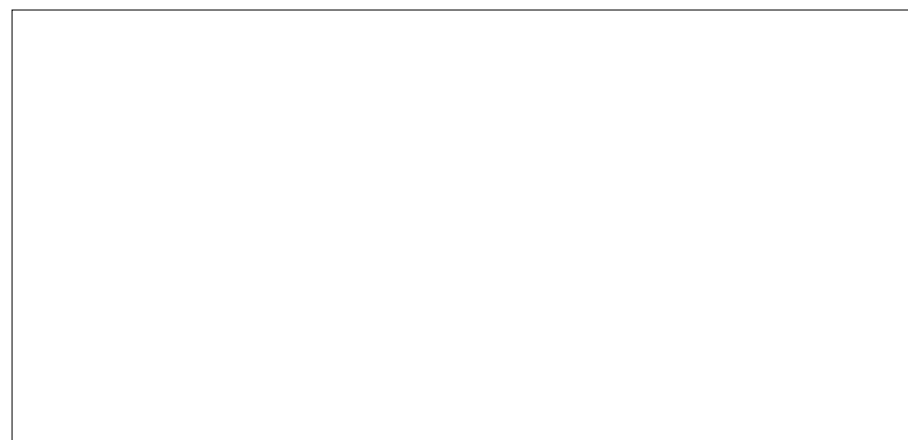




1530 Poplar Dr.
Medford, OR 97504

Stamp



Leadership Team
Phone: 541.770.9080
Email: info-medford@farmingtonsquare.com
Website: farmingtonsquare-medford.com

Executive Director:
Dora Howard
Community Relations Director:
Charissa Robertson
Wellness Director, A&C:
Diana Ellis
Wellness Director, B&D:
Chelsea Terrill
Wellness Nurse:
Business Office Director:
Brooke Whitehead
Life Enrichment Director:
Norma Hernandez
Dining Services Director:
Margaret Tepovac
Maintenance Director:
Shayne Putnam

Our mission is to create and sustain comfortable, caring environments for those who depend on us.



The Farmington Times

May 2022 Newsletter



2 Creative Fitness & Hydration
3 Team & Resident Spotlight
4 - 5 Activities Calendar

6 Highlights, Notes, In Our Words
7 Special Moments & Birthdays
8 Mission & Team

Creative Fitness & Hydration Ideas for Older Adults

Follow your medical professional’s advice and speak with them before changing diet, exercise, or supplements.

Physical fitness and staying hydrated, while naturally easy and fun for some, can seem intimidating for others. Look forward to creative approaches to both this Senior Health and Fitness Month!

Fun Fitness

For most of us, there’s some type of physical fitness that appeals (workout machines, sports, dance, yoga, swimming), but sometimes creativity spurs extra motivation! Think outside the box with ideas like: in-air arm swim strokes, hula hooping laughter yoga, gardening, soft darts, bean bag toss, bowling, croquet, mini golf, striking poses and holding them, noodle ball volleying, and scavenger hunts.

Our community uses It’s Never 2 Late (IN2L) that has many fitness avenues, from Conductorcize and Sit & Be Fit to Tai Chi and Chair Chi (for varying fitness levels). Explore the features with our life enrichment team.

Themed Walks

Walks can be more fun when paired with an activity. Consider a bird walk, tree walk, or flower walk and mark observations with a field guide book. Get artsy by collecting flowers for pressing. Head out on a nature walk where each walker collects a leaf, twig, rock, wildflower, blade of grass, etc. Paint positive-message rocks and on a walk leave them places for others to find. Other ideas: museum walk or mall-window shop, or see which walker can write down the most street sign names or models of cars spotted.



Physical fitness is important for older adults. It makes activities of daily life easier to do, and it helps with bone density and muscle strength. An added bonus is a decreased likelihood for falls.

Hydration Elation

For older adults, hydrating is especially important as thirst tends to decrease with age. Water doesn’t have to be the only source for hydrating though. Some foods high in water content include celery, cucumbers, watermelon, cantaloupe, strawberries, bell peppers, grapes, and tomatoes. Soups, broths, and stews also can increase fluid intake, but watch for sodium content. When it comes to beverages, add some excitement to water with fruit or mint infused in it, or try milk, coconut water, or herbal caffeine-free teas like hibiscus or chamomile.

Share Your Best Fitness/Hydration Idea

We hope you are inspired by these out of the box ideas for fitness and hydration! Did you think of a fun idea you would like to share? Please do so on our Facebook on the 1st!

Special Moments



"May! Queen of blossoms and fulfilling flowers. With what pretty music shall we charm the hours?" - Lord Edward Thurlow



Happy Birthday!

Residents :	Team Member
Guadalupe F: May .6	Monica M: May 5
Virginia V: May 12	
David G: May 20	
Deborah C: May 29	

Those born in May are Taurus (May 1-20) and Gemini (May 21-June 20). The birthstone for May is emerald. The birth flower for May is lily of the valley. May is said to be the luckiest month in which to be born!



May 2022 Highlights

May includes awareness observances for mental health, asthma, blood pressure, osteoporosis, skin cancer, and strokes. It celebrates seniors, nurses, photography, strawberries, salsa, asparagus, and barbecues!

01 Chocolate Parfait Day; Lemonade Day
02 Truffle Day; World Tuna Day
03 Teachers Day; Two Different Shoes Day
04 Firefighters' Day; Bird Day; Star Wars Day
05 Astronauts' Day; Hoagie Day
06 Nurses' Day; Crepe Suzette Day
07 Kentucky Derby Day; Fitness Day; Trains Day
08 Mother's Day; Coconut Cream Pie Day
09 Lost Sock Memorial Day; Moscato Day
10 Shrimp Day; Washington Day
11 Receptionists' Day; 3rd Shift Staff Day
12 Intl. Nurse Day; Nutty Fudge Day
13 Apple Pie Day; Fruit Cocktail Day
14 Buttermilk Biscuit Day; Dog Mom Day
15 Chocolate Chip Day; World Baking Day
16 BBQ Day; Sea Monkey Day
17 Cherry Cobbler Day; Walnut Day; Idaho Day
18 Museum Day; Juice Slushies Day
19 Devil's Food Cake Day

20 Endangered Species Day; Pizza Party Day
21 Waiters' Day; Strawberries and Cream Day
22 Solitaire Day; Instrument Day
23 Lucky Penny Day; Turtle Appreciation Day
24 Brothers' Day; Scavenger Hunt Day
25 Tappers' Day; Senior Health & Fitness Day
26 Paper Plane Day; Blueberry Cheesecake Day
27 Grape Popsicle Day; Road Trip Day
28 Brisket Day; Enjoy a Hamburger Day
29 Paperclip Day; Coq Au Vin Day
30 Memorial Day; Creative Day; Mint Julep Day
31 Macaroon Day; Save Your Hearing Day



Happy Mother's Day to all the moms out there!

Regarding Covid-19:

Our resident and staff safety and comfort remain our first priority as Coronavirus cases have occurred nationwide. We are following mandated health guidelines. All activities are subject to cancellation per those guidelines. To read a full list of measures taken, and our current visitor policy, please visit our website.



Visit our facebook at: [Facebook.com/FarmingtonSquareMedford](https://www.facebook.com/FarmingtonSquareMedford)

In Our Words

In honor of Senior Health & Fitness Day, these are some of our favorite healthy food/fitness choices.

"Parmesan chips" -Chelsea

"Salad and cucumbers" -Esther

"Popcorn" -Charissa

"Nuts" -Brooke

"Pepsi" -Ginger

"Watermelon" -Angela

"Chicken Caesar Salad" -Pam

"Spaghetti" -Rhonda

"Teriyaki rice bowls" -Debbie



Staff Spotlight:
Chelsea

Chelsea has been working at Farmington Square for 7 years. She started in activities, transitioned to med tech and is currently a wellness director.

She enjoys spending time with the residents and bringing joy to their lives.

We are happy to have you here at Farmington, Chelsea. We enjoy your beautiful smile.



Resident Spotlight: Judy

This month, we're honoring Judy for our resident of the month.

Judy enjoys talking with other residents and playing the piano. You can always count on her to be wearing her favorite color: purple.

We are happy to have you here at Farmington Square, Judy. You are a wonderful person; always helping others.

MAY 2022

Farmington Square Medford • A/B • 1530 Poplar Dr., Medford, OR 97504 • 541-770-9080

SUN	MON	TUE	WED	THU	FRI	SAT
1 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Bingo B/ IN2L Trivia A 2:00 Afternoon walk 3:00 Church 4:00 One on One 5:00 IN2L Music	2 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Bowling 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Karaoke 5:00 IN2L Music	3 Teachers Day 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Fancy Nails 5:00 IN2L Music	4 Orange Juice Day 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Card-O/B IN2L/A 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	5 Cinco De Mayo 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	6 Nurse/RN Day 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Fancy Nails 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Karaoke 5:00 IN2L Music	7 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Karaoke 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music
8 Mother's Day 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Bingo B/ IN2L Trivia A 2:00 IN2L Movie 3:00 Church 4:00 Coffee Club 5:00 IN2L Music	9 Butterscotch Brownie Day 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Table Game 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	10 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Name 5 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Fancy Nails 5:00 IN2L Music	11 Receptionist Day 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Coffee Club 5:00 IN2L Music	12 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Karaoke 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	13 Apple pie Day 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Card-O Bingo 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	14 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 Puzzles 1:00 Card-O Bingo 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Fancy Nails 5:00 IN2L Music
15 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Bingo B/ IN2L Trivia A 2:00 Afternoon Walk 3:00 Church 4:00 One on One 5:00 IN2L Music	16 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Karaoke 5:00 IN2L Music	17 Cherry Cobbler Day 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Table Game 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	18 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Fancy Nails 2:00 Bingo B/ IN2L Trivia A 3:00 The Dance Club B 4:00 Afternoon Walk 5:00 IN2L Music	19 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Card-O Bingo 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	20 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Bowling 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Karaoke 5:00 IN2L Music	21 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Table Game 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music
22 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Bingo B/ IN2L Trivia A 2:00 IN2L Movie 3:00 Church 4:00 Coffee Club 5:00 IN2L Music	23 Taffy Day 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Karaoke 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	24 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Coffee Club 5:00 IN2L Music	25 Senior Fitness Day 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Table Game 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	26 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Karaoke 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	27 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music	28 Jazz Day 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Fancy Nails 2:00 Bingo B/ IN2L Trivia A 3:00 The Dance Club B 4:00 Afternoon Walk 5:00 IN2L Music
29 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Bingo B/ IN2L Trivia A 2:00 Afternoon Walk 3:00 Church 4:00 One on One 5:00 IN2L Music	30 Memorial Day 9:00 Beauty Hour 10:00 Morning Yoga 11:00 Reading Club 12:00 IN2L Radio 1:00 Fancy Nails 2:00 Bingo B/ IN2L Trivia A 3:00 The Dance Club B 4:00 Afternoon Walk 5:00 IN2L Music	31 Creative Day 9:00 Beauty Hour 10:00 Morning Exercise 11:00 Reading Club 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo B/ IN2L Trivia A 3:00 Afternoon Walk 4:00 Fancy Nails 5:00 IN2L Music		Resident Birthdays Guadalupe F (Lupe) 5/6 Virginia V (Ginger) 5/12 David G 5/20 Deborah C 5/29	Employee Birthday Monica M 5/5	All activities subject to change per mandated health guidelines.

SUN	MON	TUE	WED	THU	FRI	SAT
<div>1</div> <div>9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Bingo 2:00 Afternoon walk 3:00 Church 4:00 One on One 5:00 IN2L Music</div>	<div>2</div> <div>9:00 Morning Yoga 10:00 Reading Club 11:00 Uno 12:00 IN2L Radio 1:00 Bowling 2:00 Bingo 3:00 Afternoon Walk 4:00 Karaoke 5:00 IN2L Music</div>	<div>3</div> <div>Teachers Day 9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo 3:00 Afternoon Walk 4:00 Fancy Nails 5:00 IN2L Music</div>	<div>4</div> <div>Orange Juice Day 9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Card-O 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>5</div> <div>Cinco De Mayo 9:00 Morning Yoga 10:00 Reading Club 11:00 Uno 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>6</div> <div>Nurse/RN Day 9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Fancy Nails 2:00 Bingo 3:00 Afternoon Walk 4:00 Karaoke 5:00 IN2L Music</div>	<div>7</div> <div>9:00 Morning Yoga 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Karaoke 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>
<div>8</div> <div>Mother’s Day 9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Bingo 2:00 IN2L Movie 3:00 Church 4:00 Coffee Club 5:00 IN2L Music</div>	<div>9</div> <div>Butterscotch Brownie Day 9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Table Game 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>10</div> <div>9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Name 5 2:00 Bingo 3:00 Afternoon Walk 4:00 Fancy Nails 5:00 IN2L Music</div>	<div>11</div> <div>Receptionist Day 9:00 Morning Yoga 10:00 Reading Club 11:00 Uno 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo 3:00 Afternoon Walk 4:00 Coffee Club 5:00 IN2L Music</div>	<div>12</div> <div>9:00 Morning Yoga 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Karaoke 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>13</div> <div>Apple pie Day 9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Card-O 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>14</div> <div>9:00 Morning Exercise 10:00 Reading Club 11:00 Uno 12:00 Puzzles 1:00 Card-O 2:00 Bingo 3:00 Afternoon Walk 4:00 Fancy Nails 5:00 IN2L Music</div>
<div>15</div> <div>9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Bingo 2:00 Afternoon Walk 3:00 Church 4:00 One on One 5:00 IN2L Music</div>	<div>16</div> <div>9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo 3:00 Afternoon Walk 4:00 Karaoke 5:00 IN2L Music</div>	<div>17</div> <div>Cherry Cobbler Day 9:00 Morning Yoga 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Table Game 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>18</div> <div>9:00 Morning Yoga 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Fancy Nails 2:00 Bingo 3:00 The Dance Club 4:00 Afternoon Walk 5:00 IN2L Music</div>	<div>19</div> <div>9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Card-O 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>20</div> <div>9:00 Morning Yoga 10:00 Reading Club 11:00 Uno 12:00 IN2L Radio 1:00 Bowling 2:00 Bingo 3:00 Afternoon Walk 4:00 Karaoke 5:00 IN2L Music</div>	<div>21</div> <div>9:00 Morning Yoga 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Table Game 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>
<div>22</div> <div>9:00 Morning Exercise 10:00 Reading Club 11:00 Uno 12:00 IN2L Radio 1:00 Bingo 2:00 IN2L Movie 3:00 Church 4:00 Coffee Club 5:00 IN2L Music</div>	<div>23</div> <div>Taffy Day 9:00 Morning Yoga 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Karaoke 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>24</div> <div>9:00 Morning Yoga 10:00 Reading Club 11:00 Uno 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo 3:00 Afternoon Walk 4:00 Coffee Club 5:00 IN2L Music</div>	<div>25</div> <div>Senior Fitness Day 9:00 Morning Yoga 10:00 Reading Club 11:00 Uno 12:00 IN2L Radio 1:00 Table Game 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>26</div> <div>9:00 Morning Yoga 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Karaoke 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>27</div> <div>9:00 Morning Yoga 10:00 Reading Club 11:00 Uno 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo 3:00 Afternoon Walk 4:00 One on One 5:00 IN2L Music</div>	<div>28</div> <div>Jazz Day 9:00 Morning Yoga 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Fancy Nails 2:00 Bingo 3:00 The Dance Club 4:00 Afternoon Walk 5:00 IN2L Music</div>
<div>29</div> <div>9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Bingo 2:00 Afternoon Walk 3:00 Church 4:00 One on One 5:00 IN2L Music</div>	<div>30</div> <div>Memorial Day 9:00 Morning Yoga 10:00 Reading Club 11:00 IN2L Trivia 12:00 IN2L Radio 1:00 Fancy Nails 2:00 Bingo 3:00 The Dance Club B 4:00 Afternoon Walk 5:00 IN2L Music</div>	<div>31</div> <div>Creative Day 9:00 Morning Exercise 10:00 Reading Club 11:00 IN2L Game 12:00 IN2L Radio 1:00 Puzzles 2:00 Bingo 3:00 Afternoon Walk 4:00 Fancy Nails 5:00 IN2L Music</div>		<div>Resident Birthdays</div> <div>Guadalupe F (Lupe) 5/6 Virginia V (Ginger) 5/12 David G 5/20 Deborah C 5/29</div>	<div>Employee Birthday</div> <div>Monica M 5/5</div>	<div>All activities subject to change per mandated health guidelines.</div>