live independently. The focus of our services began to change but the need was still there.

In July of 1999 the Sisters of Providence donated the building to Our House.
As people lived longer, we provided more quality of life activities and helped residents to try to do more things for themselves. To expand these services, we hired a social worker and an occupational therapist.

The Neighborhood Housing and Care Program (NHCP) was also introduced in 2004. NHCP provides Nursing Care, Occupational Therapy, and Social Work services to those who want to live independently in the community, but still need a moderate level of support. We also work with Cascade AIDS Project to provide rental assistance when needed, and the Partnership Project who helps us with nursing care.

In June 2007 Our House took over operation of Esther’s Pantry and Tod’s Corner from the Friends of People with AIDS Foundation. These programs provide monthly supplemental food, clothing, household items and case-by-case services to clients in the community.

Today, there is one Registered Nurse and one Certified Nursing Assistant or Certified Medication Aide on each of the three shifts at Our House. NHCP has two nurses, two social workers and two occupational therapists who work with clients in the community. Our 2015/2016 budget has grown to over $3.2 million as our services have expanded to meet more long-term needs of our residents and clients in each of the programs.
Ways to Give

If your financial status allows you to give more than your time, there are a number of ways to do so:

**Your Fred Meyer Rewards Card can benefit Our House:** Sign up for the Community Rewards program by linking your Fred Meyer Rewards Card to Our House at fredmeyer.com/communityrewards. You can search for us by our name or by our nonprofit number 88817. Then, every time you shop and use your Rewards Card, you are helping Our House earn a donation! You still earn your Rewards Points, Fuel Points, and rebates, just as you do today. If you do not have a Rewards Card, they are available at the customer service desk of any Fred Meyer store.

**Shop AmazonSmile and earn money for Our House:** AmazonSmile is a simple and automatic way for you to support Our House every time you shop, at no cost to you. When you shop at smile.amazon.com, Amazon will donate a portion of the purchase price to Our House. To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. More information and connect your account to AmazonSmile at smile.amazon.com/ch/93-0986632

**Join the Circle of Friends:** The Circle of Friends is a community of major donors who support Our House by making an annual, tax-deductible contribution of $1,000 or more. The Circle of Friends donors are a key component to our ongoing success. All donations go to providing direct client care. Contact the Development & Volunteer Coordinator – or anyone on the Development team – for details.

**Join the Legacy Society:** Planned Giving allows you to support the growing needs of people living with HIV/AIDS in our community by including Our House in your estate planning. Making a planned gift — whether by including a bequest in your will of any amount or by naming Our House as the beneficiary of a charitable remainder trust, life
insurance policy, or gift annuity — provides essential support for the future of Our House. See the Development Team for details. Planned gifts to Our House may include:

- **Bequests:** Give to Our House without affecting your cash flow during your lifetime.
- **Life Insurance Policies:** Have a policy you no longer need? Consider making Our House the beneficiary.
- **Charitable Remainder Trusts:** The trust provides you, the donor, with an income stream. At the end of the trust, the balance of the trust assets is distributed to Our House.
- **Gift Annuities:** In return for a transfer of cash, marketable securities or other assets, Our House agrees to pay a fixed amount of money to one or two individuals, for their lifetime.

**Host or Attend a Dinner in the Dinner at My House for Our House Series:**
Dinner at My House for Our House raises money to support the programs and services of Our House. Generous hosts and chefs throw open their homes and restaurants and prepare dinners ranging from beach house picnics to lavish soirees. Dinners begin in mid-July and run through early March and range in size from six to 100 guests, and tickets are $40 to $175. Dinner at My House for Our House has become an important source of income for Our House and is one of the largest fundraising events of the year. Whether you are a guest or a host, you are simultaneously giving, receiving and enjoying! See the Development Team for details.

**Attend or Volunteer at our Annual Auction & Gala:** Taking place in February of each year, the Our House Gala is an important fundraiser for our programs. Whether you attend as a guest or volunteer, we need all hands on deck for this event!

**Make an In-Kind Donation:** See the Our House Wish List on our website at ourhouseofportland.org > Ways to Give > Wish List.