



## BEING AN ARC EXPEDITIONS VOLUNTEER SPONSOR

### Volunteer Sponsors for Arc Expeditions must meet the following criteria:

- A completed Arc Expeditions' Volunteer Sponsor Application with references and a background check on file at The Arc of Lincoln office.
- Must be at least 21 years-old.
- Attend the Volunteer Sponsor training on an annual basis.
- Have the necessary skills to complete all paperwork required of a Volunteer Sponsor.
- Have the ability to ensure the safety of vacationers and to remain calm in dealing with difficult and unusual situations.
- Have skills necessary to administer medications.
- Have the ability to exercise mature judgment and act in a professional manner.
- Have the physical ability to assist vacationers and be able to meet all their needs.
- Have a current signed Volunteer Consent of Release/Statement of Confidentiality form on file with The Arc of Lincoln.
- Volunteers are to be certified in CPR, rescue breathing and first aid. A copy of current CPR cards will be kept on file at The Arc of Lincoln office.

### Trip Responsibilities of the Arc Expeditions Volunteer Sponsor:

1. A trip itinerary will be sent to Sponsors at least two weeks prior to the trip departure. This information will have the location and time of check-in. It will also have the trip mapped out for you, where the hotel is located with phone numbers and confirmation numbers. It will also have, in most cases, and agenda for the trip with information about any shows we have already booked and where to pick up tickets, or any other trip information you will need to know. At times, there may be only suggestions of places to go as time allows that the group can decide on together.
2. The day a trip leaves, Sponsors will be required to be at the trip check-in location at the designated time. This gives us an opportunity to go over any last minute changes and to provide up-to-the-minute info on the trip and participants before the trip departure. At check-in, you will meet with the people whom you will be responsible for, and with their escort, go over a Check-In form. Items included on the Check-In form are amount of spending money the vacationer is bringing, medications, etc. It is important to take your time to visit with their escort as they may have insights to share with you which will allow you to provide the most rewarding experience possible for that vacationer.
3. Make sure that all of your vacationer's medications that they will be taking during the day are out of their suitcase and either with the participant, if they are self administering their medications, or in your back pack if you are administering the meds. Ideally, all travelers will have used the bathroom and have found a place to sit on the van/bus within 45 minutes after check-in starts. You are responsible for assisting your vacationers in getting on the bus/van. Remind them to put on their seat belt, giving assistance if needed. Make sure that all the people you are responsible for are on the van/bus along with all of their belongings.  
NOTE: All vans/buses are "non-smoking".

4. When stopping for a gas break, make sure that everyone has used the restroom, if people would like beverage or snack, ensure that they have enough money and guide appropriately (i.e. advise against massive quick food spending; no more than 1 beverage to ensure that extra stops won't be necessary.)
5. Meals are ordered as a group in most cases and the Trip Leader pays for the whole bill. At times, when the group wants to break up, such as in a large amusement park, the Trip Leader will give each Sponsor money for their group. It is important to note that at no time should one Sponsor venture off alone with their vacationers for any length of time. At least two Sponsors should be together at all times to ensure everyone's safety. All receipts must be turned back into the trip leader, even for small snack purchases. You will need to assist if needed with escorting people to and from the bathroom at the restaurant.
6. When checking in at the lodging, assist your vacationers with luggage and finding their rooms. A sheet listing the hotel rooming assignments will be included in your backpack, so you'll know in advance who you'll be rooming with. If any of the people you are responsible for will be staying in a different room, make sure that they find their room and know how to get a hold of you if needed. Unless there is another Sponsor in the room, you will be responsible for checking in on the vacationers on a regular basis to ensure they are getting along okay. If there is another sponsor in the room, it will still be your responsibility to ensure that medications are taken on time. Most of the time you will find that you will be rooming with the people you are responsible for. We request Queen beds where available.
7. Once you are in the motel for the evening, you will be responsible for ensuring that vacationers safely bathe or shower (make sure the water is properly regulated, shower curtain is inside the tub for a shower and outside for a bath, be available to assist those needing help getting in and out of the tub). To ensure safety, it is advisable for you to remain in the motel room while the vacationers are bathing in case a problem occurs.
8. You may be asked to be available for a Sponsor meeting after everyone in your room is ready for bed or settled in for the evening. The trip leader will potentially want to discuss the next day's schedule and review any problems or concerns. If problems have come up that you would like to address, please talk to the trip leader and/or bring up these issues at the Sponsor meeting.
9. Sponsors are required to stay in the motel area at all times. If you plan to be out of the room for any length of time without the people you are responsible for, you must first clear this with the trip leader, who has the ultimate authority to approve or deny this request. Remember, three people have paid a portion of the cost for you to be on this trip as their Sponsor. If they didn't need supervision, then they could have signed up for a trip through a regular tour and travel company. We are ultimately liable for any accidents that occur as a result of improper supervision.
10. Assist with the purchasing of souvenirs, helping them to buy something memorable and worthwhile, however, the ultimate decision is theirs to make.
11. Be aware of what belongings people have taken with them each day and attempt to ensure that these are not left in restaurants, motels, bathrooms, etc.
12. Be available and willing to assist other Sponsors as needed.
13. Assist with medication as needed. If one of the people you are responsible for is self administering their medication, monitor that the medication is being taken on time to ensure that they are not confused by the change in routine. If there are problems with the medications, talk to the trip leader ASAP to work out an immediate solution. All medication information will be included in the vacationer's application. It will indicate whether the vacationer is self administering or if the Sponsor needs to give medications.
14. Make sure that each person has everything they need for the day before leaving the motel room each morning. (i.e. medications, sunscreen, camera, film, jacket, etc.)
15. At trip return, make sure that all belongings are returned to the participants, including meds, any leftover money and all receipts.
16. Make sure you complete your sponsor critique form, with any additional comments or observations that would be helpful in assisting the vacationers you were responsible for on a future vacation. We will add this information to their file.