

Shining Star Respite Volunteer Guidelines

Thank you for your part in making the respite program possible. Without our Volunteers (Star Tenders) we could not have a respite program. We appreciate the time and love you bring by being part of the event. We would like to share some guidelines and suggestions with you. Please join us in the Family Life Center – Building D. There will be directional signs to guide you.

Top of the list in importance!

We ask that all volunteers arrive $\frac{3}{4}$ of an hour before the actual respite. We cannot emphasize enough how important this is. **If the respite starts at 5:00 pm we need you at respite by 4:15 pm.** This gives enough time for you to meet with your Leader, learn about your assigned child, ask any questions you may have and meet as a group to hear the overall instructions for this particular respite. **More importantly, when the Stars/Sibs arrive, you are there to welcome them!!** This makes the whole parent registration less hectic and keeps children from waiting while we scramble to find a tender, instilling parent confidence from the start.

If, for any reason, you will arrive late or leave early or can't come, please let us know in advance. You can always reach us via cell phone. Joyce – 408-307-4348 or Annemarie 408-410-7121.

Required confidential Volunteer Application Form

This form can be found in the Volunteer section of our web page. Whenever possible we ask that you download, complete it and bring it with you to respite. This will help streamline the Star Tender sign-in. Just in case, we will have copies you can complete at the sign in table.

Sign-in

We ask that you sign in at the registration table. As you sign in you will be told what group you have been assigned to and directed to your Star Tender Leader who will give you further information for the evening. Please go directly there.

OVERALL GUIDELINES FOR THE ACTUAL RESPITE

Confidentiality

Some of the information you will be given about your Shining Star may be confidential but necessary for you to know to better serve your child. Do feel free to share with others how special your child was, that they were in a wheelchair or had CP, what a blessing you received, etc. but in general terms. Consider the details privileged information.

The parents have completed a form on each child with special needs. Read and learn about your Shining Star. Do not hesitate to ask the nurse or the leaders if you have questions or don't know what to do in a given circumstances. We are here to help.

First time Shining Stars always meet with the nurse at her registration table, as do those with ongoing medical issues and those who need medication during respite. Other returning Stars/siblings go to another registration table. The youngest returning Stars/siblings go direct to the Small Stars room. You will be waiting with your leader in the hallway or in the Small Steps room ready to greet your Stars/sibling. You are here to be a special buddy to your child during the entire event, to show love, assists them so they can participate and make them feel special.

Sometimes first time parents will stay with their child. Make them feel welcome and be a friend to them too. They may wish to handle their child so feel it out.

Personal care (changing diapers, etc) for the special need child is not your responsibility. The Special Needs Ministry Team will take care of that. Just find one of us. One helper should never be alone with a child-always with a group. This is for your safety and well being too.

Again, at **ANYTIME** feel free to ask for help. Nurse/nurses are on duty, trained staff is available and Star Tender Leaders are in charge of your group. We are easily recognizable as we are all wearing turquoise aprons. We are here for you.

ENJOY your Shining Star or their siblings. Know that you are a blessing to all of us and are appreciated!

Special Instructions for Jr. High/Sr. High Star Tenders

We are happy to welcome middle school/high school students looking to earn community service hours. Our kids, both the Shining Stars and their sibs, really respond and look up to you so it is a win-win situation.

A nurse and trained staff are available at all times. Additionally, volunteers (Star Tenders) and the kids you serve are also put together in smaller groups under the supervision of a Star Tender Leader so you will be surrounded by support at all times.

We ask that you read the Shining Star Respite Volunteer Guidelines which gives the basic information about your duties. We also ask that, if possible, you download and complete the Volunteer Application Form and bring it with you to respite. If you are unable do this we will have copies available for you to sign. We would like to call you attention to just a few

additional items below:

- D It is your privilege and responsibility to make sure that your assigned Star or sibling has a fun experience in a safe and loving environment. You should be with your child for the whole evening giving them your undivided attention.

- D There will be no cell phones, no texting and no taking photos since not all parents have given permission for their child to be photographed.

- D We are happy to sign your school's Community Service Form and we also have our own form available if needed. **It is your responsibility to ask for this at the end of the evening.** There will be someone at the same table where you signed in to sign the form for you. If you have to leave early, you can find your group leader or one of the respite leaders so they can reassign your Star and also sign your form.