



Archaeologists
for **Autism**

VOLUNTEER INFORMATION PACKAGE

INTRODUCTION

The Archaeologists for Autism mission is to unlock the potential of children with developmental disabilities, support advocacy for autism issues, and promote scientific research. Our focus is to eliminate stigma through public awareness and education and to unite communities through volunteerism. At the same time, we aim to provide children with autism spectrum disorders (ASD) and their families a chance to experience archaeology in a fun, low stress environment.

At our Archeologists for Autism event, children on the autism spectrum and their families are treated like rock stars and enjoy a range of activities including archaeology/paleontology, live music, face-painting, bounce houses, and much more. A catered lunch is also provided, all at no cost. This is a very special day where children with ASD can interact with typical peers and wow families with their capabilities. These events are examples of inclusion at the highest level.

LEGAL STUFF

Everyone participating in Archaeologists for Autism is a volunteer and everyone **MUST** complete an application **AND** sign a Release of Liability form before you can participate. You **WILL** be subject to a background check. All materials must be turned in by September 20, 2018. **NO EXCEPTIONS.**

WHAT TO EXPECT THE DAY OF THE EVENT?

You will be required to be on-site by 7:30 am. You will go to the registration tent where you will check in. A registrar will confirm your paperwork has been completed, etc. and you will be given a badge. A briefing will be held for all the volunteers. You will then assist with the set up or other duties assigned to you. The event officially opens at 9:00 am and ends at 3:00 pm. I expect there to be some stragglers leaving late or folks arriving early. Please be aware! Once the event is closed we will break down the exhibits and activities, clean up the trash, etc. The event venue is a nature sanctuary and it should be left as it was when we entered.

VOLUNTEER QUESTIONS

How old do I need to be to volunteer?

Minimum age to volunteer is 14 years old. Any volunteers under the age of 18 are required to have their waiver signed by their parent(s) or legal guardian.

What if I can't stay the whole day?

We would love for you to stay the entire day. However, we understand. Make sure you note that on your application.

What do I do if there is a Lost Child/Children?

Make sure a parent is not nearby. Call another adult volunteer and the two of you bring the child to the Registration Table. We will then sound an air horn. Everyone will stop all activities and remain in place until the child is reunited with his legal guardian/parent. If you suspect the child was dropped off and there is not a parent on site let us know.

CODE OF CONDUCT

Archaeologists for Autism is all about one thing....fun for the participants and their families. It is to be a low stress and relaxed atmosphere. The children are the number one priority. As such there will

be zero tolerance for any abusive, rudeness or similar behavior. This code of conduct will be strictly enforced.

1. There will never be any adult volunteer alone with any of the children **EVER**. If you find a lost child, eloping child, etc. you must immediately gain the attention of a second adult. If you see an adult volunteer alone with a participant question them and get another adult come immediately.
2. There will be no offensive, obscene, vulgar, or sexually related language. It is not tolerated at any event with children but especially here since ASD children have echoalia and repeat what they here. Furthermore, we want no upset adults and the media may be present.
3. There will be **NO** physical restraint, grabbing or other similar physical contact or attempt to discipline the ASD child.
4. Perimeter volunteers will never leave their posts unless relieved by another volunteer.
5. You have the right to question **ANYONE** on site interacting with the children that does not have a wristband or otherwise has identification to be at the event. If unsure, get someone immediately.
6. The children are the rock stars at this event. Their happiness and the happiness of the families is the Number 1 priority.
7. If there are any complaints made by parents, other volunteers, etc. about your behavior, you will be asked to leave.
8. The parents/guardians are **NOT** allowed to drop off their children or otherwise not be on site. If you suspect this grab another adult volunteer and report to the HQ booth immediately
9. We know many of you have never been around autistic children before and you may be scared or nervous. We understand. Just follow the advice of the parents, the briefing you will have, and ask other volunteers who may have experience. Read the basics in the section below. We also have an information video on our website and on YouTube which is mandatory watching.
10. Have fun! No exceptions.

AUTISM: THE BASICS

Basic Autistic Spectrum Disorder Do's and Don'ts

Autistic Spectrum Disorder covers a wide range of functional ability. However, there are a few symptoms that are almost across the board though.

1. Social dysfunction. Interacting with other children is not as easy as it is for "normal" kids. You must be mindful of this, and not scold them or force them into doing social interaction.
2. Another thing is sensory overload. For example, high-pitched sounds like certain people's voices send me batty. Strong smells like perfume are also not appreciated by autistics. These are things that the parents should tell you about so you don't use them.

3. Children on the spectrum will have meltdowns eventually, no matter what. Let them. Don't be upset or scream at them because it will make things worse. We have a "haven" for them onsite. Anything that will let them get away for a moment and calm down is a good thing
4. Most also don't like to be touched (again, sensory).
5. Always talk to the parents. They are there. When in doubt ask.

How to Talk to the Autistic Spectrum Disorder Children

Talk to the child as if you were talking to any other child. Be polite and friendly. Don't talk down to them.

1. Ask the parents. Most parents appreciate when people ask them first about their child. Find out from the parent what works best and what to avoid. Some autistic children fear eye contact with adults. Others hide under things when strangers are present. Asking about such behaviors ahead of time will make the conversation easier for both of you.
2. Be sensitive. When attempting to talk with a child with autism, be sensitive to the fact that she may not want to talk to you at all. If this is the case, accept it, don't take it personally. Listen carefully. If you can engage an autistic child in a conversation, listen to what he is saying. He'll tell you what he wants to talk about. Many children like to talk about one topic exclusively. If this is the case, be prepared to join in the conversation as well as just quietly listen.
3. Pique his/her interest. Find out what the child's favorite color is and wear that color of shirt. If you know what the child likes, find a way to talk about it with her in order to pique his/her interest and put his/her in a talking mood.
4. Keep trying. If you're initially unsuccessful at conversation, try again some other time. Maybe the timing wasn't right for that particular child. When you get another chance to talk, give it another try.

TRAINING

1. You are required to watch the autism awareness video located on our website and on YouTube. This is a mandatory.
2. There will be a mandatory orientation and training day tentatively scheduled for Sunday, October 14, 2018 at 10 am to 12 pm.



VOLUNTEER APPLICATION

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security #: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

E-mail Address: _____

Date of Birth: _____

Occupation: _____

Employer: _____

Address: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience: _____

Do you have children in the program? Yes No

If yes, list full name(s): _____

Special Certification (CPR, Medical, etc.): _____

Languages Spoken: _____

Do you have a valid driver's license: Yes No

Driver's License #: _____ State: _____

Have you ever been refused participation in any other youth programs? Yes No

If yes, explain: _____

Can you work the entire day (7:30 am until 4:30 pm)? Yes No

If not, what timeframe can you work? _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone

As a condition of volunteering, I give permission for Archaeologists for Autism to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon Archaeologists for Autism receiving no inappropriate information on my background.

I hereby release and agree to hold harmless from liability Archaeologists for Autism, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Archaeologists for Autism is not obligated to appoint me to a volunteer position.

Applicant Signature: _____ Date: _____

If Minor/Parent Signature: _____ Date: _____

Applicant Name (please print or type): _____



VOLUNTEER RELEASE OF LIABILITY

I, _____ (PRINT NAME) wish to participate at the Archaeologists for Autism event as a volunteer. I understand that the execution of this Release is a prerequisite for participation in the event.

I have read the information package providing information on the event, its activities, goals and purposes and code of conduct and by signing this Release I understand the information and agree to abide by the volunteer code of conduct.

I understand that in order to be allowed to participate in the project, I agree to assume all risks and to release and hold harmless Archaeologists of Autism, Florida Anthropological Society and its participating chapters, the Government of Brevard County, participants, exhibitors and their officers, agents, employees, assigns, successors in interest, contractors, agencies, sponsors, and officials and volunteers.

I intend by this Release to release, in advance, and to waive my rights and discharge all of the persons and entities mentioned above, from any and all claims for damages for death, personal injury or property damage which I may have, or which may hereafter accrue to me as a result of my participation in the project, even though this liability may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective property or equipment owned, maintained or controlled by them or because of their possible liability without fault. I understand and agree that this Waiver and Release is binding on my heirs, assigns, and legal representatives.

I understand that I will be working with or around special needs children and am cognizant that could potentially hit, scratch, bite or otherwise attempt to harm me. Furthermore, I understand that I am solely responsible for my health and safety, and I acknowledge that I am physically capable of participating as a volunteer at this event.

I agree to allow Archaeologists of Autism, participants, exhibitors the use of my name and likeness in connection with the event, for any purpose related to promotion, education, professional publications and presentations in perpetuity in all forms of media now and forever known.

Should any portion of this Waiver and Release be judicially determined invalid, voidable or unenforceable, for any reason, such portion of this Waiver and Release shall be severable from the remaining portions herein and the invalidity, voidability, or unenforceability thereof shall not affect the validity, effect, enforceability, or interpretation of the remaining provisions of this Waiver and Release.

I have carefully read this Waiver and Release and fully understand the contents. If I am under 18 years of age, my parent or legal guardian has completely reviewed this Waiver and Release, understands and consents to its terms, and authorizes my participation by his/her signature below. I am aware that this is a RELEASE OF LIABILITY and a contract between me and the persons and entities mentioned above and I sign of my own free will.

The undersigned declares under penalty of perjury under the laws of the State of Florida, that the foregoing is true and correct.

Executed this _____ day of _____, 20_.

If under 18, the parent or guardian must read and sign the above, indicting his/her acceptance.

Participant:

Date: _____ Signed: _____

Print Participant Name: _____

Parent/Guardian (if under 18 years of age):

Date: _____ Signed: _____

Print Parent/guardian (if minor): _____