

2014-2015 Chapter Manual



Table of Contents

Welcome to College Service Project (basic overview)	3
Step-By-Step Guide To Get Started On Repairs	6
How To Sign a Home	7
Volunteer Recruiting and Management	8
Project Planning 101	9
ASP Guiding Principles	10
Other CSP Requirements	10
Other Information	11

Welcome to College Service Project!

What is College Service Project?

College Service Project inspires students to lives of Christian service and leadership through home repair for low-income families in Central Appalachia and back in their home communities. ASP's founder, Tex Evans, always said: "We'd love for all ASP volunteers to come back each summer, but if they don't because they have started this in their own community, we'd love that even more". College Service Project (CSP) seeks to provide young adults with a chance to continue and share the transformational experience they've had in Appalachia with their surrounding collegiate community.

Now it's in 45th year, ASP has relied on college-aged young adults to operate its Summer/Youth Program by guiding groups of volunteers through their home repair service project and providing Christian leadership. These summer staffers gain significant skills in organization, leadership, and volunteer management. ASP also attracts several college students as volunteers during our Year Round Program. CSP will continue to engage or re-engage these summer staffers, college volunteers, and past youth program volunteers with service and help them gain valuable skills in community outreach.

College Service Project is a student-led, campus based organization. Each chapter is nationally affiliated with Appalachia Service Project, and follows ASP's model for home repair projects in their local community. Students involved with CSP will:

- Distribute Home Repair Applications in their local community in order to find families to serve through construction repair work
- Conduct initial home visits (IHVs) with families that have submitted applications, select homes and projects to be completed, and carry out all project planning and construction management
- Recruit volunteers within their community to volunteer their time to work on these projects
- Host fundraisers and gain community sponsorship in order to raise the funds necessary to complete their projects
- Serve their community in other ways that promote service and social justice
- Look into recruiting and carrying out a trip to one of ASP's Year Round centers during the fall, winter, or spring
- Recruit potential summer staffer applicants
- Recruit local churches as potential ASP volunteers

What is required of us in order to remain nationally affiliated with Appalachia Service Project?

1. Must have an application for national affiliation submitted and approved each year to ASP.
2. Must take a trip to participate with ASP's Year Round Program at least once a year, bringing at least 5 people as a work crew. In the first year of establishing your chapter, this is not *required* but encouraged.
3. Must have approval as a student organization from the college or university connected to the chapter. If you are connected to a church or other group, ASP must approve this.
4. Must remain in good standing with Appalachia Service Project by representing ASP positively as a Christian home repair ministry.

What does it cost to be nationally affiliated with ASP?

As this is the first year of the program, ASP is not requiring any dues now as the parent organization. As of August 1st, 2015, ASP will be requiring \$50 in dues to be turned in each calendar year to remain affiliated.

If your chapter would like to require dues from members in order to support trips and projects, that is to be determined by your chapter leadership and does not need approval from ASP.

How can ASP help financially?

ASP is working on ways that it can help with some of the costs of launching a chapter. If there are major costs that are holding you up from getting started, let ASP know by emailing csp@asphome.org.

ASP can also help you plan fundraisers, provide brochures and other information for these fundraisers, and help connect chapters with ASP churches and donors in their area, or who are alumni of their college or university.

ASP can also connect you with people and churches in your area that support ASP's work. We have a general message to send out to these people letting them know how they can support your CSP Chapter, through things such as volunteering with you, construction guidance, tool donation and lending, financial support, and more. ASP would give each of these supporters someone to contact at your chapter with ways they'd like to help. ASP is lucky to have many people connected the ministry that want to see College Service Project succeed!

So ASP does home repair...is that what we *have* to do with our CSP Chapter?

No! ASP will provide all the framework and training needed to perform home repair, but CSP is all about promoting lives of Christian service, and this can be done in many ways. As long as your chapter is doing work that falls into ASP's core belief system, then your chapter will remain in good standing. Here are some examples of some great ideas, and some not so great ideas for projects.

<u>Great Ideas</u>	<u>Not-So-Great Ideas</u>
<ul style="list-style-type: none">• Working at a local homeless shelter.• Partnering on projects with a local Habitat for Humanity affiliate.• Serving meals at a food bank or soup kitchen.• Doing a park clean up.• Seeking out grant opportunities for service-related projects.• Doing ASP-modeled home repair, following all code regulations!	<ul style="list-style-type: none">• Getting involved with a political campaign.• Hosting or representing at a gathering/fundraiser that involves drugs or alcohol.• Participating in any activity that may be discriminatory towards any group or individual.• Participating in any event that promotes atheism.• Doing construction against code regulations.

Step-by-Step Guide to Get Started With Repairs

1. Use the application for home repair that has been provided by Appalachia Service Project (available on website). Edit the document to have a return address on it for families to fill out and send in to be considered for home repair services by your CSP chapter.
2. Hand these applications out in your community to other non-profits, social services, churches, businesses, and more. Some of these places may serve as good collection points for applications rather than families mailing them in. Some places may already have great referrals when it comes to people in need.
3. Perform initial home visits (IHVs) in order to view a potential project. See guide on website as to how to perform an IHV. Take great notes!
4. Fundraise for projects that you'd like to do as a chapter. It is a good idea to have a member of your chapter in charge of planning and carrying out fundraisers.
5. Sign "Family Work Agreement" with family to make arrangements to complete the project.
6. Plan out the project that your chapter wants to complete. Make a list of all materials needed, and price everything out so you know the cost.
7. Purchase materials. Most hardware stores can deliver to the worksite, so you won't need to haul materials (let them know the good work you do, get a discount!). Ask family you are serving where materials can be kept.
8. Plan work days/weekends, and recruit volunteers to join you on these weekends.
9. Ask volunteers to bring tools, ask local churches to let you borrow tools for workdays, or seek tool donations.
10. Before each workday begins, review safety instructions with all volunteers on a worksite. Have at least one member of CSP on site at all times to ensure quality of work. Also ALWAYS have a construction manual on site for reference!
11. Always clean up worksite after each day! Let family know when you'll be back to work on their home again. Always leave it safe for them.

Signing a Home

So you're ready to work on a home, congrats! It is important for both you and the family that you have chosen to work for that you review this information. The most important part of working for families is ensuring both you AND the families are on the same page when it comes to what you can and cannot do with them. This is why it is best to sign an agreement with them, and ASP has provided a great example of an agreement that you may use. This guide will walk you through that agreement and what must be done to protect your CSP chapter and the families you serve.

The version ASP has provided can be used, and can be found as a word document on the website. Please edit where highlighted to fill in the name of your CSP chapter.

What to Bring When Signing a Home

-Work Agreement Document

-Pen

-Tape Measure to get further measurements if needed

1. Have the top information on the agreement filled out prior to signing with the family.
2. Fill in the first chart with what you plan to accomplish FIRST on the home. Additional repairs can be agreed upon later. Have CSP rep and family initial to agree. *Only sign what you can promise to complete. Be honest about your timeline as well.*
3. Read agreement section to family VERBATIM. Also, make sure you understand what it is saying in case the family has any questions. Sign near bottom of second page when done reading. Have family also print and sign.
4. Second chart is used when additional repairs are later agreed upon.
5. CSP rep and family will initial in grayed area once repairs have been completed.
6. Last page is an image consent form. This allows you to take pictures to document your work, share with ASP, etc. Read to family verbatim. It is not necessary for them to sign this if they do not wish, but in that case, you must tell all volunteers that they cannot post or share any pictures being taken on that family's property.
7. Later, copy this agreement and send to family for their reference.

Volunteer Recruiting

Who can volunteer with CSP? The answer: anyone can! CSP members can recruit themselves, other college students, faculty, local churches, and more, to come work on potential projects. It is up to the individual chapter as to whether or whether not they want to charge volunteers a fee if they are not CSP members.

Ways to Recruit Volunteers

- Use posters around campus to advertise your meetings.
- Contact local churches.
- Get your friends to join you.
- Recruit through Greek Life.
- Set up a booth for advertising CSP and volunteer dates.
- Gather an e-mail list to send mass e-mails whenever you have volunteer dates available.

Volunteer Management

ASP has provided an example of a volunteer release that CSP chapters may use to have volunteers sign off on before a workday. This can be downloaded and adjusted as needed.

- Per worksite, you should try to have no less than 4 people and no more than 15 people.
- You should have at least one CSP representative on a worksite that understands the project that is occurring. CSP reps should analyze the construction manual in order to understand the project, or write out a detailed work order to provide the volunteers on each work site.
- You can have multiple worksites running during one day, as long as you have enough CSP reps to manage the sites.
- Never leave volunteers on a site without fully understanding their project!
- It is encouraged that you have days where only CSP reps work together – it's a great learning experience!
- Always go over the safety hazards on the worksite and how to avoid them – go over the tools, and provide information on how to use them.

Project Management 101

So, you are ready to start a project! Maybe you don't have much construction experience, or maybe you'd like to tackle a construction project you've never done before. Here is a quick guide to help you succeed in carrying out any construction project.

1. Always refer to ASP's Construction Manual for a basic overview of what needs to be done and in what order. There are steps available for most projects.
2. Before beginning, think about the correct order of operations on a project. For example, if you've identified that a house has a weak floor because of leaking roof water damage, it makes no sense to work on that floor until you fix the roof. After there is no longer a leak, then it makes sense to replace the flooring.
3. Make a work order for each step of the project. This will be a great way for you to learn what the project entails, and this can be provided to all volunteers working on the project. A good strategy for this is to use the steps given in the Construction Manual and just add in the dimensions, measurements, and specifics of your particular project.
4. Always check the project for quality! Quality control is key in project management. This means that at least one CSP rep should be on site to answer questions to all volunteers and see how their work is going.
5. As a CSP rep, study up on the projects you want to perform. Watch YouTube videos on installation techniques, read the construction manual, and be aware of common mistakes and how to avoid them.
6. Have project steps laid out in a clear way so all involved in your CSP chapter, and even your volunteers, understand the project and where it is going. Make a flow chart! This way you can cross off what's been completed and it's clear what is coming up next. The steps can all be determined when you go to sign a home and you identify projects you'd like to complete. Just think about order of operations and you funding so you know the correct order – the family you serve will also want to know this information.
7. Always ask ASP for help if you need some guidance!

Appalachia Service Project Guiding Principles

The only requirement for CSP Chapters is that they do all work with these guiding principles in mind:

- We believe that each person is a child of God imbued with dignity and worth
- We accept people right where they are and just the way they are.
- We believe that affordable, safe, sanitary housing is a basic human right.
- We are committed to witness through the good quality of our work and careful stewardship of our resources.
- We believe God calls volunteers to serve others as partners in ministry and we will encourage their growth in faith as they are involved in this service.
- We believe where ASP is involved in local communities we will encourage, affirm, and support social and economic justice

Other CSP Chapter Requirements

- Safety must always be a high priority when working on a worksite. All volunteer workdays must begin with a review of all safety rules, which ASP has provided an example of rules any chapter may use.
- Each chapter must perform projects that follow their area's building codes. Be sure to look them up, meet with your local inspector, and follow the rules! It is best to create a good relationship with them. If you let them know what kind of work you are doing (non-profit), they will sometimes cut you a break on permit fees!
- All chapters must be open to all people – regardless of religion, age, race, cultural background, sexual orientation, disability, or other.
- All chapters must not alter the ASP or CSP logo in any way. If you would like a custom logo done for your chapter that incorporates either, you must talk to ASP.

Other Information

Other resources to help you with getting your chapter are available on ASP's website under www.asphome.org/CSP. You can find these things there:

- CSP Quick Facts Sheet – as a recruitment tool
- Editable home repair application
- Editable family work agreement
- Editable volunteer release form
- ASP Construction Manual
- Initial Home Visit Guide
- Tips on distributing applications
- Frequently asked questions page
- Work Order Blank Form – only a guideline
- Qualification Ranking System (QRS) guide sheet for initial home visits
- Application for National Affiliation
- Example of a Chapter Constitution

*Any other questions can be directed to ASP at CSP@asphome.org. We love to hear from our chapters.