

VOLUNTEER QUICK REFERENCE GUIDE

2026 Pocket Edition

MISSION

Provide support,
education and
resources for
individuals and families
impacted by autism.

Thank You

Thank you for helping us create a welcoming, safe, and inclusive experience for autistic individuals and their families. This guide ensures all volunteers have quick, practical access to essential information — particularly regarding conduct, safety, and shift expectations — without relying on digital materials during events.

Be kind, be patient, and be flexible.

Before Your Shift

- **Sign in upon arrival**
- **Inform staff of changes in your availability**
- **Dress appropriately**
- **Know staff contact information**
- **Review & sign Volunteer Waiver(s)**
- **Safely store personal items & valuables**
- **Provide parent/guardian consent, if under 18**

During Your Shift

- Follow staff or station Captain's instructions
- Treat everyone with courtesy-no inappropriate behavior
- Use calm, clear, and supportive communication
- Keep physical contact minimal and appropriate
- Do not be alone with a participant in an unsupervised setting
- Limit cell phone use to volunteer-related needs or urgent matters
- Wash/sanitize hands regularly, especially when handling food
- Report spills, hazards, or injuries immediately to staff
- No smoking, vaping, or drugs at any Spectrum event
- Only take photos with permission of staff and participants
- Do not post event photos on personal accounts
- If someone needs help - stay calm, give them space, and get a Spectrum staff member or event lead
- If you need assistance, please ask a Spectrum staff member
- Most importantly - BE KIND, PATIENT, & FLEXIBLE

After Your Shift

- Sign out to record volunteer hours
- Provide feedback verbally or in writing
- Submit an Incident Report, if applicable

Stay In Touch



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GivePulse

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