NEW LEADER YEAR ROUND PROGRAM OVERVIEW

Pre-Trip Planning
- Select center location
- Select trip date
- Arrival days—Sunday or Thursday
- Sun. trips: choose 2-5 work days
- Thurs trips: 2 work days
- Require team members to read:
  - ASP Rules and Regulations
  - ASP Safety Manual
  - ASP 3 S’s

ASP Year Round Centers
Climate—controlled with separate male and female sleeping quarters; Bunk beds; Divided showers in each bathroom; Dining hall
- Jonesville, Virginia
- Chavies, Kentucky
- Guyan Valley, West Virginia

Limited WiFi available

Safe Sanctuaries Policy
- Background checks are required for adults 19 yrs or older who participate in the Year Round program.

Forming Work Crews
- Divide the group into work crews
- 5-7 volunteers per work crew
- Minimum 2 adults/crew with youth 14-18
- Minimum age for crew leaders is 19
- Note: If a 13 year old has completed the 8th grade, they may plan to participate
- One vehicle is required for each work crew
- Balance males and females if possible
- Group leaders with some basic knowledge of carpentry preferred
- Plan crew tools list
- Project selection is based on construction skill level – see CIF

Medical Information
- ASP does not cover accident or medical emergency expenses that may result from an occurrence on an ASP trip
- Group leaders are responsible for medical welfare of volunteers
- Signed and notarized Vol Statement and Registration form required for each volunteer.
- Accident and medical insurance recommended for each volunteer
- Current tetanus shots recommended
- Short term med/accident insurance available via UMGBM

How to Pack - Individuals
- Work site – shirts with sleeves and long pants at all times - Sturdy shoes
- Center – Discrete attire – shorts mid-thigh length; shirts with sleeves
- No valuables
- Bring sleeping bag/bedding and pillow
- Personal toiletries/towels/shower shoes

Food
- 3 meals per day
  - Breakfast
  - Packed lunch
  - Dinner
- Standardized menu
- Supplemental snacks recommended
NEW LEADER YEAR ROUND PROGRAM OVERVIEW—cont’d

Basic Tool List for Each Volunteer
• Eye Protection - Safety glasses
• Ear Protection - Ear plugs
• Work Gloves
• Hammer
• Measuring Tape
• Dust Mask
• Nail apron
• Hat

How to Pack – the Group/Each Crew
• First Aid kit
• Water coolers; Water jugs
• Coolers for lunches
• Sandwich containers
• Ladders
• Specialty tools if you have them
• Safety Equipment for each vol
• Basic Tool kit for each vol

Transportation
• One vehicle per work crew (5-7)
• Cargo van, SUV, Pickup Truck
• Haul crew, luggage, tools, supplies
• Utility trailer for tools
• Seatbelts for each passenger
• Passenger safety at all times

Typical Year Round Program Schedule
• Choose # days to work—from 2-5 days

Arrival Day—Sunday or Thursday
• 3:00–5:00 pm Arrive at your center, register, meet other groups
• 5-5:30 pm Staff introductions; review center rules and expectations; daily schedule; community information, center chores, etc.
• 6 pm Dinner
• 7 pm Construction meeting (safety review; overview of family files/project assignments)
• 11 pm Lights-out

Work Days
• 6:30- 8 am Rise and shine, devotions, breakfast
• 8:30- 4:30 pm Work day with Noon lunch break at the work site.
• 5- 6 pm Crew check-in for project updates, supply requests, etc.
• 6– 7 pm Dinner
• 7- 10 pm Center clean-up; Evening activities (a time for fellowship, reflection, sharing, singing, playing; sometimes with a guest speaker, local musician or artist, or other special event); free time
• 11 pm Lights-out

Departure Day
• 7 - 10 a.m. Groups depart. (No breakfast provided on Sunday)

Budgeting for the Trip
• $95 to register a group
• $70/person/day
• Allow for one vehicle per work crew
• Vehicle rental fees
• Gasoline for each vehicle
• Meals to and from home
• Lodging to and from home
• Miscellaneous expenses
  • Drinks and snacks
  • Ice for coolers
• Other possible expenses
  • Group insurance, extra donations
  • Special activities, etc.

Typical Repairs
• Roofing/Drywall/Insulation
• Stairs/ Porches
• Painting/Wheelchair ramps
• Foundation Repair/Floor Repair