

NIGHT TO SHINE VOLUNTEER POSITIONS

VOLUNTEER: BUDDY TEAM

On February 8, 2019...

When should I arrive?

Between 5:00 pm and 5:15 pm

Where do I park?

Park in the lot across the street from The Honeywell Center

Where do I go?

Report directly to the volunteer check-in station inside the venue.

What should I wear?

You are the exception to black pants and white shirts...you get to dress up! Dress in formal attire. You do NOT have to wear prom attire (although you are welcome to), but your guest for the evening will be dressed for the prom. Please wear a nice dress or a suit.

However, remember that your evening could include playing games, dancing, or helping to assist your guest. Please dress in a manner that is appropriate for every situation.

What will I be doing?

You will be matched with a guest and will be their "buddy" for the entire evening. Your job will be to ensure a wonderful evening for your honored guest, and do whatever it is your guest wants to do. You might dance all night long, you might play games or cheer them on as they sing karaoke, or you might find yourself joining them in the Sensory Room to quiet down if they need a break

from the noise and lights. No matter what, smile, converse, and love your guest with the love of Jesus!

This process will be explained in further detail at the required [Volunteer Training](#).

When and where is Volunteer Training?

There is a mandatory meeting leading up to this big event! It is critical that you attend one of these two meetings: Thursday, January 24th @ 6:30pm or Saturday, January 26th @ 10:00am. We will be meeting at **Bachelor Creek Church of Christ** (Both meetings are the same).

What can I bring with me?

We encourage you not to bring any additional items such as a purse or a coat. We understand that it could be a very cold evening, and we understand if you might need to bring a coat. Having said that, we do not have a secure area for organizing coats and purses for our volunteers. Thank you!

We will cover the following information and the flow of the evening:

- Once you are matched with a Guest, you are expected to introduce yourself to their Caregiver and review the following details that will be printed on their tags:
 - Allergies
 - Are there any medications that need to be taken throughout the evening? If so, please do NOT attempt to give your Guest medicine. Instead, set up a meeting time with the caregiver so they can administer the medication OR find a Medical Team member to assist.
 - What time you meet back up at the end of the night. You will meet back at the dinner table.
 - Specify Menu items that can/cannot be eaten.

- Your interaction with the caregiver is extremely important. Even if it only lasts a couple of minutes, do not underestimate the importance of this interaction. We want to minister not only to the guests, but also to the caregivers. Please make every attempt to make the caregivers feel loved and feel comfortable with you. There will be people there to help with the caregivers, but please make sure that they know there is a special meal for them upstairs.
- If a caregiver decides to stay with their child, you are expected to entertain and love on both of them throughout the evening. No matter what the caregiver decides to do, just go with the flow and make the situation as comfortable as possible for everyone involved.
- HOWEVER, many of our Caregivers are registered for their very own dinner that will be served in the Commons of the main campus.
- You will also have an INFO CARD that you will be filling out throughout the evening. This tag will allow you to indicate what fun things you and your Guest did so that they can share that information with their Caregivers and Parents.
- Be yourself! This is a great opportunity to make new friends with folks you ordinarily might not come in contact with. You might find you have quite a bit in common!
- Be observant. Look for verbal and non-verbal clues. If your Guest is not enjoying an activity, suggest something else. If they are loving something or want to sing karaoke the entire time, go with it!
- You may have a Guest who has difficulty speaking clearly. Communicate honestly. Don't say that you understand them if you don't. Simply ask them to repeat and go from there!
- If you notice that your Guest is feeling over-stimulated or has requested a quiet area, there is a "quiet room" available on the first floor of the CLC, in the main foyer area by the front doors.
- Please do not bring any outside food or beverages. Please remember to consider your Guest and their allergies with every food situation.
- Please ask your Guest if they need any assistance for any self-care needs (eating, bathroom, mobility, etc.). Don't assume! They might surprise you!
- Please do not be alone with your Guest. This also pertains to the restrooms. There will be Bathroom Attendants at each bathroom to assist.

- When greeting a person who is visually impaired, identify yourself, and anyone with you. Ask the guest if you may assist them. If they say yes, offer your elbow and guide them.
- Personal boundaries: we all have them and at different levels. Be prepared to love and be loved on. It is more than okay to give hugs, hold hands, link arms, etc. But allow your Guest to initiate this. However, if you feel uncomfortable with anything, let your guest know or ask someone to help you.
- Remain engaged with your Guest at all times! Always remember that this evening is for their absolute enjoyment!

We will be answering A LOT of questions at the training, so please reserve questions for those sessions. Thank you!