

# **Quad Cities Night To Shine Volunteer FAQs**

## **Who can volunteer?**

We invite anyone who loves supporting people with special needs to be part of the QC Night to Shine. The minimum age for volunteering is 14. Those age 14 and 15 must be accompanied by an adult volunteering in the same area. Volunteers must be at least 16 years old to volunteer as a buddy. All volunteers 18 and up must complete a background check to volunteer.

## **Can my group of friends/sports team/small group volunteer?**

Yes! We would love to have your entire group join us as volunteers. We cannot guarantee your group will be working side by side all night - but we can guarantee you will have a great time! The easiest way for a group of people to volunteer together is to be Buddies. A Buddy escorts one special guest through the evening - eating dinner, dancing, singing karaoke, and taking limo rides among other activities. Each person in your group needs to register individually via the registration link and each person will have to complete a background check.

## **What is required for me to volunteer?**

All volunteers must pass a volunteer background check in order to volunteer. We invite you to help us control our event costs by paying the \$7 fee for your background check. If this cost would prevent you from volunteering, we have a free background check option too.

Volunteers are also required to participate in a training session to prepare them to make this evening special for their guests. Two options for training are:

- Saturday, January 6, 2024 at 10:00 AM at the Bend XPO Center at 922 Mississippi Parkway, East Moline, Illinois
- Tuesday, January 30 at 6:30 PM at the Bend XPO Center at 922 Mississippi Parkway, East Moline, Illinois

## **What should I wear as a volunteer?**

Our honored guests will be dressed up for the evening in their best formal wear. We invite you to dress up too! Many of our volunteers come in suits, formal dresses, or their “Sunday best.” Usually people volunteering in food service wear black pants and a white shirt. Whatever your role, be sure to wear comfy shoes because you will likely be on your feet most of the evening!

## **What time do I need to arrive to volunteer?**

The specific time you need to arrive depends on the position for which you are volunteering. Your arrival time will be communicated to you by your position leader. Plan on arriving by 5 pm on Feb. 9. If you plan on helping with setup/decorations, please plan to arrive by 8 am on Feb. 9.

## **What time will I be done as a volunteer?**

The Night to Shine prom is over at 9 pm. Everyone who volunteers that night is welcome to stay for clean up which will probably take from 9 - 11 pm (note: this is not required of all volunteers!).

## **What does it mean to be a “pre-assigned” volunteer?**

Some individuals have served on the planning committee or were recruited to fulfill specific volunteer roles (such as bring their therapy dog or join us as a pageant queen). If you are “pre-assigned,” the person who recruited you should have told you to select “pre-assigned” on the registration form. So if you weren’t told to do this, please go ahead and choose your own volunteer role.

## **If I volunteer as a Buddy, can I choose the special guest I spend the evening with?**

If you already know someone who will be a special guest at Night to Shine, you may register to be a buddy for that specific person. When you register, there is a place you can enter their name as the guest you are connected to. If you do not have a special guest you are connected to, you will be assigned someone after you arrive.

## **How do you select which buddy is assigned to which guest?**

We try to match a buddy and guest who will enjoy their evening together. Some guests would prefer a male or female buddy, or they may prefer someone who can dance the night away with them, in which case the buddy chosen will be highly mobile. If you have limitations as a buddy, please be sure to communicate that at the time of matching.

Please be confident that any special guest with specific medical needs or who needs help toileting will NOT be matched with a random buddy, but will bring their own qualified buddy with them.

## **What volunteer positions are available?**

All attempts will be made to put volunteers in the area they have chosen, however, due to the nature of the event it may be necessary to move people around according to needs. The number to the right of each position listed below indicates the number of people we need in that position.

### Buddy (500)

Accompany and assist assigned guest throughout the evening, providing companionship and assistance they may need during the event. Sit with guest at dinner and engage them in conversation. Dance with them if they wish to dance. Cheer them on, be joyful and supportive. Past volunteers have told us this is the most rewarding volunteer position at Night to Shine!

### Candy Bar (3)

Assist guests with the candy bar. Explain the process for the candy bar ensuring that guests make only one trip through. Cheer them on, be joyful and supportive.

### Coat Check (24)

Greet guests, take their coats, and assist them in getting a coat check tag. As guests leave, ask for their coat check tag and help them retrieve their coat. Cheer them on, be joyful and supportive.

### Crowns (20)

Station crowns and tiaras at predetermined locations and making sure that those doing the crowning have an adequate supply of crowns and

tiaras. Assist crowning kings and queens of the night at the appropriate time. Cheer them on, be joyful and supportive.

#### Food Service (40)

Assist guests and buddies with plating food. Be knowledgeable about the items and assist guests in finding what they would like. Assist buddies in reviewing any dietary restrictions inside the guest's name badge holder. Direct agency staff to the "food prep" area behind the stage on the north wall if a pureed diet is necessary. Keep buffet table supplied. Carry plates to tables, refill drinks, pick up dirty cups and plates and help as needed. Cheer them on, be joyful and supportive.

#### Gift Bags (10)

Manage gift bags placing them at predetermined locations for the end of the night. Ensure that each guest gets a bag to take home. Cheer them on, be joyful and supportive.

#### Greeter/Floater (20)

Welcome guests as they arrive, and help them find their way to the check-in, coat check, main event space, activities and restrooms. Treat participants like honored guests and celebrities. Cheer them on, be joyful and supportive. Be flexible and willing to fill in for another volunteer who needs a break. Fill any need as required.

#### Guest Check-in (20)

Warmly greet guests and check them in. Supply them with name tags and any other information they need. Cheer them on, be joyful and supportive. Be prepared to fill any need as required once Guest check-in as ended. Assist at the end of the night making sure that all guests get to their vehicles safely.

#### Hair/Make-up (3)

Welcome each guest to a salon station for hair and makeup. Chat with them while you pamper them and make them feel important. Check for allergies to make-up, perfume, aerosols, etc., before application. Cheer them on, be joyful and supportive.

#### Limo Helper (10)

Assist Guests in and out of limos and coordinate with drivers when Crowning happens. Keep a joyful and excited atmosphere if there is a line waiting for rides. Ensure that every guest gets a limo ride if they want one.

#### Parking (10)

Maintain a parking pattern and direct traffic for easy vehicle entry and exit. Maintain open fire and emergency lanes. Assist guests as they exit vehicles, and direct them to the building. Be available to assist guests

returning to their vehicles following the event. Not the most glamorous volunteer position, but one of the most important ones ensuring that our guests arrive and depart safely. Cheer them on, be joyful and supportive.

#### Photo Booth (2)

Assisting guests in getting to the photo booth explaining the process, keep them entertained and excited while waiting in line. Cheer them on, be joyful and supportive.

#### Red Carpet (40)

Cheer guests as they make their way down the red carpet, manage flow of red-carpet traffic and assist them where needed to make them feel welcomed. Treat participants like honored guests and celebrities. Smile, clap and greet guests. Be joyful and supportive.

#### Respite Area (3)

Love on the parents/caretakers by serving food, spending time getting to know them and being available to offer support and/or pray with them, if applicable.

#### Set Up/Decorations only (25)

Must be available on February 10th at 08:00 AM to assist in set-up. This will include assembling crowns, gifts bags, inflating balloons, loading and unloading supplies, decorating the venue, and other duties as assigned.

#### Shoe Shine (10)

Welcome each guest to a shoe shine station. Chat with them while you shine their shoes and make them feel important. Cheer them on, be joyful and supportive.

#### Volunteer Check-in (10)

Warmly greet volunteers and check them in. Supply them with name tags and any other information they need