

## Essential Volunteer Info

- A volunteer application must be completed and turned into office
- If you are completing hours for a class:
  - Be sure to let the office know of specific requirements (ex: need to work with children, hours, etc.)
  - Opportunities available:
    - **ILEAP:** Monday-Thursday 9am to 1pm
    - **LIFEE:** Monday, Wednesday, Thursday 9am to 2:30pm; Office Work on Tuesday and Friday (must call Turner in advance to schedule)
    - **After-School:** Monday-Thursday 2pm to 5:30 pm.
    - **Field Trip Fridays:** be prepared to be at AnA at 2 and stay until 5:30 when the kids return from their field trip.
    - **RESPIRE:** every 2nd Sat of the month (if home UA football game, schedule will change) 5pm to 10pm.
- If completing general community service opportunities vary, call ahead for specific opportunities.
- **DO NOT** give the children your cell phone.
- **DO NOT** take pictures of the students, unless asked to by lead staff.
- **DO NOT** post any pictures of the students on any form of personal social media.
- Attire: be comfortable and modest. Please refrain from wearing anything of value--accidents happen!
- Please plan to volunteer for the entire time you signed up for and call ahead if you won't be able to make it or your schedule changes.
- Always sign in, wear a nametag, and sign out!
- Please notify the office once your hours are completed so we may mark them as complete in BamaPulse.
- Be sure to add (205) 799-6900 to your contacts. This is the number to call or text regarding weather/holiday closings.

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- Please be aware that our programs are dedicated to children and young adults on the Autism Spectrum. All communications with students should be handled with this in mind.
- If you have any questions, please don't hesitate to ask staff! Alisa Kincaid is the Office Manager and can be reached at (205) 799-6900 and [alisa@artsnautism.org](mailto:alisa@artsnautism.org).