

NIGHT *to Shine*

SPONSORED BY THE **TIM TEBOW**
FOUNDATION™

Friday, February 10, 2023



The Vision

The Tim Tebow Foundation's vision is to work with churches around the world to provide an incredible prom night experience, centered on God's love for people with special needs, ages 14 and older.



What is Night to Shine?

Night to Shine is an unforgettable prom night experience, centered on God's love, for people with special needs.

Night to Shine is held every year the Friday before Valentine's Day and is becoming a worldwide movement that is changing Valentine's Day from simply a celebration of love, to a celebration of God's love for people with special needs and the value of life.

Every guest of Night to Shine enters this complimentary event on a red carpet complete with a warm welcome from a friendly crowd and paparazzi. Once inside, guests receive the royal treatment including hair and makeup stations, shoe-shining stations, limousine rides, corsages and boutonnieres, a karaoke room, a catered dinner, prom favors for each honored guest, a Respite Room for parents and caretakers, and, of course, dancing! The highlight of the night comes when every one of the Night to Shine guests is crowned a king or queen of the prom!



Night to Shine 2020 Numbers

- ✓ 721 host churches
- ✓ 215,000 volunteers
- ✓ 50 states
- ✓ 34 countries
- ✓ 110,000 honored guests
- ✓ One incredible night!

2021 and 2022 – We celebrated with Shine-Through
And this year – 2023 – We. Are. Back. IN PERSON!!



Volunteer Arrival & Check-in

- ✧ Arrive between 4:30 - 5:30, Friday, February 10, 2023.

- ✧ Non -Buddy Volunteers: Go directly to the check-in tables near canopy to check-in and confirm your volunteer role and meet-up with your team leader.

- ✧ Buddies - Check in on the stage in the auditorium

- ✧ How do I know what team(s) to which I belong?

- ✧ Your Team Leader will give you your specific instructions for the evening.

- ✧ Volunteer parking.

- ✧ Volunteer attire.



Volunteer Arrival & Check- in, continued...

✧ Access to the event. This event is limited to registered guests and volunteers only.

✧ All volunteers will be background checked and credentialed.

<http://westark.org/check>

✧ Departure expectations. Please do not leave until you have been dismissed by your team leader.

✧ Emergency and exit plan.

Before you arrive...

✧ Please eat dinner before you come.

✧ PRAY for this special night!



Volunteer Attire

- **Buddies** - Modest dress and COMFORTABLE SHOES. Please don't purchase anything.
- **Food Service Staff** – White shirt, black slacks.
- **Professionals** – uniform or scrubs
- **Non-Buddy Volunteers** – casual. Would love this year's t-shirt, but it is not required. (westark.org/nts)



Volunteer Teams

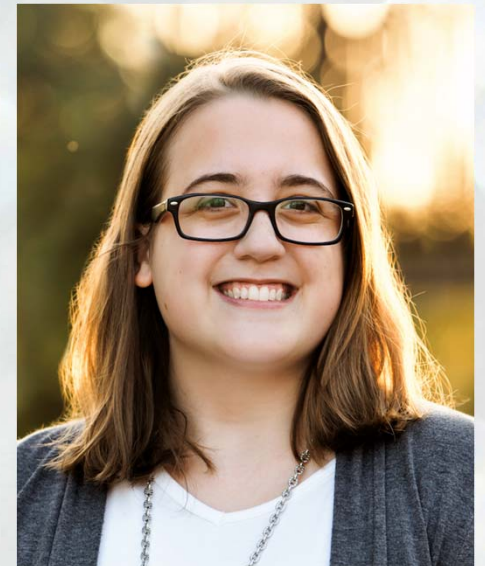
- ✧ Volunteer Check-in
- ✧ Set-Up
- ✧ Buddy Check-in
- ✧ Transportation
- ✧ Parking
- ✧ Kitchen
- ✧ Red Carpet
- ✧ Social Media Photographer
- ✧ Paparazzi
- ✧ Guest Registration
- ✧ Buddy
- ✧ Respite Room
- ✧ Floaters
- ✧ Coat Check
- ✧ Hair, Make-Up
- ✧ Shoe-Shine
- ✧ Floral
- ✧ Food Service
- ✧ Karaoke
- ✧ Sensory Room
- ✧ Safety
- ✧ Local Security
- ✧ Medical
- ✧ Gift Bags
- ✧ Tear Down/Clean-up



BLUE CREW

Team Leaders: Jordon Brown, Meredith Brown, Dena Jenkins, Abbey Jenkins

Continually "float" around the main event space, kitchen, restrooms and outdoors to assist anywhere an extra hand is needed.



Volunteer Roles

CHECK-IN TEAM

Team Leader: Staci James

- Greet registered volunteers and direct them to check-in team. Direct non-registered volunteers to the paparazzi area.
- Warmly greet guests direct them to check-in team or to the registration area for non-registered guests. Ensure each team has everything needed to fully check-in Kings and Queens.



TRANSPORTATION

Team Leader: Ron Hamilton.

Coordinate with limo and other drivers to create a safe, fun and enjoyable ride for our queen and kings.



COAT CHECK

Team Leaders: **Brian Robbins, Rochelle Brown**

- Greet guests, take their coats and other personal items, label them and store them. As guests leave, ask for their ID tags and retrieve their coats.



SECURITY/PARKING

Team Leaders: Chief Danny Baker, Chief Jeff Pointer, Officer Robyn Shoptaw



- Assist guests as they exit vehicles and be available as guests return to their vehicles following the event.
- Maintain a parking pattern and direct traffic for easy vehicle entry and exit. Maintain open fire and emergency lanes.
- Support on-site Law Enforcement personnel by ensuring a safe and secure environment for guests and volunteers. Coordinate with local police, fire and rescue as needed.
- Walk around and monitor the main event space and outdoor areas, making sure exits are not blocked and all areas remain wheelchair accessible.

FOOD PREP/SERVICE

Team Leader: Linda Davis

- Assist with unloading food, additional food preparation and set-up food and beverages in the main event space and in the chaperone space. (need help to pick up food)
- Serve food to guests in main event space and chaperone area (parents, caretakers or family members) space. Be knowledgeable about the items and assist guests in finding what they would like (especially if they have dietary restriction or allergies) and refill food warmers, drinks and snacks.



DECORATING TEAM

Team Leader: Dwonne Cogswell

- Create a beautiful environmental to make our guests feel like the Kings and Queens that they truly are in the eyes of God.





CAREGIVER TEAM

Team Leader: David & Annona Burns/Rachelle Pratt

Love on the parents/caregivers by serving food, spending time getting to know them and being available to pray with them.



FLORAL TEAM

Team Leader: Karen Pointer

Assist florist with unloading and properly laying out corsages and boutonnieres. Help guests select and pin on their flowers and don their crowns and tiaras.

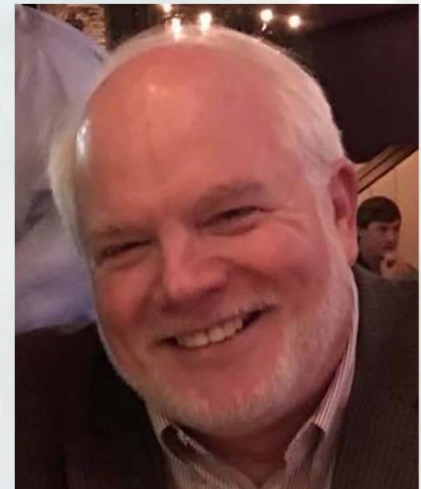
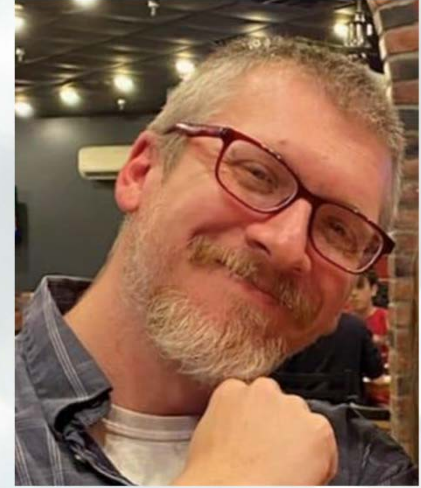




HAIR/MAKE-UP & SHOE-SHINE TEAMS

Team Leaders: Daniel Morgan/Dave Cogswell

Arrive at the designated tie and assist set-up team with the salon area. Welcome each guest to a salon station for hair and makeup or to a seat for a shoe-shine. Chat with them while you pamper them and make them feel important.





RED CARPET/PAPARAZZI

Team Leader: Cade Richards

- Assist guests as they make their way down the red carpet, manage flow of traffic and cheer them on to make them feel welcomed.
- Take photographs and treat participants like honored guests and celebrities.

KARAOKE

Team Leaders: Brent Evans & Sean Lewis

Set-up and participate in any additional activities, including karaoke, with the guests. Encourage them and maintain a fun atmosphere.





SENSORY ROOM

Team Leader: Mandy Chilton

Spend time with guests who may have become over stimulated on the dance floor or in other areas of the prom. Interact with them by singing, participating in sensory activities or simply providing them with some quiet time.



MEDICAL TEAM

Team Leader: Jennifer Gann

Assist professional EMT *personnel at the event by providing basic first aide and care for any medical needs or emergencies.*

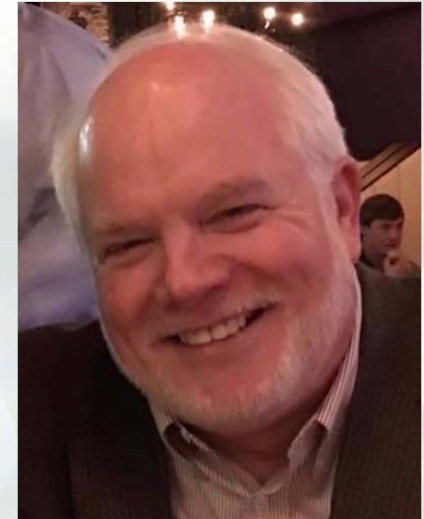




PHOTO OPP

Team Leader: **Dave Cogswell**

- Provide an opportunity for Kings/Queens to take photos and share with friends/family, community



CANDID PHOTO TEAM

Team Leader: **Mike Burk**

- Take candid photos throughout the evening for social media and to help create NTS 2023 video.





BUDDY TEAM

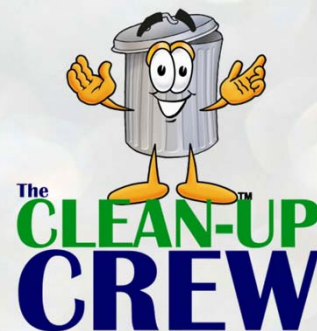
Team Leader: Kim Lewallen

Accompany and assist assigning guests to their buddies to assure as safe and enjoyable an evening as possible.



Tear Down Team/Clean-up Team - ALL of us!

Take down decorations, tables, chairs, etc. and clean up the event space. Our deco team works very hard, so please help by following their lead and instructions for where things need to go.





Information for Buddy Team

- ✧ **NEVER** leave your honored guest during the evening.
- ✧ If you have any medical issues, no matter how minor, please notify a team leader nearby and they will seek a medical team member for you.
- ✧ As the event begins to wrap up, take your buddy to reconnect them with their parent/caretaker in the lobby and help them retrieve their prom favors and any other belongings.
- ✧ For guests with severe special needs, know that their parent/caretaker may stay with you to assist.



Information for Buddy Team, continued...

- ✧ Ask several times throughout the evening if they need to use the restroom.

- ✧ For restroom breaks, know that it is NOT your responsibility to assist the guest in the bathroom. Contact the parent/caretaker or medical if additional assistance is needed.

- ✧ If you'd like to stay in touch with your guest after the event, we encourage that! However, please be sure to ask permission of the guest and their parent/caretaker before reaching out to them.

- ✧ Blind/Deaf



Food Tips

✧ Be VERY aware of special diets and food restrictions.

✧ Please note:

✧ Any food allergies

✧ Any food prep needs (cut-up/pureed, etc.)

✧ Our kitchen team will also know about these needs, but you will need to alert them when your King/Queen is ready for his/her food (gluten-free, pureed, etc.)

✧ You will be responsible for cutting food

✧ We ask that you

✧ seat your King/Queen

✧ go to the lines to see what is available

✧ Bring their food to them



Wheelchair and Limited Mobility Tips

- ✧ For those independent in using their chairs, always ask if they want help; do not just start pushing their chair without permission.
- ✧ Be careful in crowded hallways - allow extra time to transition.
- ✧ Gently take hold of an arm during transition. (Again, asking is preferable simply to show respect.)
- ✧ If a conversation lasts more than a few minutes and it is possible to do so, sit down in order to share eye level. It is uncomfortable for a seated person to look straight up for a long time.



Guest Interaction Tips

People First Language

- ❖ We want our guests to know they are the most valuable and important people in the room. People first language aims to avoid perceived and subconscious dehumanization when discussing people with disabilities.
- ❖ Not all prefer people-first language. Our aim is to always show love and respect for the individual in front of us.



Potentially Offensive Terms

- Handicapped
- Retarded
- Crippled
- Deaf and Dumb
- Mentally Different
- Autistic
- Epileptic
- Diseased
- Wheelchair-bound
- Emotionally Disturbed
- A "Patient"
- A "Case" or "Client"
- Slow
- Infirm
- Unfortunate
- "Suffers from"
- "Victim of"



Offensive Phrases

Also, here are a few ways you can respectfully reword phrases:

- ✧ Instead of "a disabled person," say "a person with disabilities"
- ✧ Instead of "a special needs person," say "a person with special needs"
- ✧ Instead of "wheelchair-bound person," say "a person in a wheelchair"
- ✧ Instead of "autistic person," say "a person with autism"

The key thing to remember is to put the person first. Each person is not /his/her disability; he/she is first and foremost a child of God and a person with feelings and emotions just like you.



General Tips for Communicating

- ✧ When offering assistance to a person with a disability, wait until your help is accepted and then ask how you can best assist them.
- ✧ Address them just as you would any other person.
- ✧ It is acceptable to offer a handshake during introductions even if the other person has limited mobility in their hand or an artificial limb.
- ✧ Do not alter your voice or speak in a simplified, childish manner.
- ✧ If an interpreter is present, speak directly to the person and not their interpreter.



General Tips for Communicating, continued...

- ✧ Do not lean on anyone's wheelchair.
- ✧ Do not interact with service animals without asking first.
- ✧ If the person with whom you are speaking has a visual disability, make sure you identify yourself and any people who may be accompanying you.
- ✧ Be patient if the person with whom you are speaking has trouble understanding you. Do not get frustrated or raise your voice in an unpleasant way.



Preventing & Handling Uncomfortable Situations

- ✧ If you find yourself in an uncomfortable situation, do not be afraid to ask for help.
- ✧ Some signs of overstimulation include: yelling, screaming, crying, extreme fidgeting, fearful looks and/or aggressive behavior. If this happens, redirect them to a quieter location (Sensory Room) and if needed, find your guest's parent, caretaker or guardian.
- ✧ Maintain your composure and speak kindly at all times.
- ✧ Never go off alone with one of the guests. Make sure you maintain physical boundaries and don't in any way encourage a guest to view you as their boyfriend/girlfriend.

Used with permission from the North Dakota Center for Persons with Disabilities, a university affiliated program at Minot State University, Minot, North Dakota, USA



Reminders

✧ All volunteers should walk through the event space, if possible, and familiarize themselves with where restrooms, food, Sensory Room, the medical team and other important areas/teams will be located.

✧ Wear comfortable shoes.

✧ Be aware that our guests may see you as their boyfriend or girlfriend. Be careful how you dress. Give very clear cues that you are just friends.

✧ Please stay in designated areas, no roaming.



Reminders, continued...

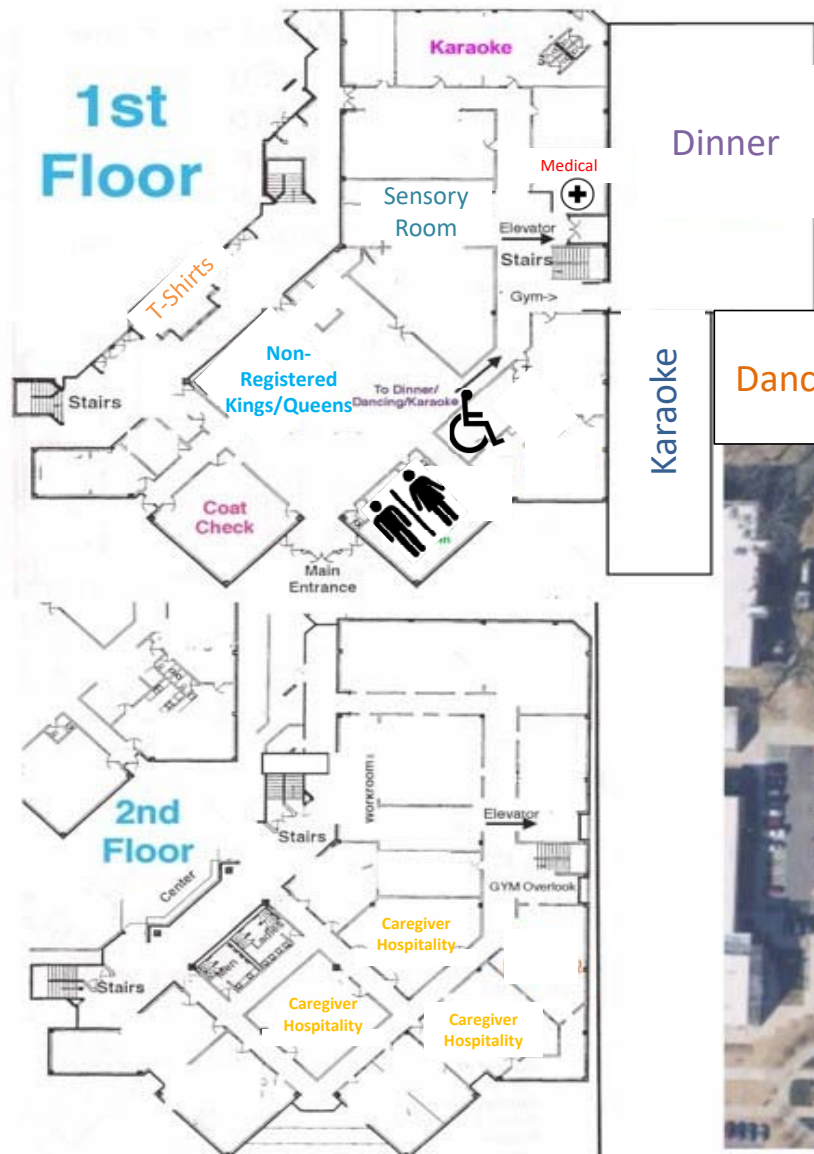
- Do NOT be afraid to ask for help if you are in an uncomfortable situation. Regardless of your volunteer position, please feel free to step in and help if a situation or issue arises. We are all on the same team!
- Please come dressed according to your role.
 - Buddies - modest formalwear
 - Food Service – White shirt/ black slacks
 - All other volunteers – NTS t-shirt or comfortable clothing
 - ALL – comfortable shoes! =]
- Non-Buddy Volunteers: Take a 5-10 minute break from your team duties to walk around and see what is taking place throughout Night to Shine

✧ Don't forget to wear a smile!



In Case of Emergency

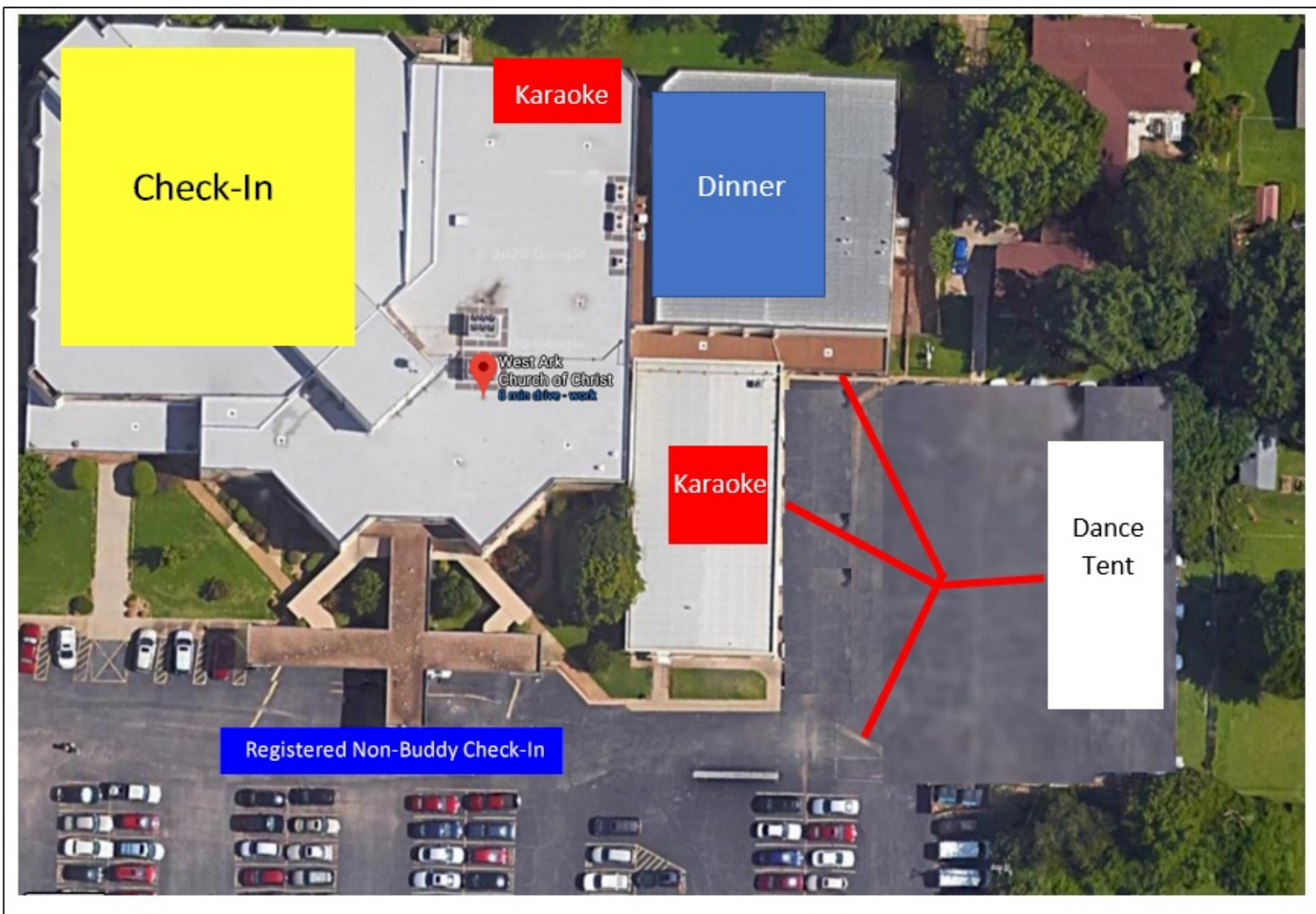
- All volunteers should be familiar with the emergency exits and emergency evacuation plan.
- Licensed medical professionals and Law Enforcement personnel will be located
- on site during the event in a designated area.
- Medical personnel and volunteers are **NOT** responsible for administering medications to guests. All medication must be administered by the guest's parent/caregiver.



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Check-In

Karaoke

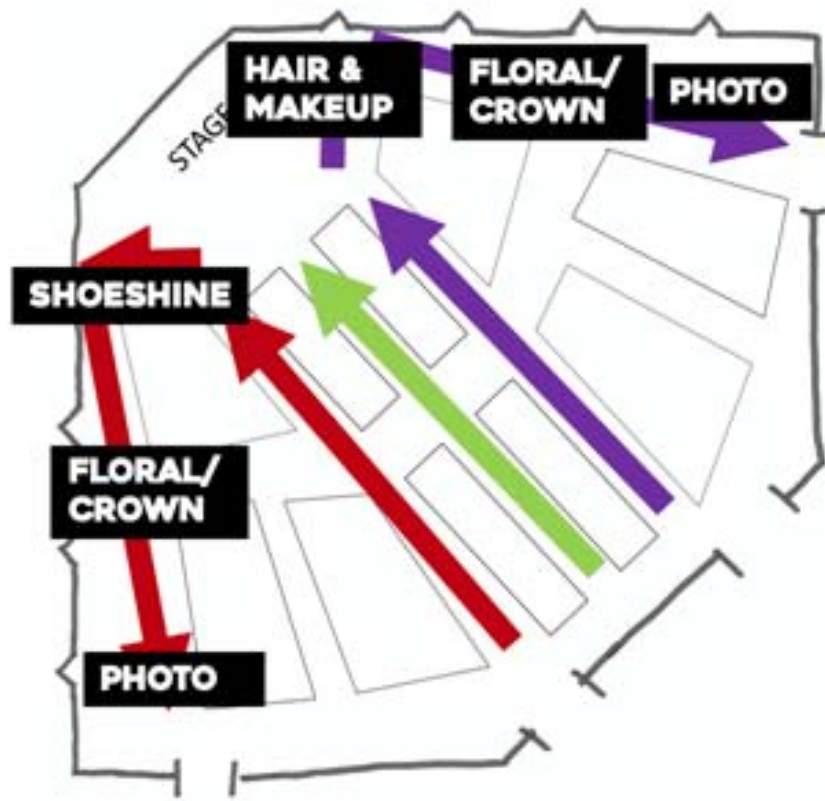
Dinner

West Ark Church of Christ
8 min drive - work

Karaoke

Dance Tent

Registered Non-Buddy Check-In



BUDDIES
KINGS
QUEENS



WestArk church vans will be available as a shuttle for Volunteers.



*T-shirts are available
again this year!*

*Order at
Westark.org/nts*

*Pick up will be:
Tuesday, January 31
Wednesday, February 1
Thursday, February 2*





Spread the news!

There are MANY ways to be a part of Night to Shine!

- *Sponsor King/Queen(s)*
 - *Amazon Wish List*
- *Donate funds/services/goods/swag*

[Fsnighittoshine.org/give](https://fsnighittoshine.org/give)



QUESTIONS?

*See any Blue Crew Member tonight or
email nts@westark.org*



You are such an integral part of this evening and are helping make this event extra special for our honored kings and queens of the prom!

“So if there is any encouragement in Christ, any comfort from love, any participation in the Spirit, any affection and sympathy, complete my joy by being of the same mind, having the same love, being in full accord and of one mind.” Philippians 2:1-2

THANK YOU!!



FS NIGHT
— TO —
SHINE

#FSNIGHTTOSHINE

2023

Volunteer
Training



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