

Summer Trip Planning Calendar/Checklist

MONTH	FEES & FORMS	ACTIVITIES
SEPTEMBER • Sept. 15 th - Registration opens	<input type="checkbox"/> Register group online at http://asphome.org/registersummer (\$95 Group Fee due with registration)	<input type="checkbox"/> Review all Trip Coordinator Resources at http://asphome.org/tripcoordinatorresources
OCTOBER • Theme & verse announced	<input type="checkbox"/> Online group registration continues at http://asphome.org/registersummer (\$95 Group Fee due with registration)	<input type="checkbox"/> Recruit adults for trip (2 adults for every 5 youth)
NOVEMBER • Date confirmations revealed	<input type="checkbox"/> November 1 - 1 st deposit due (\$50/person for # volunteer spots reserved) <input type="checkbox"/> Online group registration continues at http://asphome.org/registersummer (\$95 Group Fee due with registration)	<input type="checkbox"/> Recruit adults for trip (2:5 ratio)
DECEMBER JANUARY • Pre-trip study sessions available for new & returning groups	<input type="checkbox"/> Online group registration continues at http://asphome.org/registersummer (\$95 Group Fee + \$50/person due within 30 days) <input type="checkbox"/> Contact Volunteer Department to make any changes to size of your volunteer group	<input type="checkbox"/> Recruit adults for trip (2:5 ratio) <input type="checkbox"/> Connect with your mentor church or Ambassador <input type="checkbox"/> Watch ASP Group Leader Training Videos at http://asphome.org/groupleadervideos <input type="checkbox"/> (Suggested) Gather adults for pre-trip planning & begin making transportation arrangements
FEBRUARY		
MARCH • Please note: Unpaid fees may result in loss of volunteer spaces	<input type="checkbox"/> March 1 - Submit Group Count Commitment Form online at http://asphome.org/summergroupcountform <input type="checkbox"/> March 1 - 2 nd deposit due (\$175/person for # volunteer spots reserved) <input type="checkbox"/> Online group registration continues at http://asphome.org/registersummer (\$95 Group Fee + \$225/person + Group Count Commitment Form [submit online at http://asphome.org/summergroupcountform] due with registration)	<input type="checkbox"/> Complete background checks on all volunteers 19 years & older <input type="checkbox"/> (Suggested) Kickoff meeting with entire group to review plans & discuss ASP requirements
APRIL • April 15 th - Registration closes • County assignments revealed • Center details posted on website	<input type="checkbox"/> Online group registration continues thru April 15 at http://asphome.org/registersummer (\$95 Group Fee + \$225/person + Group Count Commitment Form [submit online at http://asphome.org/summergroupcountform] due with registration) <input type="checkbox"/> Contact Volunteer Department to make any changes to size of your volunteer group	<input type="checkbox"/> (Suggested) Skill building days <input type="checkbox"/> (Suggested) Show ASP YouTube videos at http://asphome.org/aspvideos <input type="checkbox"/> (Suggested) Finalize work crews of 7
MAY • Trip devotions available (aka "devos to go")	<input type="checkbox"/> May 10 - Submit Pre-Trip Communication Form online at http://asphome.org/pretrip	<input type="checkbox"/> All group members register online at http://asphome.org/membersignup
JUNE	<input type="checkbox"/> 2 weeks before trip date - Submit final payment of \$150/person	<input type="checkbox"/> Ensure all volunteers have signed an electronic or paper version of the Volunteer Trip Agreement & Volunteer Medical Form (download at http://asphome.org/volunteerforms)
JULY • Week 8 available for volunteers	<input type="checkbox"/> 2 weeks before trip date - Submit Construction Information Form online at http://asphome.org/cif	<input type="checkbox"/> Final trip meeting to discuss packing, logistics & review ASP Rules & Regulations (download at http://asphome.org/requiredreading)
AUGUST • Weeks 9-12 available for volunteers	<input type="checkbox"/> Contact Volunteer Department to make any changes to size of your volunteer group	

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Groups will realize greater benefit by meeting more frequently than what is suggested here to encourage bonding & team building within the group.

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 canceled 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 canceled 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.