



JUNIOR HIGH AND MIDDLE SCHOOL TRIP QUICK FACTS

The Basics:

- Divide your group into Work Crews - **Max Work Crew Size – 7 volunteers.**
- Must have a **minimum of 2 adults** – (at least 19 years of age) on each Work Crew.
- **All volunteers must be 11+ and have completed 6th-9th grade.**
vehicle required for each Work Crew; capable of hauling crew, supplies, coolers, etc.
- Sunday arrival - group orientation – 2:00-4:00 pm
- Work Week – 8:30-4:30 daily. M-Training and Orientation Day at the center; T-F work projects; departure Saturday morning

Responsibilities of Your Group Leaders:

- Understand and enforce ASP Rules and Regulations to ensure proper behavior and safety of youth at the center, at the worksite, and in the community (see ASP Req'd Reading).
 - Only adults age 18 and older may check out power tools. Youth must always be supervised when using tools and additional power tool restrictions are in place for this program. Youth will not be permitted to use: circular saws, table saws, jig/reciprocating saws, and/or any other saw with an exposed blade.
- Communicate ASP 3S's to group members (see ASP Req'd Reading).
- Ensure adherence to ASP dress code (see Packing Guidelines).
- Supervise project and serve as site manager and point person providing timely status updates to ASP staff.
- Serve as positive role model by attending all events (Nightly JAM, devotions, etc.) participating in all center activities, etc.

The Role of the ASP Center Staff:

- Oversee center operations, including finances, food, merchandise, volunteer interface and paperwork, cooks, chores, project planning, daily project visits, tool, supply delivery, evening programming, etc.
- Visit worksite daily to check in with you and your group, checking your project status/needs.
- Facilitate Monday orientation and daily activities throughout the week.

ASP Center Expectations:

- Location: Central Appalachia
- May be an ASP owned facility, or may be a temporary leased facility (school, church, or community center)
- Communal living environment.
- Sleeping: typically on the floor in classrooms or gym. Bring air mattresses, pillows, & sleeping bags!
- Showers: possibly cold only or outdoor.
- Air conditioning: not always available.
- Bathrooms: possibly limited number and/or outdoor portable toilets.
- Scheduled shower and bathroom times – (see Safe Sanctuary guidelines.)
- Daily chores for everyone: DR/kitchen/dishes, trash removal, bathroom cleanup, etc.
- Nightly JAM - mandatory attendance for everyone

Food:

- Breakfast, lunch, & dinner included. (Lunch is packed sandwiches PB&J or lunch meats/cheese and a piece of fruit)
- Bring additional snacks and drinks for your group for throughout the week.
- Standardized menu – serving line arrangement
- Weekly evening picnic for all staff, volunteers, and families served.
- Evening trips to local ice cream shop (if your group chooses to do so).
- Lunch at the worksite each day; prepared each morning by your group members.
- No breakfast served Saturday morning, departure day.

Payments:

- \$95 Group Registration Fee – due with registration
- \$50 per person First Deposit due November 1 or within 30 days of registration
- **Group Count Commitment form due March 1**
- \$175 per person Second Deposit due March 1
- \$125 per person Final Payment due 2 weeks pre-trip

Payments not received by scheduled due dates may result in loss of spaces.

ASP Cancellation Policy:

The number of participants in your group may be increased, as availability permits, or decreased with confirmation from the Volunteer Department. **Groups that reduce their count and are behind in making payments based on the payment schedule will still owe the deposits for those dropped spots. Mission fees already paid for cancelled spots will be forfeited.** A refund or transfer of funds to the remaining trip balance will be considered for circumstances of illness, accident, or unforeseen emergency. Fees paid for cancelled spaces may not be applied to a future trip. For questions about this policy, please call the Volunteer Department at 1 (800) 289-4254 or (423) 854-4434.