SUMMER PROGRAM PREP PACKET

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ASP'S Mission, Vision, & Guiding Principles

Our Mission

Appalachia Service Project is a Christian ministry, open to all people, that inspires hope and service through volunteer home repair and replacement in Central Appalachia.

Our Vision

Appalachia Service Project envisions the eradication of substandard housing in Central Appalachia and the transformation of everyone who comes in contact with this ministry.

Our Guiding Principles

- 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 all people should be able to live in affordable, safe, and sanitary housing.
- We are committed to witness through the good quality of our work and careful stewardship of our resources.
- We believe God calls people to serve others as volunteer partners in ministry and we will encourage their growth in faith as they answer this call.
- Where ASP is involved in local communities we will encourage, affirm, and support the fair and just treatment of people.
- We believe in ministering in the spirit of love, acceptance, and hopefulness.

A Note on Accepting Others at ASP

- When Rev. Tex Evans founded ASP in 1969, he emphasized "accepting people right where they are and just the way they are." This commitment extends beyond the homeowners we serve — it includes the communities we work in, every volunteer, and our staff. As we welcome diverse individuals into a shared ministry of loving our neighbors, we strive to serve well together by embracing the following as we live in community together at ASP:
- **We accept people right where they are, just the way they are.**
    - We acknowledge that each person is on their own journey, and we seek to create a space where differences are welcomed and dialogue is encouraged. While we may hold diverse perspectives, we are united in our belief in the transformative power of love, grace, and service to our neighbors.
- **We believe that each person is a child of God, imbued with dignity and worth.**
    - We are dedicated to fostering an environment of warmth and inclusivity for all of God's children.
- **We believe in ministering in the spirit of love, acceptance, and hopefulness.**
    - Our commitment to inclusivity stems from the teachings of Jesus Christ, who engaged all people with love and compassion. We strive to create a community where everyone feels valued, respected, and empowered to fully participate with ASP.

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Appalachia
SERVICE PROJECT®

TRIP COORDINATOR PLANNING GUIDE

Staying in Touch with ASP:

Sarah Hunniecutt, Director of Volunteers
423-854-4434
sarah.hunniecutt@asphome.org

Marie Coffman, Volunteer Assistant
423-854-4407
marie.coffman@asphome.org

We need to hear from you if –

- Your Trip Coordinator/Contact Person changes.
- Your contact information changes.
- Your group size changes.
- You need to change your trip date.
- You want to cancel your trip.
- You need to know what your balance is.
- You have any questions at all.

Just prior to your trip date (2 weeks) you will also be communicating with the staff from the center where you are assigned. The information that you should be prepared to discuss is what you have provided on the **Pre-Trip Communication Form** as well as the **Construction Information Form (CIF).** These forms can be completed online in the Trip Hub.

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Preparing Your Group:

Once you have submitted your registration along with the $95 Registration Fee, you will be added to the schedule. ASP cannot always guarantee that your group will be assigned to your week of first choice, so you should be prepared with a second or third option.

Pre-trip planning should include such things as fundraising, coordination of trip details, review of travel costs, group insurance while in transit, packing guidelines, transportation arrangements, construction skills assessment, spiritual readiness, dietary needs, etc. Note that ideas for fundraising are provided on the website.

You will want to make sure your church or group has insurance that will cover accidental injuries for anyone in your group. You can acquire temporary travel/accident insurance from the United Methodist General Board of Global Ministries (See Medical Information and Temporary Insurance).

It is important to allow time in the early stages to develop your group as a team. Time spent together and shared information will strengthen the bond and readiness of all team members. When you do your team building, you will need to include a review of **ASP Expectations, Rules, and Regulations, ASP Safety Manual, and ASP 3 S's – Sensitivity, Safety, and Stewardship.** All volunteers must have read these documents prior to the trip.

Take time to review materials and learn about the local culture as well. The project area will likely be culturally diverse and distinct from that of the volunteers. Volunteers must be sensitive to and appreciative of that culture, so your group should plan to listen and learn, be open to new ideas, and be capable of adjusting to the local culture.

Prepare your group for communal living. There is a lot of give and take when living with 70+ other people, whether you know them or not. This means sleeping on an air mattress, cot, or bunk in the same area as other volunteers. There could be limited accessibility to showers, depending on the facilities available at each center. Some centers are air conditioned; some are not. Every facility will be different, and we do not know from year to year which facilities will be available for us to use. Therefore, we cannot guarantee consistency of accommodations from one year to the next.

Your group must understand the daily schedule of an ASP volunteer, and that the workday continues until 4 or 4:30 p.m.

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Recruiting Group Leaders: (Must be 19 years or older)

The most important decision you make as a Trip Coordinator in planning your ASP experience is the Group Leaders you choose to send with your youth. If you don't send strong and reliable leaders, the trip you have worked so hard to plan and coordinate could turn out to be a disappointment for everyone. The Group Leaders will be transporting your youth, watching out for their safety on work sites, helping them to follow the rules at the center, leading them in discussions, motivating the youth to learn and practice social skills, and being a role model. Group Leaders play a vital role!

Please note: The minimum age for all Group Leaders is 19 years old.

We recommend that Group Leaders be identified early on in your trip planning process. They should know your youth and have had some experience interacting with them. Each group should also be accompanied by a leader with some basic knowledge of carpentry or other building skills.

Give prospective group leaders an idea of what they are signing up for. They should be made aware of what the sleeping, eating, and bathing arrangements will be like, and be prepared to do the driving to and from the work sites each day. The group leaders are expected to participate in all aspects of ASP. Make certain they understand what the daily schedule will be like. They will be expected to take on the responsibility of overseeing that volunteers abide by the published rules and regulations both at the center and at the worksite.

ASP volunteer programs, both Summer and Year-Round, require that all adults, age 19 and older, whether leading youth or not, are required to have a current national background check before participating in ASP. This is a mandatory requirement.

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Travel and Transportation Arrangements:

Plan your travel so that your group arrives at the ASP center between 2:30 and 3:30 p.m. on Sunday. Please avoid arriving early because the staff will not be ready for you. If you must arrive late, it can be difficult to fit in all of the prep information that you'll need to get started on your first day at the work site, so please to notify the staff of any deviations to your schedule. Some GPS and directional apps will not lead you to the correct address, so please confirm your driving directions with your center staff. It is always best to use the directions they've confirmed for you when traveling the back roads of Central Appalachia.

On departure day (Saturday), everyone will pack up between 7 a.m. and 10a.m. **There is no breakfast served on this day.** Some groups elect to depart before dawn due to the length of their drive home. We encourage everyone to move out without too much delay so that the staff can prepare for the next group that will be arriving. They need time to get prepared and rested themselves.

For both arrival times and departure times, you may want to arrange for a phone tree to notify those at home that you have arrived safely or that you are heading for home. This is especially helpful since many centers are located in areas with little or no cell phone service and it can be difficult for the staff if more than just a couple volunteers are using their main and sometimes only phone line.
When you arrange for your transportation, you need to plan to have at least one vehicle for each work crew. This is necessary because the work sites will not be in close proximity and drop-offs are not permitted. Also, there is no extra transportation available at the center. **Vehicles should be able to transport up to 7 people, along with tools, equipment, coolers, lunches, and building supplies or materials to the worksites each day.**

We have found that larger vans work best, but this is not a requirement. Minivans, trucks, or SUV's will work, but if mini-vans or cars are used, you need to prepare for the limitations of these vehicles in the areas where ASP clients may live. There may not be adequate clearance for rough terrain, along with the fact that the smaller vehicles cannot accommodate hauling building materials in addition to the work crew. Large buses as a group's only means of transportation are strictly prohibited. Pickup trucks are not good for transporting work crew members, unless they are crew cabs, but are great for transporting materials. Consider a trailer or put a carrier on top of the vehicle to provide more space to haul materials, etc.

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When groups come with vehicles that are not capable of hauling supplies to the worksite, they may experience long delays in receiving what they need for their project. The summer staff can make deliveries, but because they must make multiple site visits for reasons other than supply delivery, there is no guarantee of timing on their arrival**. If a group can bring along a pickup truck, the driver can serve in a floater role and help the staff make deliveries to multiple sites, resulting in faster delivery times.**

Ideas for securing vehicles:

- Present your request to the church congregation.
- Borrow from another church.
- Rent vans at home for the trip, or on the way to Appalachia.

Preparing Your Vehicles:

- Thoroughly check your vehicles before your trip.
- Protect vehicle interior with cardboard mats, plastic sheets, blankets.
- Keep an extra set of keys for each vehicle.

Each vehicle should have a copy of travel plans, the center's phone number and a first aid kit, and emergency contact information for all group members. If your group caravans and a vehicle become separated, be sure your drivers know to call the center and let them know of their situation/problem. If you have cell phones in each vehicle, remember to exchange phone numbers with each other.

When you figure your trip costs, understand who is going to pay for what and how. Be sure to consider the cost of the van rental and fuel (remember that you'll be driving to and from work sites each day). You should also plan for the number of meals you will have on the road and whether each person will cover this on their own. Will there be other trip expenses such as overnight expenses or expenses for other scheduled activities along the way?

(see ASP Mission Trip Budget Worksheet)

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At the Center:

As stated in the ASP Expectations, Rules, and Regulations, the ASP staff has overall responsibility for all activities at the center. Directions given by the staff are to be strictly observed. **There is a dress code for the center which is outlined in the ASP Expectations, Rules and Regulations. Please review and emphasize the importance of abiding by these guidelines.**

All volunteers must plan to participate in the activities that are held at the center, including devotions, meals and **chores**, as well as the evening programs (EG's = Evening Gatherings) that are conducted each night. Volunteers are expected to help keep the center clean, to help with loading and unloading of building materials, and to keep the tool and supply area organized.

THIS IS VERY IMPORTANT – DAILY CHORES ARE A KEY PART OF THE CENTER ROUTINE:

Chores at the center will include cleanup after meals, emptying trash cans, cleaning bathrooms, etc. Each group will be given an assignment to complete each day. At the end of your workweek, you will have additional chores to help get the center ready for the next group of volunteers. If you are scheduled during the last week of the summer program at one of our year-round centers, your chores will be geared toward readying the center for the upcoming Year-Round Program. If you are at one of our rented facilities during the last week, your chores will be geared towards getting the center back in 'pre-ASP condition' so that we are welcome to return the following summer.

Groups are asked to participate in or lead morning devotions (5-10 minutes) each morning before breakfast. Each group should be prepared to conduct devotions at least one morning during your week. Be sure to remind the center staff that you are prepared to do so. The staff will also request that a volunteer say the blessing before each meal. It is nice when groups have identified someone ahead of time to do this.

The address, phone number and Center Director information should be provided to your church office and family members in case of emergency. This information is available on the ASP web site at this link: https://www.asphome.org/centers

Please make certain your volunteers know to leave their laptop computers at home. There is very limited wireless capability at the ASP centers and it is reserved for ASP staff use. Phones are also at a premium at ASP's centers. They are strictly for business and emergency use by the staff.

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Typical Home Repairs:

The types of projects you'll likely be working on will fall under these categories:

Roofing / Drywall / Insulation
Stairs / Building porches
Painting / Building wheelchair ramps
Foundation repair/ Floor repair

The ASP Home Repair Ministries Department has the difficult responsibility of selecting which homes will be worked on. They will visit each home, consult with the homeowner and make the determination of what can be repaired by the groups of volunteers who have signed up to serve. They must take into consideration the skill levels of the volunteer groups, unanticipated repairs that could arise or work that takes longer than expected, weather, and the fact that different work groups will work at different paces.

The ASP staff at your center will be available to provide construction supplies and tools. They will also deliver what the group leaders are unable to haul to the worksite. They are available to give support and guidance at the worksite, but it is the Group Leader who is ultimately responsible for overseeing volunteers at all times and for supervising the repairs at the assigned home. The effectiveness of the communication between the Group Leader and the ASP Staff will ensure proactive discussion regarding project status, supply requirements, quality control at the worksite, and an overall positive ASP experience for the family, for the volunteers, and for the staff.

Crew Readiness:

It is important to understand the construction skill level of each of your volunteers. ASP provides a document called the **Construction Information Form** for you to **complete online two weeks prior to your trip**. This form (CIF) facilitates your ability summarize the various areas of expertise and levels of experience that your crew will bring to a work project. The center staff can then assess crew abilities versus project needs and make decisions on which groups to assign to the various projects that are planned. It is critical that you as the group leader conduct a thorough assessment of your team to ensure the effective execution and completion of ASP projects. This information will be discussed during your **pre-trip phone call** with the center staff. We need to stress how important it is for you to submit this form so that it is available for them to reference during the call. Center location details and staff contact info are available on the ASP website. https://www.asphome.org/centers/

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Each team member should be equipped with a 'basic' tool kit. Basic tool requirements are as follows: a tool belt, a 1 lb. hammer, a measuring tape (25' minimum), along with two carpenter pencils, a pair of safety glasses, ear protection, and work gloves. We also recommend that you have N95 dust masks available for members of your group in case your project involves working in dusty conditions or handling insulation. All volunteers are required to dress properly for the worksite, which means long pants, shirts with sleeves, and sturdy shoes. Work boots are preferable if you have them, but not required.

It is vitally important that each work crew come equipped with water jugs, water bottles, coolers, and a first aid kit. At the beginning of each workday, the crew should plan to stop and load up with ice for the day. It is important to keep your food cool, and to keep your volunteers adequately hydrated.

The Group Leaders will function as site-managers and communicators. These leaders should be prepared to act as liaisons between the work crew and the center staff, reporting progress and any special concerns during the week. It is the Group Leader's responsibility to abide by the worksite instructions from the staff and to keep all of the members of the work crew busy without jeopardizing the quality of the work.

Every crew must have a vehicle. There are no exceptions to this requirement. If you have a floating volunteer, you must also have a vehicle for that person.

Cell phones, iPods, etc. are not appropriate for the work site. If folks must bring them on the trip, remind them that they should be kept in the vehicles while you are working for your family.

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To Summarize:

• Call ASP with any questions, any changes, or any concerns.

• Proactively plan with your group:
- Culture
- Travel
- Rules and Regulations/Safety and Sensitivity

• Recruit and train solid Group Leaders – a background of construction experience is always a plus. **The minimum age for all group leaders is 19**. Two Group Leaders per work crew is required.

• **A current national criminal background check is required for all adults 19 years and older, whether a Group Leader or not.**

• Coordinate your travel schedule and vehicle needs.

• Become familiar with what happens at the center along with ASP staff responsibilities, Group Leader responsibilities, and recommended communication practices.

• Understand what you'll be doing – comprehend the extent of typical home repairs.

• Complete forms and make payments on time.

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ASP FEES AND FORMS MATRIX FOR SUMMER PROGRAM

Group Registration Fee	$95 per group	**Due at Registration**
Payment Form	$50 per person First Deposit - required to reserve each volunteer's space	**Due November 1***
Group Count Commitment Form	Confirm group count based on ASP payment schedule and ASP Cancellation policy.	**Due March 1**
Payment Form	$175 per person Second Deposit	**Due March 1**
Pre-Trip Communication Form	We plan for your group based on the information you provide on this form	**Complete online by May 10**
Partnership Covenant (form)	Each member of your group acknowledges having read ASP Rules and Regs, 3S's, and ASP Safety Manual	**Submit to center staff upon arrival at ASP**
Payment Form	$150 per person Final Payment	**2 weeks pre-trip**
Construction Information Form	Summary of each crew's skill level. Influences staff project selection for your crews.	**Complete online 2 weeks pre-trip**
Volunteer Trip Agreement and Medical Form	Liability release and emergency contact information form for each volunteer.	**Every vol must submit online prior to arrival.**

*Registrations received between November 2 and January 31, $50 per person due within 30 days.
Registrations received after February 1, full $225 per person deposit due with application.

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SAFE SANCTUARIES PRACTICES AND RESOURCES

Safe Sanctuaries practices ensure a higher level of safety for children and youth in our ministries and also protect the adults who work with young people. If your church or group has not yet begun to address these issues, we strongly urge you to bring this need and these resources to the attention of your leadership.

All adult volunteers (19 years and older) must have undergone a thorough **national criminal background check, done by the home group**. No adult will be allowed to participate without a background check. ASP does the same on all employees and Helping Hands volunteers. Background checks are valid for 3 years, and then must be repeated.

ASP Background Check Policy is as follows:
ASP operates under Safe Sanctuaries guidelines for our volunteer programs. All adults **19** years old and above, whether group leader or not, are required to have undergone a national criminal background check before going on an ASP trip.

Adults (19 years and older) and youth will have separate showering times, per Safe Sanctuary guidelines and direction of the staff. In each sleeping area, there must be at least 2 adults of the same gender as the youth. These adults will sleep in a separate corner from the youth if possible.

ASP will consult a national sex offender database to ensure we are not placing volunteers in homes of known sex offenders.

Appalachia Service Project does not condone or tolerate sexual harassment in any form.

Please see this link for instructions on completing background checks.

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GENERAL RESOURCES:

Safe Sanctuaries: Reducing the Risk of Abuse in Youth Ministries; by Joy Thornburg Melton. Discipleship Resources; www.upperroom.org.

Evangelical Lutheran Church in America. http://www.elca.org: An ELCA Strategy for Responding to Sexual Abuse in the Church

Faith Trust Institute; www.faithtrustinstitute.org

Child Abuse Prevention Primer for Your Organization and No Surprises; Nonprofit Risk Management Center – (202) 785-3891.

Controlling Risks in Volunteer Programs; see #4.

VIRTUS Programs – from the National Catholic Risk Retention Group; www.virtus.org/virtus/virtus_description.cfm

Safe Environment Programs; United States Conference of Catholic Bishops; www.usccb.org/ocyp/websafe.shtml

Making Our Churches Safe for All: An Introduction to Abuse Prevention for Local Churches; www.insuranceboard.org

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FORMING WORK CREWS

Ideal work crew size is 6-7 people. Any number in excess of this will be too many. If your total group is not divisible by **6-7** and you have a smaller crew after dividing, you may have 1 smaller crew, but it must have **at least 5 people.** Extra adults might qualify as a floating volunteer, but they must have their own vehicle.

Make sure you have at least as many vehicles as you have work crews.

Each crew will spend the working hours of each day together at their site. Members should plan to stay with that same crew throughout the week. Work crews should be determined before groups arrive at their center. A key aspect of the process leading up to the ASP experience is forming bonds and teams at home before you come to Appalachia!

When forming work crews try to balance females and males on each work crew. Each individual needs to have the opportunity to feel productive. Nobody wants to do the "simple" jobs all day. Working through these roles before the trip can improve your group's interaction, so all members feel useful to the team.

Have leaders with different types of strengths as complements to each other in leading their work crews (i.e.: those who understand and embrace community; those with carpentry skills; those with plenty of creativity; those who enjoy a challenge; those capable of enabling the team; those who can help everyone process their experiences).

ASP recommends that each group bring with them leaders with some basic knowledge of carpentry or other building skills to take the crew leader role, although it is not a requirement. We recommend placing one of them on each crew if possible. Your assigned project will be determined pending your return of the **Construction Information Form** so that we can do our best to match volunteers to work projects based on the skill level of each group. An ASP staff member will deliver any additional materials and supplies to the work sites that cannot be carried in volunteer vehicles. If your vehicles are not large enough to carry your own materials and supplies each morning, please be patient with our staff, as they do their best to deliver needed items to each worksite as quickly as possible. Another option is to bring a floating volunteer with an extra vehicle to help the staff with deliveries.

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Floating Volunteer Role Description

The primary purpose of the floating volunteer is to meet the material/supply delivery needs of multiple groups, taking pressure off work crews and ASP staff while ensuring progress is not slowed for homeowners receiving repairs. ASP encourages any group to bring a floating volunteer who has a vehicle that can carry construction materials to multiple worksites. Ideally, this person would also have construction knowledge to help guide each crew with advice. If a group has 5 or more work crews, they are invited to bring a second floating volunteer. Floating volunteers are optional but can be essential in helping the week run smoothly for your work crews.

Requirements:

- Floating volunteers must bring a vehicle capable of delivering many materials at least as large as a 4 x 8 sheet of plywood (i.e., large pick-up trucks, cargo vans, or large trailers, etc.).
- Floating volunteers must be willing to "float" around to various worksites delivering materials and offering guidance and support to volunteers.
- Floating volunteers are under the supervision of the contact person for their group.
- Floating volunteers must participate in all center activities with other volunteers (EGs, devotions, chores, etc.).
- Floating volunteers may not act in place of ASP staff.

Responsibilities:

- At the direction of staff, floating volunteers will deliver supplies and materials to worksites. Worksites may include those from their own group and/or other groups staying at the center.
- As needed and at the direction of the staff, floating volunteers may be asked to pick up supplies and materials from local hardware stores.
- After supply and material runs have been completed, floating volunteers are encouraged to join a work crew from their group to help with projects.
- Any construction plan changes must be discussed with and approved by ASP staff.
- Any supplies purchased by floating volunteers must be pre-approved by ASP staff and receipts must be turned in daily. Other expenses may not be reimbursed.

Floating volunteers must act with the heart of a servant. This means more than just helping with materials and construction. Floating volunteers are encouraged to also help lead their work crews in daily devotions, keep people hydrated, focus on safety, resolve conflicts within their group, and be available to meet any other needs their group may have.

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MEDICAL INFORMATION

Responsibility for the medical welfare of your volunteers lies with the group leaders. Only in an extreme emergency will a staff person take responsibility for signing a volunteer into an emergency room. We recommend that members of your group take a First Aid course before the trip if possible. Many groups also bring their own nurse. Staff will provide information regarding medical facilities accessible to your worksite or to the center.

Trip Agreement and Medical Forms: By signing, participating volunteers release ASP of any and all liability due to accidents and mishaps. **NO PERSON WILL BE ALLOWED TO GO TO ANY WORKSITE OR PARTICIPATE IN ANY ASP ACTIVITY WITHOUT HAVING THESE FORMS COMPLETED. NO EXCEPTIONS!** These forms can be signed electronically as part of the group member registration process, or you can print and sign paper copies of the form to be turned in to center staff upon arrival. If a volunteer arrives at the center without a signed form, center staff will have blank forms you may sign upon arrival as a last resort. Be sure to keep a list of everyone's emergency contact information in each of your vehicles.

Every volunteer should be adequately covered by both accident and medical **INSURANCE.** Many times, a short-term medical/accident insurance policy can be taken out by the church on the whole group for the trip. The Conference Council on Ministries or your church's judicatory body may be able to tell you about the insurance coverage available to your group.

See Temporary Insurance Information for more details.

If group insurance is not available or economically feasible, then the participants will have to be covered by their individual or family insurance. **APPALACHIA SERVICE PROJECT DOES NOT COVER ACCIDENT OR MEDICAL EMERGENCY EXPENSES THAT MAY RESULT FROM AN OCCURRENCE ON AN ASP TRIP.** The contact person or a group leader should make a list of the policy numbers and insurance carriers of each individual or the group. This could be carried with the group to the center. Hospitals and doctors usually expect to have these at the time their services are rendered.

We recommend that tetanus vaccinations be up to date. Each volunteer should consult his or her doctor/health center on this point.

If anyone in your group has any special health problems or conditions, make sure all leaders know. Inform the ASP staff of these conditions upon arrival and list them on the **Trip Agreement and Medical Form**.

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Temporary Insurance Information

1) UMVIM temporary medical/accident insurance may be available for purchase. We encourage you to go directly to your Jurisdiction UMVIM office if you can.

Click the link and then select the relevant jurisdiction for more information:
https://www.umvim.org/insurance

- North Central UMVIM Jurisdiction – Tammy Kuntz Tel: 614-325-8741
- South Central UMVIM Jurisdiction – Karen Distefano Tel: 918-440-9213
- Southeastern UMVIM Jurisdiction – Matt Lacey or Gray Miller Tel: 205-453-9480
- Northeast UMVIM Jurisdiction – Ray Yarnall Tel: 302-354-5419
- Western UMVIM Jurisdiction – Ronda Cordill Tel: 509-933-6753

2) Faith Ventures offers plans for domestic mission trips as well:
https://www.faithventures.com/compare-plans

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GROUP PACKING INFORMATION

EACH GROUP MUST HAVE:

Trip Agreement & Medical Forms for each volunteer (can be signed electronically as part of the Group Member Registration Process OR signed paper copies must be brought).
As many vehicles as work crews; i.e., 4 work crews, 4 vehicles!

EACH GROUP IS INVITED TO BRING:

Musical instruments and favorite songs
Recreational equipment - both indoor and outdoor
A devotional to share at your center
Snacks and drinks to supplement your lunches! (ASP Staff provides sandwich fixings)

EACH WORK CREW SHOULD HAVE:

1) A fully equipped First Aid kit (**including a thermometer and oximeter**)
2) **Hand sanitizer and disinfectant wipes**
3) **Disposable gloves and extra N95 masks**
4) Emergency contact information for **each member** of your crew in your vehicle
5) A cooler large enough to carry ice, drinks, and lunches
6) Sandwich containers, sandwich bags, lunch bags, fruit, snacks, drinks
7) Water jugs/bottles/coolers
8) Ladders - if possible, both step and extension. We can always use more ladders.
9) Volunteers equipped with 'basic' tools, **especially safety related items**. Please label all personal tools/items with your name.

Each individual should have the following basic tools:

- **work gloves***
- **safety glasses***
- **ear plugs***
- **N95 dust masks***
- hammer
- measuring tape
- nail apron

***REQUIRED FOR SAFETY**

PLEASE INFORM THE STAFF IF YOU HAVE SPECIALTY TOOLS YOU WOULD LIKE TO BRING.

If anyone in your group has these items, it would be helpful to have them available:

- insect/wasp spray
- utility knives
- paint tarp
- extension cords
- circular saw
- sharpened hand saw
- screw drivers
- pliers
- levels
- squares
- chalk line
- staple guns/staples
- tin snips
- drill
- extra bits: (cement/wood/metal)
- utility knives/blades

INDIVIDUAL PACKING INFORMATION

GIVE A COPY OF THIS TO EACH VOLUNTEER IN YOUR GROUP

General Guidelines: Please remember that you are representing a faith-based Christian organization to the Appalachian community. **Your dress needs to be modest, sensitive to the culture, and safe**.

1. **BRING ENOUGH CLOTHES FOR THE WEEK.** Laundry facilities are **NOT** available. Work clothes will get dirty, sweaty, painted, and tarred. We recommend you pack inexpensive clothing purchased at yard sales or thrift stores and items you would not mind getting dirty or trashed.

2. **WORK CLOTHES: Shirts with (long or short) sleeves and (sturdy) long pants must be worn at all times at the work site**. **DON'T ASK FOR EXCEPTIONS, THIS IS A SAFETY ISSUE!** We recommend hard-soled shoes at the work site and tennis shoes when working on a roof. (No CROCS, flip-flops, sandals, or open-toed shoes at the worksite.)

3. **LEISURE CLOTHES:** Pack comfortable, conservative clothing for the center. Shirts with (short or long) sleeves must be worn at all times. **Shorts must be mid-thigh or knee length. No shirts or hats with messages that convey any type of political affiliation or inappropriate advertising are permitted.**

4. **NO VALUABLES**, including laptops or large amounts of cash. **We cannot always ensure the security of the center facilities.** Please do not bring any electronic devices to the work site. Since we cannot always guarantee the security of the center facilities, if you must bring these, it is recommended that these items be left in your work vehicle and not accessed during the workday. This includes cell phones, radios, iPods, etc. You are there to work and these items have no place at the work site.

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5. **BASIC TOOL LIST FOR EACH VOLUNTEER:**
   (Label all personal tools with your name)
   - **Eye Protection***
   - **Ear Plugs***
   - **Work Gloves***
   - Hammer- bring if you have one.
   - Measuring Tape – bring if you have one.
   - N95 Dust Mask – MAY BE REQ'D FOR SPECIFIC JOBS
   - Nail Apron – really helpful to have one.
   - Hat – HIGHLY RECOMMENDED

***REQUIRED FOR SAFETY** – **SAFETY PROTECTION IS MANDATORY. WE RECOMMEND YOU BRING YOUR OWN TO INSURE BEST FIT. ASP WILL PROVIDE IF NEEDED.**

6. **OTHER RECOMMENDED ITEMS:**
   - SUNSCREEN
   - Bible
   - personal toiletries: (pack liquids in plastic bags)
   - soap/deodorant/ shampoo/toothbrush/ toothpaste/etc.
   - towels & washcloths
   - showering shoes
   - sleeping bag/pillow
   - air mattress – **single size only**
   - camping cup/mug for water/water bottle
   - rain gear
   - light jacket
   - insect repellent
   - devotional material
   - flashlight
   - pen and paper
   - fans
   - clothesline
   - coveralls
   - sandwich container, bags
   - hat

7. **COVID-19 PREVENTION ITEMS:**
   - Hand sanitizer
   - Washable cloth masks and/or disposable masks for the center
   - N95 masks for the worksite

8. **OPTIONAL ITEMS**
   - Songs
   - Musical Instruments

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FINANCES AND FUNDRAISING

Originally written by Lisa Wohlgemuth Bywater; additions by ASP staff.

Fundraising is a crucial part of the ASP experience. The following is a detailed outline to help groups brainstorm ideas for fundraising.

Important Concepts Behind Fundraising for an ASP Trip

- Funds for a **youth**-oriented project should primarily be raised through **youth** events.
- The youth must be an integral part of the fundraising planning and events.
- The personality of your church should be considered when choosing fundraising events.
- A realistic goal should be set before planning your fundraising events.
- Start early in the year - you can spread out your events.

Setting Your Goal

Use budgeting worksheet provided by ASP as backbone for this portion of workshop.

When setting a fundraising goal, be sure to consider the following:

- # of people going
- cost per person and per work crew
- van/vehicle rental costs
- estimated gas/toll/travel expenses
- group fees/supplies needed for the trip (1st aid kits, tarps)
- extras (i.e. side trips, overnight accommodations)
- cushion - a little extra for incidental costs, emergencies, seed money for the next year…

Brainstorming

This is the fun part! NO idea should be rejected. Organize your brainstorming into categories. Separate those fund-raisers that will earn a couple hundred dollars ("splashes in the bucket") from those that may earn you a couple thousand dollars ("the tidal wave").

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Examples:

'Splashes'	**'The Tidal Wave'**
church dinners	pumpkin patch
bake sales	Christmas tree sales
car washes	Stock Sales
craft sales	goods/services auction
pink flamingoes	Sponsor-a-team-member
holiday basket sales	

Be sure your youth are motivated to participate in the events you choose. The youth need to be given specific jobs for each fundraising event you host. Make your events fun for all involved. If your workers have fun, your attendees will have fun!

Roles

A major part of your job is to ask! It's amazing what can be accomplished **if you ask**. Suppose you are having a dinner, ask a restaurant or supermarket to supply items. You can give them credit at the dinner or use their logo to advertise the thanks they deserve!

This is also a way to involve members of your congregation who can't go to ASP. **Expand ownership to all church members.** For example, at Asbury UMC in Salisbury MD, two young boys (too young to physically do ASP) raised over $600 through a plant sale. An elderly blueberry farmer contributes fresh blueberries to the annual pancake breakfast!

After the Trip

After you return analyze your budget to see where you need to make changes. Consider creating a line in your church budget for ASP, so you can track your funds throughout the year. Whatever you have left from your trip should be considered seed money for the next trip!

Fundraiser Ideas

Educational Events:

- Appalachian Fair with crafts, music, dance, food
- Appalachian Night: interested people bring a donation of money or tools
- A film or presentation on Appalachia.
- Appalachian Hardware Store: give receipts for a tax write-off for donations

Meals, Suppers, or Dinner Theaters:

- Mardi Gras dinner: serve Cajun food, with entertainment
- Madrigal dinners at Christmas – costumes, songs, old English food
- Advertisement dinner – have local grocery donate food; use their name in all advertising
- Strawberry festival – ice cream social, bread social, coffee hours

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Food Sales:

- Fruit Sales
- Birthday cake Auction: seat everyone at a table of their birth month. Auction a decorated cake for each month. Ask people in the church to make and donate the cakes.
- Order taking - group making - bake sales – try selling popcorn, pizza, hoagies (gyros, grinders), donuts, homemade ice cream. Have interested individuals donate the needed ingredients. If donations of food are not possible, remember that the cost of the food should be deducted from the total sales in your planning.
- Groups have made a lot of money by regularly scheduled pizza and hoagie sales. Time it that they are ready for pick up after worship on Sunday morning.

Other Sales:

- Stanley/Tupperware party with advance sales (Pampered Chef?)
- Sell flowers for Mother's Day, Father's Day, Easter, etc.
- Build and sell dog or bird houses; picnic tables
- T-shirt sales
- Sell yardsticks printed with "Thank you for your contribution!"
- Build and sell a model community, lots, houses, trees, etc.
- Trash and treasures – have a yard sale, auction, garage sale, etc.
- Free car wash, rock-a-thon, etc. – Group members secure sponsors to pledge per car, hour amount or a total donation amount. The group washes as many cars for free as possible (a large donation bucket is visible that explains about the ASP mission trip) in a given amount of time, or rock in rocking chair, or read the Bible, etc. Sponsors then pay, based on the results. The key to success is to have a large number of sponsors.
- Stock Sale: Church members, family and friends purchase shares of stock (cost per share varies from $10 to $25). Stockholders get a stock certificate of their investment in the ASP experience. Dividends can include: pre-departure letter summarizing the preparation, details of the trip and asking for prayers; a hand-written postcard written during the trip describing the experience; dinner or dessert program when group returns to share slides, stories, etc. Stockholders are guests of honor and recognized. This is an excellent way to involve people who can't attend the trip and to let them see and hear first-hand about the work done.

Additional Ideas: Surf the Web! You never know what great ideas you might get. Type in "fundraisers" or "fundraising" and see what you get – lots of hits!

Buy for Charity: buyforcharity.com

Other companies do discount cards as well: Check this site: http://www.thediscountcard.com

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Christmas Wreaths:

- www.alpinefarms.com
- www.teufelhollyfarms.com
- www.sherwoodforestfarms.com

Calendars: https://www.printingcenterusa.com/calendar-fundraising

Cook Books:

- Do your own! www.cookbookpublishers.com
- Jumbo Jack's Cookbooks www.jumbojacks.com

Magazine Sales: www.fasttrackfundraising.com

Jewelry: "Art with a Conscience" by Lucinda Yates – designed jewelry for organizations that care about others. (207) 885-0200 or www.Lucinda.com.

Appalachian Crafts may be obtained to sell at your events by contacting the following:

Red Bird Mission Crafts
70 Queendale Center
Beverly, KY 40913
(800) 898-2709

Appalshop (videos)
91 Madison Street
Whitesburg, KY 41858
(800) 545-SHOP or (606) 633-0108
appalshopsales@appalshop.org

New ASP Fundraiser Library

(Help us build our library by adding your ideas here! Thank you!)

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Appalachia Service Project Summer Mission Trip Budget Worksheet

Use this as a guide for your situation! This is based on summer trip costs & payment schedule.

Group Registration Fee **Due with initial application**	$95.00: a one-time fee for entire group for entire year	=	$ 95.00
First Deposit **Due November 1** **Non-refundable & non-transferable**	$50.00 per person	$50.00 X _____=	$_____
Second Deposit **Due March 1** Non-refundable and non-transferable	$175.00 per person	$`175.00 X _____ =	$_____
Final Payment **Due 2 weeks pre-trip**	$150.00 per person	$150 X _____ =	$_____
Transportation **1 vehicle per crew (5-7 persons)** Gas to the center & back home To & from work site each day (average of 30 to 35 miles) Vehicle rental (if needed)	Average: 14 miles per gallon per vehicle X ____ per gallon (watch prices in your area) Rental factors: amount of days, insurance, mileage charges, deposit fees	_____ miles/14 (avg.) mpg X $____per gallon = Rental costs =	 $_____ $_____
Meals on the way (to and from)	$8.00 breakfast/$12.00 lunch/$20.00 supper = $40 average per day (these prices are conservative)	____ people X $40.00 X ____ days =	$_____
Lodging on the way (to and from)	Motel, hotel, church fellowship hall or Wesley Foundation, etc.	____ rooms X $_____ per room X ____ nights =	$_____
Additional expenses	Drinks & treats for work site, ice for coolers and snacks in the evenings Average $200.00 per crew for the week	$_____ X ____ crews =	$_____
Other possible expenses	Group insurance, background checks for every adult, COVID tests, extra work crew donations, special activities, etc. ASP merchandise: T-shirts, hats, frisbees, etc.; if the center's picnic is near a pool, there might be an entrance fee.	= = =	$_____ $_____ $_____
Fundraising Goal Total		**=**	**$_____**

TYPICAL SUMMER WEEK WITH ASP

Below is a basic weekly outline. Daily schedules may vary from center to center.

Sunday

- **3:00 p.m.** Arrive at your center, check in, and meet other groups.
- **4 - 5 p.m.** Staff meets with group leaders to:
  - -- **discuss the center and community**
  - -- **explain the home assignments**
- **5 p.m.** Evening Gathering
- **6 p.m.** Dinner
- **7 p.m.** Group leaders/staff travel to meet families
- **11 p.m.** Lights out; rest for a wonderful experience

Monday – Friday

- **6:30 - 8 a.m.** Rise and shine, devotions, breakfast
- **8:30 - 4:30 a.m.** Workday with lunch break at noon at the site.
- **5 - 6 p.m.** Clean up, check-in with staff, make an inventory of supplies needed for the next day.
- **6 – 7 p.m.** Dinner
- **7 - 10 p.m.** Center clean-up; Evening Gathering (a time of fellowship, reflection, sharing, singing, playing, sometimes with a guest speaker, local musician, artist, or other special event); team time; staff and group leaders discuss details of the day's work; free time.
- **10:30-11 p.m.** Quiet time; settle in for a well-deserved sleep.
- **11 p.m.** Lights out; make sure your group understands the importance of getting enough sleep.

Saturday

- **7 - 10 a.m**. Groups depart. No breakfast provided

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Typical Summer Staffer Daily Schedule

As you prepare to serve with ASP this upcoming summer, the Summer Management Team would like to share insight into what the typical day looks like for our Summer Staffers. We feel that this is important to share to ensure that all volunteers are on the same page as the staff when it comes to responsibilities and the daily tasks that are expected of both each day. Please note that this schedule is typical but does vary day-to-day as responsibilities arise.

- Early Morning (typically 5:45-6:30) - One staff member wakes up to go to the hardware store
- 6:30-7:00 – One staff member wakes up to host "wake up" and devotion for volunteers
- 7:00-7:30 – One staff member wakes up to ensure the supply room and hardware is all set for the volunteers
- 9:00 – 3:30 – Staff visit all of the worksites that volunteers are actively working on, as well as other errands such as picking up materials at the hardware store, going to Walmart, taking vehicles to the auto shop, etc.
- Afternoon after errands (typically 2:00 – 4:30) - Staff complete various office tasks at the center and take some time to rest and reset!
- 4:30 – 5:30 – Staff are available for Group Leader Check Ins after volunteers return from the sites
- 6:00 – Staff are present at dinner with volunteers, and spend some time prepping for the Evening Gathering for the night
- 7:00 – 8:30 – Staff facilitate the Evening Gathering
- 8:30 – 10:30 – Staff are in their office for the nightly Staff Meeting

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