

Spark a Spectrum

Complete Coordinator Guide

Nigeria State Coordinators

Meeting Date: January 31, 2026

April 2, 2026 - World Autism Awareness Day

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Section 1: Official Terminology Guide

Organizational Roles

TERM	DEFINITION	USE THIS	NOT THIS
State Coordinator	Person responsible for leading Spark a Spectrum activities in one Nigerian state. One per state (36 total for Nigeria). Reports to Loukia.	"State Coordinator for Lagos"	Regional Director, Regional Coordinator, State Lead, Director
Leadership Team	3-6 people who support the State Coordinator. Includes Assistant Coordinator, Media Lead, Operations Lead, Volunteer Manager, etc. Size varies by center.	"Lagos Leadership Team"	Core Team, Management Team, Admin Team
Assistant Coordinator	Second-in-command who supports the State Coordinator and can step in if needed.	"Assistant Coordinator"	Deputy Coordinator, Vice Coordinator, Co-Coordinator
Host Center	The physical location (venue) where screening and celebration activities happen on April 2. One center per state.	"Host Center"	Venue, Location, Site, Facility
Collaborator / Community Collaborator	Organization or business that runs a booth in the Celebration Zone. Target: 10 per center.	"Community Collaborators"	Partners, Booth Holders, Exhibitors, Vendors

TERM	DEFINITION	USE THIS	NOT THIS
Volunteer	Person who commits time to support Spark a Spectrum activities. Can be at any engagement level.	"Volunteer"	Helper, Assistant, Staff
Screening Team Volunteer	Volunteer who completes training to administer autism screening tools. This is optional - volunteers choose this role.	"Screening Team Volunteer"	Screener, Assessor, Evaluator
Sponsor	Business or individual who donates money, prizes, materials, or services to support the event.	"Sponsor"	Donor, Funder, Contributor

Event Components

TERM	DEFINITION	USE THIS	NOT THIS
Screening Zone	Area A at the host center where free autism screenings happen. Includes 5 screening stations and consultation areas.	"Screening Zone" or "Area A"	Screening Area, Assessment Zone, Testing Area

TERM	DEFINITION	USE THIS	NOT THIS
Celebration Zone	Area B at the host center with 10 collaborator booths, competitions, and activities.	"Celebration Zone" or "Area B"	Activity Zone, Festival Area, Booth Area
Screening Station	Individual booth within the Screening Zone where one family at a time receives screening. 5 stations per center.	"Screening Station"	Screening Booth, Assessment Station, Testing Booth
Collaborator Booth	Individual exhibition space run by a community collaborator in the Celebration Zone. 10 booths per center.	"Collaborator Booth"	Partner Booth, Vendor Booth, Exhibition Space
Event Ambassador	Neurodivergent person who coordinates activities and leads broadcasting at the center.	"Event Ambassador"	Host, MC, Coordinator, Presenter
Broadcast Center	Area where the Event Ambassador conducts livestreaming to connect with global centers.	"Broadcast Center"	Streaming Area, Media Center, Broadcasting Station

Volunteer Engagement Levels

Based on the ABA World Engagement Level Rubric

LEVEL	NAME	COMMITMENT	WHO THEY ARE
Level 1 - Yellow	Community Supporter	None required	Anyone who wants to receive updates about autism awareness. No active participation required.
Level 2 - Orange	Volunteer	2 hours every other month	Participates in interest group activities, attends virtual meetings when possible.
Level 3 - Red	Volunteer	2-4 hours every month	Consistent project work, interest group participation, some event support.
Level 4 - Blue	Volunteer	5-10 hours every month	Leads small projects, mentors new volunteers, advanced training, event coordination assistance.
Level 5 - Purple	Leadership Volunteer	10+ hours monthly + leadership	Coordinates interest groups, regional representation, strategic planning. Examples: State Coordinators, Leadership Team members.

IMPORTANT

Volunteers choose their engagement level. They can increase or decrease commitment at any time based on availability.

Screening Tools

TERM	DEFINITION	USE THIS	NOT THIS
M-CHAT-R	Modified Checklist for Autism in Toddlers, Revised. Used for children ages 16-30 months.	"M-CHAT-R"	M-CHAT, MCHAT, Toddler Screening
NASQ	Nigerian Autism Screening Questionnaire. Used for older children. Culturally adapted for Nigeria.	"NASQ"	Nigerian Screening, Autism Questionnaire

Key Concepts

TERM	DEFINITION	USE THIS	NOT THIS
Screening	Brief tool to identify children who may need further evaluation. NOT a diagnosis.	"Autism screening"	Testing, Assessment, Diagnosis, Evaluation
Positive Screening	Result indicating child should have comprehensive evaluation by professional.	"Positive screening result"	Failed screening, Autism detected, Diagnosed
Referral	Directing family to professional for comprehensive evaluation after positive screening.	"Referral for evaluation"	Sending for diagnosis, Referral for treatment
World Autism Awareness Day	April 2 - Official UN day recognizing autism. Date of Spark a Spectrum event.	"World Autism Awareness Day"	Autism Day, Awareness Day
Neurodiversity	Recognition that neurological differences (including autism) are natural variations of the human brain.	"Neurodiversity"	Different abilities, Special needs

Spark a Spectrum Specific Terms

TERM	DEFINITION
Spark a Spectrum	Full event name. Always capitalize "Spark" and "Spectrum."
Spark a Spectrum of Possibilities	Full initiative name including ongoing programs.
April 2, 2026	Official event date. Always write in this format for clarity.
Zero Budget	The event has NO central funding. All resources must be donated, sponsored, or volunteer-contributed. Use this term to be clear about funding reality.

Communication Channels

CHANNEL	USE FOR
Email	Formal communications, official requests, sending templates and materials, reporting to leadership
WhatsApp Group	Daily coordination, quick questions, updates, team communication, real-time problem-solving

CHANNEL	USE FOR
Google Drive	Storing all documents, forms, training materials, agreements. Central repository for resources.

Competitions

COMPETITION	SHORT DESCRIPTION
Art Competition	Theme: "Kanye Riding His Bicycle to Win." Any visual art medium. Entries displayed at all centers on April 2.
Dance Competition	Choreographed dance routine with actions, with or without music. Performed live on April 2.
Celebrity Photo Challenge	Inter-center competition. Which center gets the most photos of celebrities doing the heart hand sign on April 2 (10 AM - 6 PM Nigeria time).

Phrases to Avoid

AVOID	USE INSTEAD
"Diagnosing children"	"Screening children"

AVOID	USE INSTEAD
"Testing for autism"	"Screening for autism"
"Paid opportunity"	"Volunteer opportunity"
"Limited budget"	"Zero budget"
"Regional Coordinator" (unless talking about Faby's role)	"State Coordinator"
"Partner organizations"	"Community Collaborators"
"Vendors"	"Collaborators"
"My center" (from State Coordinator)	"[State name] center"

Section 2: Nigeria Organizational Structure

Loukia Tsami

Founder & Executive Director - Nigeria

Oversees all 36 Nigerian states

STATE COORDINATORS

State Coordinators - One per Nigerian state

36 coordinators total - states may have multiple Centers

Reports to: Loukia

STATE LEADERSHIP TEAM

Each State Coordinator builds a team of 3-6 leaders (size varies by center)

Assistant Coordinator, Second-in-command, *Backs up State Coordinator*

Operations Lead, Logistics & venue, *Manages event setup*

Media Lead, Communications, *Social media, photos, PR*

Volunteer Manager, Recruitment & support, *Manages volunteer team*

Screening Lead, Optional role, *If team has qualified BCBA/psychologist*

Celebration Lead, Zone B coordination, *Manages collaborators & competitions*

VOLUNTEERS

10-20 Volunteers per Center

Various roles and engagement levels

Faby's Role

Faby coordinates all African countries (excluding Nigeria) and Asian countries. This is a separate reporting structure from Nigeria. Faby's coordinators report to her, not to Loukia.

Reporting Relationships

Volunteer → Leadership Team Member → State Coordinator → Loukia

Who Reports to Whom?

- **Volunteers** report to their assigned Leadership Team member (e.g., screening team volunteers report to Screening Lead)
- **Leadership Team members** report to the State Coordinator
- **State Coordinators** report to Loukia
- **Loukia** provides overall strategic direction and final decisions

Communication Channels

- **WhatsApp Groups:** Daily coordination, quick questions, real-time updates
- **Email:** Formal requests, reporting data, official communications
- **Weekly Check-ins:** State Coordinators update Loukia on progress

Decision-Making Authority

State Coordinator Can Decide:

- Which volunteers get which roles
- Local venue selection (within guidelines)

- WhatsApp group management and communication
- Local sponsor recruitment approaches
- Center layout and booth arrangement
- Local collaborator partnerships
- Day-to-day volunteer management
- Local timeline adjustments (within overall deadlines)

Requires Loukia's Approval:

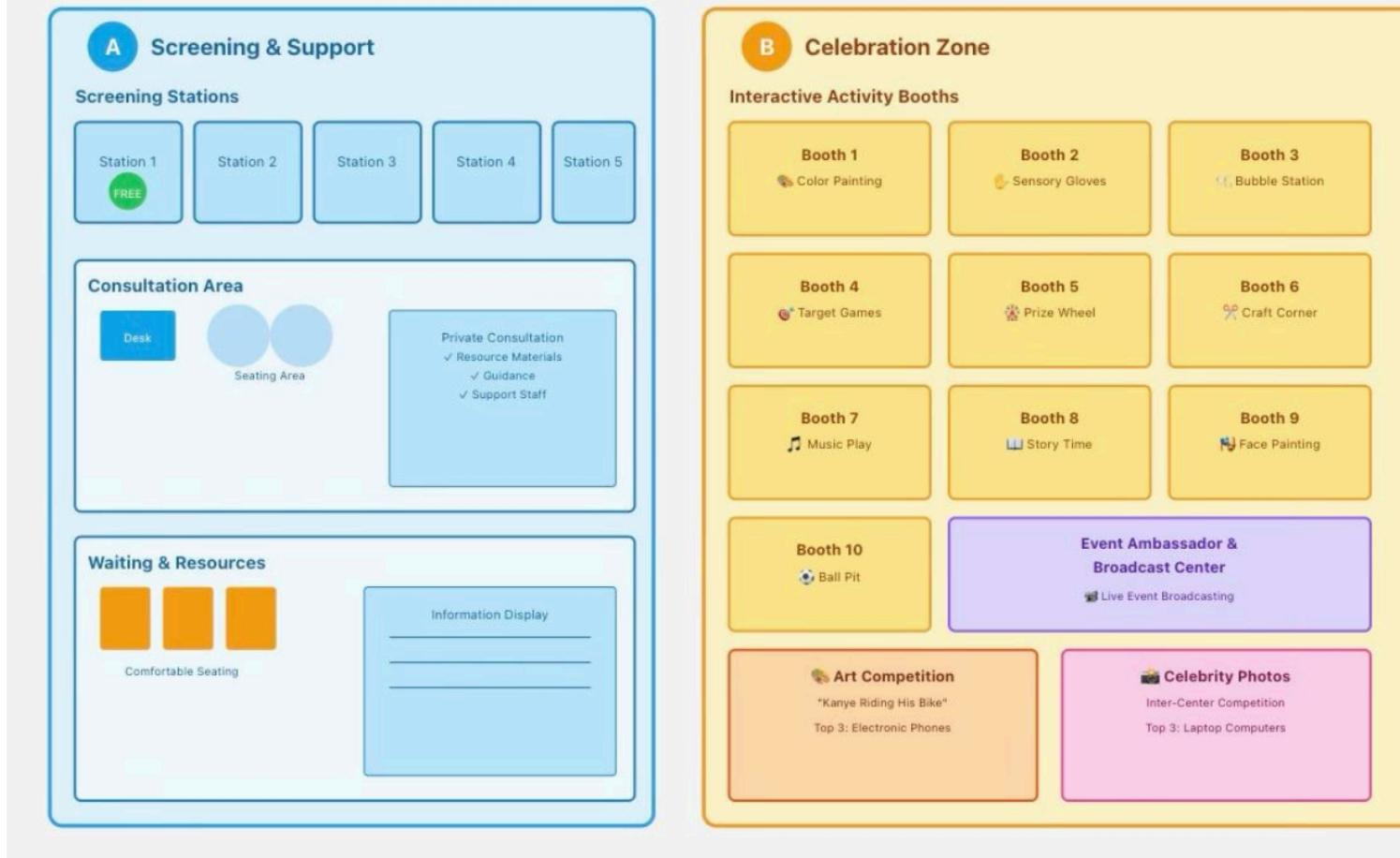
- Major changes to screening protocols
- Removing or replacing State Coordinator
- Significant changes to event structure or zones
- Modifications to competition rules
- Changes to screening tools or materials
- Major partnership agreements
- Any decision that affects other centers
- Charging families any fees (answer: NEVER allowed)

Distributed Leadership Principle

State Coordinators have autonomy to make local decisions that fit their community context, while maintaining consistency with the overall Spark a Spectrum mission and protocols. When in doubt, ask Loukia before deciding.

AUTISM HOST CENTER

Screening, Support & Celebration



Section 3: What Happens at Each Center on April 2

Area A: Screening Zone

Screening Stations

5 semi-private evaluation booths for one-on-one consultations

Consultation Area

- Private consultation space for families
- Professional guidance for positive screenings
- Resource materials and next steps

- Trained volunteer support staff

FREE 20-min Evaluations

Area B: Celebration Zone

Community Collaborator Booths

10+ partner organizations with interactive activities

Booth 1 - Color Painting
Booth 2- Sensory Games
Booth 3 - Bubble Station
Booth 4 - Trivia Games
Booth 5 - Prize Wheel
Booth 6 - Craft Corner
Booth 7 - Music Play
Booth 8 - Story Time
Booth 9 - Face Painting
Booth 10 - Ball Pit

Partner Organizations

- Local NGOs and advocacy groups
- Private schools and educational centers
- Hospitals and healthcare providers
- Student associations and volunteers
- Corporate community partners

Three Competitions (click the link for more info)

Art Competition

Kanye riding his bike

Dance Competition

Live performances on April 2

2-4 minute choreographed routines

Celebrity Photo Challenge

Inter-center competition

Most celebrity heart hand photos wins

Event Ambassador & Broadcast Center

Each Host Center is lead by a neurodivergent ambassador to coordinate activities and present live event broadcasting to share the celebration with the wider community

Volunteer Engagement Levels

Based on ABA World Engagement Level Rubric - Volunteers choose their level and can adjust anytime

1. Yellow - Community Supporter

No commitment required

Receives updates about autism awareness. No active participation required.

2. Orange - Volunteer

2 hours every other month

Participates in activities, attends virtual meetings when possible.

3. Red - Volunteer

2-4 hours every month

Consistent project work, interest group participation, event support.

4. Blue - Volunteer

5-10 hours every month

Leads small projects, mentors volunteers, advanced training, event coordination.

5. Purple - Leadership Volunteer

10+ hours monthly + leadership

Coordinates groups, regional representation, strategic planning. State Coordinators & Leadership Teams.

Flexible Movement

- Volunteers can adjust their engagement level at any time based on availability
- No pressure to move up levels - every level contributes meaningfully
- Life changes happen - volunteers can increase or decrease commitment

Roles Breakdown at Each Center

Leadership Team (3-6 people)

State Coordinator

Overall leadership, reports to Loukia, final decisions for the state

Assistant Coordinator

Backs up coordinator, can step in if coordinator unavailable

Operations Lead

Venue, logistics, setup, supplies, day-of coordination

Volunteer Manager

Recruits volunteers, manages WhatsApp group, coordinates roles

Media Lead

Social media, communications, photography, PR

Celebration Lead

Coordinates collaborators, manages competitions, Zone B activities

Volunteers (15-20 people)

Screening Team (5-8)

OPTIONAL role. Trained to administer M-CHAT-R, NASQ, SCQ screening tools

Registration (2-3)

Check in families, collect forms, direct to stations

Booth Coordinators (2-3)

Manage collaborator booths, activities, supplies

Family Support (2-3)

Guide families, answer questions, provide resources

Logistics (2-3)

Setup, breakdown, supplies, signage, flow management

Social Media (1-2)

Photos, videos, live updates, Instagram stories

Competition Judges (2-3)

Judge art, dance, manage celebrity photo challenge

Other Key Roles

Host Center

Organization providing the physical venue for April 2. Can also be a collaborator or volunteer.

Examples: Universities, schools, community centers, churches, therapy centers

Community Collaborators (10)

Organizations running booths in Celebration Zone with interactive activities.

Examples: NGOs, schools, hospitals, student groups, corporate partners

Sponsors (3-5)

Local businesses donating prizes, materials, money, refreshments, or services.

Target: At least 3 sponsors per center to cover basic costs

Event Ambassador (1)

Neurodivergent person coordinating activities and leading livestream broadcasting.

Role: Center spokesperson, broadcast host, community engagement

Section 4: Frequently Asked Questions (FAQ)

Where can I find detailed information about Spark a Spectrum?

Read the complete FAQ document here: [GOOGLE DRIVE LINK TO FAQ](#). This 20-page document answers everything about the event, volunteer roles, timeline, and operations.

What is Spark a Spectrum?

The world's largest coordinated celebration & autism screening event on April 2, 2026 (World Autism Awareness Day). We will screen children across centers in Nigeria and countries worldwide. 100 percent volunteer-powered, zero budget, massive community impact.

What is my role as a State Coordinator?

You lead your state's Spark a Spectrum activities. You manage volunteers, secure a venue, organize screening zones and celebration zones, run 3 competitions, and ensure families in your state can access free autism screenings on April 2.

Is there funding for this event?

NO. There is ZERO funding currently available. This is a 100 percent volunteer-powered initiative. All coordinators, volunteers, venues, materials, food, activities, and prizes must be secured through donations, sponsorships, or volunteer contributions. We are actively

seeking grants and sponsors, but as of now, assume zero budget and plan accordingly.

Will I get paid for being a coordinator?

NO. This is an UNPAID volunteer position. All roles are volunteer-based. You are giving your time to create community impact, raise autism awareness, and help families access free screenings. There is no salary, stipend, or payment. If you cannot commit without payment, please step down now so someone else can take the role.

What if volunteers ask about payment?

Be honest and clear: "This is a volunteer opportunity to serve our community, not a paid job. We are screening children for free, celebrating autism, and making history together. If you are looking for paid work, this is not the right opportunity. But if you want to make a difference and be part of something historic, we welcome you."

Where do I find the Coordinator Agreement to sign?

Google Drive link: [INSERT DRIVE LINK]. You MUST sign this agreement by February 1, 2026. If you do not sign, you cannot continue as a coordinator.

How do I communicate with my team?

Create a WhatsApp group for your state. Add all volunteers. Add Loukia, Sekinah, and Abdulsalam as admins. Use this group for daily communication, updates, and coordination.

Who do I contact if I have questions?

- Day-to-day questions: Check the FAQ first, then ask in the Nigeria Coordinators WhatsApp group
- Urgent issues: Email sekinah@sparkaspectrum.org
- Technical problems: Email loukia@sparkaspectrum.org
- Partnership opportunities: Email both

What is the timeline?

- NOW through February 1: Recruit and confirm volunteers, secure venue, sign agreement
- February: Finalize venue, assign roles, begin competition promotion
- March 22: Art and Dance competitions BEGIN (submissions open)
- April 2, 2026: EVENT DAY - screenings, celebrations, competitions end

What happens on April 2, 2026?

Your center will have 2 zones:

Zone 1 - SCREENING ZONE: Free autism screenings for children, consulting, resources for families

Zone 2 - CELEBRATION ZONE: 10 booths with activities, 3 competitions (art exhibition, dance performances, celebrity photo challenge)

Families arrive, children get screened, everyone celebrates autism and neurodiversity.

How many volunteers do I need?

Minimum 10 to 20 volunteers per center. Roles include: screeners (trained to administer screening tools), registration desk staff, booth coordinators, competition judges, logistics and setup team, family support and guides, and social media and photography team.

How do I get volunteers?

Email everyone from the volunteer list for your state. Use the template we provide. Be honest that this is unpaid volunteer work. Recruit from universities, therapy centers, NGOs, churches, community organizations. Focus on people passionate about autism awareness and community service.

What if my existing venue is not available?

Find a new venue with ZERO budget. Options: universities, schools, community centers, churches, hospitals, therapy centers, outdoor public spaces. Ask them to donate the space for one day (April 2) for a community autism awareness event. Emphasize this is for children and families, free screenings, celebration of neurodiversity.

What if I can't find enough volunteers?

Contact sekinah@sparkaspectrum.org immediately if you have fewer than 10 confirmed volunteers by February 15, 2026. We will help you recruit from neighboring states or combine centers if needed. Do NOT wait until the last minute.

What if my venue falls through?

Have a backup plan. Identify 2-3 alternative venues now. If your primary venue cancels, immediately secure your backup and notify sekinah@sparkaspectrum.org within 24 hours.

What are the 3 competitions?

1. ART COMPETITION - Best artwork with theme "Kanye Riding His Bicycle to Win"

(paintings, drawings, watercolors, mixed media)

2. DANCE COMPETITION - Best choreographed dance routine with actions (with or without music)

3. CELEBRITY PHOTO CHALLENGE - Center with most photos of celebrities doing heart hand sign (April 2 only, 10 AM to 6 PM Nigeria time)

Prizes: Cash, laptops, phones, other prizes (to be confirmed based on sponsorships secured)

How do I find sponsors?

Approach local businesses, tech companies, phone shops, community leaders. Say: "We are hosting a free autism screening event on April 2 for families in [STATE]. We need prizes for competitions that celebrate children and autism awareness. Can you donate a laptop, phone, or cash prize? You will be recognized publicly as a sponsor." Even small amounts help.

Can I charge families for screening?

ABSOLUTELY NOT. Screening must be 100 percent FREE. No registration fees, no screening fees, no hidden costs. This is non-negotiable. If you charge families, your center will be removed from Spark a Spectrum immediately.

What screening tools will we use?

M-CHAT-R (Modified Checklist for Autism in Toddlers) for children ages 16 to 30 months.

NASQ (Nigerian Autism Screening Questionnaire) or SCQ (Social Communication Questionnaire) for older children. Training will be provided in February and March. Screening materials will be shared digitally for you to print locally (zero budget, so you cover printing costs or find a sponsor to print for you).

What happens after a child is screened?

If screening shows no concerns, tell the family their child's development appears typical. If screening indicates possible autism, give family: explanation of what results mean (not a diagnosis, but recommendation for further evaluation), referrals to local professionals or clinics for comprehensive evaluation, educational resources about autism and early intervention, and contact information for follow-up support.

How do I handle a medical emergency during screening?

Every center must have: (1) First aid kit, (2) Emergency contact numbers posted, (3) Designated person trained in basic first aid, (4) Clear plan for calling emergency services. Training will be provided in March.

What happens to children who screen positive for autism?

You provide: (1) Explanation that this is a screening, not a diagnosis, (2) Local referral list (we provide national list, you add local resources), (3) Educational materials about next steps, (4) Follow-up contact information. We will train you on delivering results sensitively.

What if there are no local autism services in my state?

Do the screening anyway. Provide families with educational resources, connect them to online support groups, give them information about autism, and follow up after the event. Even without local services, families benefit from having answers and knowing what to look for. We are also building a national referral network to connect families across Nigeria.

Can I modify the screening tools or competition rules?

NO. All centers must use the same tools and rules to maintain consistency and data validity. If you have concerns, email loukia@sparkaspectrum.org to discuss.

What if someone wants to volunteer but didn't sign up previously?

Welcome them! Send them the volunteer confirmation email and add them to your WhatsApp group. We want more volunteers, not fewer.

Can my center participate in the global livestream?

YES! All centers will be connected via a 6 to 8 hour global livestream on April 2, featuring center check-ins, family interviews, autistic hosts, and celebrations from around the world. Details will be shared in March.

How do I report our results after April 2?

You will receive a simple data collection form by March 25. Report: (1) Total children screened, (2) Number of positive screenings, (3) Competition winners, (4) Total volunteers who showed up, (5) Major challenges. Deadline: April 5, 2026.

What if I need to step down as coordinator?

Email sekinah@sparkaspectrum.org and loukia@sparkaspectrum.org immediately. Give at least 2 weeks notice. Help transition your responsibilities to a replacement coordinator.

There is no penalty for stepping down, but communicate clearly so we can adjust.

Section 5: Coordinator Meeting Agenda

January 31, 2026

Total Time: 60 minutes

WELCOME AND INTRODUCTIONS

5 minutes

- Thank coordinators for their commitment
- Acknowledge that everyone is at different stages
- Set expectations: This is a working meeting with clear action items

CURRENT STATUS UPDATE

5 minutes

- Where we are: Coordinators confirmed, volunteers being recruited
- What is working: Strong interest, good energy
- What needs attention: Agreement signatures, venue confirmations, volunteer clarity on unpaid nature

THE REALITY CHECK - FUNDING

10 minutes

CRITICAL MESSAGE TO DELIVER:

We currently have ZERO funding for this event. Not a small budget. Not limited funds.

ZERO.

This is a 100 percent volunteer-powered grassroots initiative. That means:

- No one gets paid, not coordinators, not volunteers, not anyone
- Venues must be donated or free
- Materials must be printed locally or sponsored
- Food and activities must be donated or crowdfunded

- Prizes must come from local sponsors you recruit

If you signed up expecting payment or a budget, I need to know NOW so we can find someone else for your state.

If you are willing to volunteer your time to create a massive community impact, raise autism awareness, and help families access free screenings, then you are in the right place.

This is not about money. This is about making a difference.

QUESTIONS THEY NEED TO ANSWER THEMSELVES

5 minutes

"Going forward, I will not answer every individual question. You have a detailed FAQ document with 50 plus questions and answers. You have WhatsApp groups. You have email contacts.

Before asking a question, check:

1. The FAQ document (link in chat)
2. The Nigeria Coordinators WhatsApp group
3. Your state WhatsApp group

If you still cannot find the answer, then email sekinah@sparkaspectrum.org.

This is about building your leadership. You are coordinators. You find solutions."

ACTION ITEMS FOR ALL COORDINATORS

15 minutes

Review all 6 action items (see Section 6 for details):

1. Sign the Coordinator Agreement
2. Email your state volunteers
3. Create state WhatsApp group

4. Assign leadership roles
5. Confirm or identify venue
6. Plan center zones and identify 10 collaborators

COMPETITIONS OVERVIEW

10 minutes

"We are running 3 competitions to make April 2 exciting and engaging for families and communities."

COMPETITION 1 - ART COMPETITION

Theme: Kanye's Bicycle Ride

Medium: Paintings, drawings, watercolors, mixed media, any visual art

Timeline: Submissions open March 22, close April 2

Display: All entries displayed at centers on April 2

Judging: April 2, judges at each center vote for top 3

Prizes: Laptops, cash, certificates

Rules: We will provide detailed competition rules

COMPETITION 2 - DANCE COMPETITION

Format: Choreographed dance routine with actions, with or without music

Duration: 2 to 4 minutes per routine

Timeline: Submissions open March 22, performances on April 2

Judging: April 2, judges at each center vote for top 3

Prizes: Laptops, Cash, certificates

Rules: We will provide detailed competition rules

COMPETITION 3 - CELEBRITY PHOTO CHALLENGE

Goal: Center with most photos of celebrities doing heart hand sign

Timeline: April 2 only, 10 AM to 6 PM Nigeria time

How: Celebrity (musician, actor, politician, athlete, influencer) doing heart hand sign, post to Instagram or WhatsApp with hashtag SparkASpectrum, tag your center

Judging: Count total photos submitted per center by 6 PM

Prize: Winning center gets recognition, and special prize

Rules: We will provide detailed competition rules

FUNDRAISING AND SPONSORSHIPS

5 minutes

"Since we have zero central funding, You must fundraise locally for your center.

What you may need money for:

- Printing screening materials and forms (you may choose to use a laptop)
- Food and refreshments for families (**most important**)
- Booth activities and supplies (if needed)
- Competition prizes (additional to the ones we will provide)

How to fundraise:

- Approach local businesses for sponsorships
- Ask tech shops to donate phones or laptops as prizes
- CrowdFund from community members
- Partner with local NGOs who can contribute
- Ask your volunteers to chip in small amounts

You do not need huge amounts. Even 50,000 to 100,000 Naira can cover the basics for one center.

Be creative. Be persistent. This is part of your coordinator role.

Section 6: Action Items & Templates

Coordinator Action Items Checklist

Complete each action by the deadline and submit this checklist

ACTION 1: Sign Coordinator Agreement

Deadline: February 1, 2026

Link: [INSERT DRIVE LINK]

What: Open the agreement, read it, sign it digitally, submit it

Why: We cannot move forward with unsigned coordinators

Consequence: If not signed by deadline, you will be removed as coordinator

ACTION 2: Email Your State Volunteers

Deadline: February 3, 2026 (within 3 days)

What: Email everyone from the volunteer list for your state

Template: See email template below

Message: Explain Spark a Spectrum, clarify this is UNPAID volunteer work, ask who is still interested

Why: We need to know who is actually committed before we move forward

Number of volunteers emailed: _____

Number who responded interested: _____

ACTION 3: Create State WhatsApp Group

Deadline: February 1, 2026 (within 5 days)

What: Create a WhatsApp group for your state volunteers

Name: Spark a Spectrum [STATE NAME]

Add: All confirmed volunteers who replied to your email

Add as ADMINS: Loukia, Sekinah, Abdulsalam

Why: This is your main communication channel

Group created: YES / NO

Number of members: _____

Admins added: YES / NO

ACTION 4: Assign Leadership Roles

Deadline: February 7, 2026 (by mid-February)

What: Identify 3 to 5 team leaders from your volunteers

Roles: Assistant Coordinator, Screening Lead, Celebration Zone Lead, Logistics Lead, Registration Lead, Social Media Lead

Why: You cannot do everything alone, delegate and empower others

(1) Assistant Coordinator: _____

(2) Operations & Logistics Lead: _____

(3) Volunteer Manager: _____

(4) Team Email & Communications: _____

(5) Media Lead: _____

ACTION 5: Confirm or Identify Venue

Deadline: February 7, 2026 (by end of February)

What: Check if your existing venue is still available. If not, find a new one.

Budget: ZERO, must be free or donated

Options: Universities, schools, community centers, churches, hospitals, therapy centers, outdoor public spaces

Requirements: accessible, safe, welcoming

Confirmation: Send venue name, address, contact person, and confirmation email to sekinah@sparkaspectrum.org

Venue name: _____

Venue address: _____

Venue contact person: _____

Venue confirmed: YES / NO

Confirmation sent to sekinah@sparkaspectrum.org: YES / NO

ACTION 6: Organize Your Center Zones & Identify 10 Collaborators

Deadline: After venue is confirmed

What: Plan your center layout

Zone 1 SCREENING: Screening tables, consulting area, resource distribution

Zone 2 CELEBRATION: 10 booths with activities, art exhibition area, dance performance space, photo competition station

IMPORTANT: Identify 10 Community Collaborators (organizations to run booths)

Zone 1 (Screening) layout planned: YES / NO

Zone 2 (Celebration) layout planned: YES / NO

10 collaborators identified: YES / NO

Collaborator 1: _____

Collaborator 2: _____

Collaborator 3: _____

Collaborator 4: _____

Collaborator 5: _____

Collaborator 6: _____

Collaborator 7: _____

Collaborator 8: _____

Collaborator 9: _____

Collaborator 10: _____

BONUS ACTION: Recruit Local Sponsors for Prizes

Goal: Secure at least 3 local sponsors

Sponsor 1: _____

Sponsor 2: _____

Sponsor 3: _____

Total value secured: _____

SUBMIT THIS CHECKLIST

Submit by: March 1, 2026

Email to: sekinah@sparkaspectrum.org

Email Template for Coordinators to Send to Volunteers

SUBJECT: Spark a Spectrum Update - Are You Still In?

Dear [NAME],

Thank you for signing up to volunteer for Spark a Spectrum, the world's largest autism screening event happening on April 2, 2026 in [STATE].

I am writing to confirm your interest and clarify what this opportunity involves.

WHAT IS SPARK A SPECTRUM?

On April 2, 2026 (World Autism Awareness Day), we will provide FREE autism screenings to families across Nigeria and 50 plus countries worldwide. Our goal is to screen 50,000 plus children in one day, making this the largest autism awareness event in history.

In [STATE], we will host a screening and celebration event where families can bring their

children for free screening, receive resources, and participate in fun activities and competitions.

YOUR IMPACT

As a volunteer, you will:

- Help identify children who may need early intervention (life-changing for families)
- Connect families to resources and support
- Celebrate neurodiversity and reduce stigma
- Build autism awareness in [STATE]
- Be part of a global movement spanning 50+ countries

One screening could change a child's entire future. That is the power of what we are doing together.

IMPORTANT CLARIFICATION - THIS IS UNPAID VOLUNTEER WORK

I need to be very clear: This is a 100 percent volunteer opportunity. There is NO payment, NO stipend, and NO salary.

You are volunteering your time to:

- Help families access free autism screenings
- Celebrate autism and neurodiversity
- Raise awareness in our community
- Be part of something historic

If you are looking for paid work, this is not the right opportunity for you.

If you want to make a community impact and be part of a global movement, we welcome you.

WHAT WE NEED FROM YOU

Time Commitment: 10 to 15 hours per week from now through April 2, 2026

Event Day: Full day on April 2, 2026 (approximately 8 AM to 6 PM)

Roles Available: Screeners, registration staff, booth coordinators, logistics support, social media team

ARE YOU STILL INTERESTED?

Please reply to this email by [DEADLINE DATE] with:

1. YES, I am still interested and I understand this is unpaid volunteer work
2. My preferred role (screener, registration, logistics, social media, or any role)
3. Any questions you have

If I do not hear from you by [DEADLINE], I will assume you are no longer interested.

NEXT STEPS

If you confirm interest, you will be added to our [STATE] WhatsApp group where we will coordinate all activities, training, and preparation.

Thank you for considering this opportunity. Together, we will make history on April 2, 2026.

With gratitude,

[YOUR NAME]

[STATE] Coordinator

Spark a Spectrum

Email: [YOUR EMAIL]

WhatsApp: [YOUR WHATSAPP]

WhatsApp Group Setup Instructions

HOW TO CREATE YOUR STATE WHATSAPP GROUP

STEP 1: Create the Group

- Open WhatsApp
- Tap "New Group"
- Name: "Spark a Spectrum [STATE NAME]"
- Add all confirmed volunteers who replied YES to your email

STEP 2: Add Admins

Add these 3 people as GROUP ADMINS:

- Loukia: [PHONE NUMBER]
- Sekinah: [PHONE NUMBER]
- Abdulsalam: [PHONE NUMBER]

To make someone admin: Tap group name, tap their name, tap "Make group admin"

STEP 3: Set Group Description

Tap group name, tap "Add group description"

Suggested description:

"Spark a Spectrum [STATE] - Official coordination group for April 2, 2026 autism screening event. All volunteers, coordinators, and team leads communicate here. Stay active, stay informed, let's make history together."

STEP 4: Set Group Rules (Pin this message)

Post and pin this message:

"GROUP RULES:

1. This group is for Spark a Spectrum coordination only
2. Be respectful and professional
3. Stay on topic
4. Respond to messages within 24 hours
5. Ask questions, share updates, support each other
6. No spam, no personal business promotions
7. Let's make April 2, 2026 unforgettable!"

STEP 5: Send First Message

Post this as your first official message:

"Welcome to Spark a Spectrum [STATE]! We are the team making history on April 2, 2026 by providing free autism screenings to families in [STATE]. This is 100 percent volunteer-powered. No one is getting paid. We are doing this for impact, for families, for children, for our community. Let's work together, stay committed, and create something extraordinary. Who's ready?!"

STEP 6: Confirm Group to Leadership

Email sekinah@sparkaspectrum.org with:

- Subject: [STATE] WhatsApp Group Created
- Message: "I have created the [STATE] WhatsApp group with [NUMBER] members. Loukia, Sekinah, and Abdulsalam have been added as admins."

April 2, 2026 Goal

36 centers across Nigeria providing **FREE autism screenings** to families, celebrating neurodiversity, raising awareness, and connecting communities. 100% volunteer-powered. Zero budget. Maximum impact.

sekinah@sparkaspectrum.org

loukia@sparkaspectrum.org