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GUIDE FOR YEAR-ROUND PROGRAM
CONTACT PERSONS AND GROUP LEADERS

STAYING IN TOUCH WITH ASP:

Your contacts at ASP until your trip:

Karen Frederick, Senior Director of Volunteers
423-854-4434; karen.frederick@ASPhome.org

Julie Knoblock, Volunteer Assistant
423-854-4407; jknoblock@ASPhome.org

Sarah Dingus, Volunteer Specialist
423-854-4405; sdingus@ASPhome.org

We need to hear from you if:

- Your contact person changes (CP)
- Your group size changes
- Your trip date changes
- You want to cancel your trip
- You need to know what your balance is
- You have any questions at all

Pre-Trip Contact with Center Staff:

You will receive a call from your center staff 10 days to two weeks prior to your trip; along with a follow-up call about 3 days before you arrive. If you for some reason do not hear from the staff, please let us know, or you may call them directly. The information you will discuss with them is based on what you provided on the Pre-Trip Communication form and the Construction Information, (CIF). These forms are now available to complete online. From this discussion, our staff is able to plan and prepare for your ASP experience.

- Total # volunteers
- # work crews
- # males/females
- # vehicles & type
- specialized equipment/tools
- skill levels
- questions your group may have
- special needs (dietary/medical)
- Travel plans
- expectations for your trip

Please communicate with your group after these calls so they are aware of ASP expectations, center information, or any additional information or changes. As the Contact Person or Group Leader, you are the primary liaison between the Center Staff and your group during your stay.
Group Preparation:

1. All members of your group are asked to read and follow *ASP's Required Reading for All Volunteers (ASP Expectations, Rules, and Regulations, the ASP Safety Manual, and the ASP 3's)*. These documents can also be found on our [Group Leader Resources page](#).

2. All adults 19 years or older are required to have a current national criminal background check, whether leading youth or not. For more info, see [ASP's Background Check Policy](#).

3. ASP provides study sessions for those groups who wish to utilize them during pre-trip preparations and meetings with your group. See [https://www.asphome.org/sessions/](https://www.asphome.org/sessions/).

4. All volunteers must agree to participate in the activities at the center, including meals, chores, and meetings.

5. Each member must be personally prepared with bedding, clothing, tools, personal safety equipment/gear, money or travelers checks, medicine, etc.

Vehicles and Travel:

**EACH WORK CREW MUST HAVE A SEPARATE VEHICLE** capable of transporting 5-7 people, your tools, equipment, coolers, lunches, and needed building supplies or materials. Larger vans work best. If mini-vans are used, prepare for the limitations of these vehicles with the rough terrain where many clients live. Large buses are not permitted. Pickup trucks are great for transporting supplies, but not for the work crew. It is acceptable to put a carrier on top of a vehicle or to pull a trailer so that there is more space to haul materials, supplies, and tools. **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.**

1. Rent vans on the way to Appalachia to minimize the overall expense.
2. It is a good idea to have an extra set of vehicle keys and to give that set to your second driver.
3. Each vehicle should have a copy of travel plans and the phone number of the center.
4. Thoroughly check your vehicles before your trip.
5. Vehicle registration and insurance information should be in each vehicle.
6. Use of blankets, plastic, etc. will minimize the wear and tear on a vehicle’s interior.
7. When you applied to participate, your group agreed to work a specific period of time. If you have plans for any sightseeing, it will need to be either before or after your ASP experience.
8. If your group caravans and vehicles are separated resulting in delayed arrival, be sure your drivers know to call the center and inform them of the situation.
9. Be flexible in your travel plans if you learn from the staff during your contact call that there are better directions/routes/information for getting you to your center. (You always want to use the better directions when traveling the back roads of Central Appalachia.)
10. **Arrival time for groups is 4:00 p.m.** Please keep the Center Staff updated regarding your ETA.
**Center Activities:**

1. Make sure that all of your Year-Round Program volunteers understand that participation in Evening Gatherings is not mandatory; however, the staff is prepared to lead your group based upon the input you provide. Volunteers may also opt simply to relax and get to know other volunteers.

2. Members of your group may be asked to participate in or lead morning devotions (10 minutes). Remind the Center Staff if you are prepared to do devotions.

3. Be sure that your group understands the daily schedule for an ASP volunteer. The work day will not end until 4 or 4:30 p.m. each day.

4. Prepare your group for communal living; there is a lot of “give and take.” Chores are an important part of it. Be ready to do your part as directed by the staff. At the end of the week, you will have additional chores to help get the center ready for the next week of volunteers.

5. You can learn more about our service locations and year-round centers at [https://www.asphome.org/centers/](https://www.asphome.org/centers/).

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**Typical Home Repairs:**

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

- **Roofing**
- **Drywall and insulation**
- **Stairs**
- **Building porches**
- **Painting**
- **Building wheelchair ramps**
- **Foundation repair**
- **Floor Repair**

The Home Repair Ministries Department of ASP has the difficult task of selecting which homes will be worked on. They visit each home and consult with the homeowner to make the determination of what can be repaired by volunteer groups who sign up to serve. They take into consideration the skill level of each group, any anticipated repairs that could surface, work that could take longer than expected, weather conditions, and the fact that each group will work at a different pace.

The ASP staff at your center will be available to provide construction supplies, tools, and deliveries of what group leaders are unable to haul to the work site in their vehicles. **Although the ASP staff is available to provide support and guidance at the work site, the Group Leader is always ultimately responsible for overseeing volunteers and for supervising repairs at the assigned home.** Effective communication between the Group Leader and the ASP Staff will ensure proactive discussion regarding project status, supply requirements, quality control at the work site, and an overall positive ASP experience for the family, for the volunteers, and for the staff.
Crew Preparation:

1. In advance of your trip, spend time with your group discussing their talents and desires for the ASP experience as you divide your volunteers into work crews.
2. **The minimum age for all group leaders is 19.**
3. A work crew is 5-7 people. If you have an extra volunteer who would like to help the staff, arrange this with the Volunteer Department in advance. That extra person might also be able to serve as ‘floating volunteer’ to your work crews. If they do, though, they will need their own vehicle.
4. **Every work crew must have a vehicle.** Each floating volunteer must have their own vehicle.
5. Be sure that every volunteer has a basic tool kit.
6. Safety Protection is mandatory. It is recommended that each volunteer come prepared with eye protection, ear protection and work gloves. ASP will provide if needed.
7. Your work crews should have plenty of water jugs and coolers.
8. Each work crew should also have a complete First Aid kit. Remember to include preparations for insect bites when stocking your kits.
9. All volunteers are expected to read and understand the ASP Safety Manual, ASP Expectations, Rules, and Regulations, and the ASP 3 S’s.

Contact Person/Group Leader Responsibilities:

1) **You are responsible for your volunteers at all times.**
   - Ensure all volunteers from your church/organization abide by ASP’s rules and guidelines for conduct, safety, sensitivity, and stewardship.
   - See that chores are performed satisfactorily at the center.
   - Assist with devotions and graces.
   - Transport volunteers to and from the worksite.

2) **You are responsible for the supervision of repairs at the assigned home.**
   - Initiate the home repairs at your family’s home to the best of your ability.
   - Be honest about your ability, not taking on more or less than you are capable of doing.
   - Abide by worksite instructions of the staff.
   - Bring as many supplies to worksite as possible.
   - Return completed supply sheets promptly every evening.
   - Report progress and special concerns during the week.
   - Complete an accurate continuity sheet at the end of the week.
   - Attempt to keep all members of your work crew busy without jeopardizing quality.
ASP Center Staff Responsibilities:

- Setting up homes and deciding what is to be done at each.
- Providing construction supplies and tools and delivering those supplies that GLs cannot take themselves.
- Giving support and guidance at the worksite and at the center.
- Providing and arranging meals during the week.
- Providing necessary supplies for daily center chores.
- Planning and leading evening activities (Evening Gatherings, game night, etc.)
- Scheduling center’s activities.
- Communicating responsibilities to group leaders.
- Answering questions and giving advice.

Recommended Communication Practices:

1. Report on areas of concern as they come up (i.e., group relations, chores, supply availability, etc.).
2. Talk with staff persons if you have questions, concerns, etc. (privately).
3. Be aware of any communications from the staff – signs around the building, handouts, announcements at meals, etc.
4. Don’t let situations get out of hand or “blow up.” Talk to someone on the staff. Conflict can have good and positive resolution; don’t shy away from communication.
5. At the Worksite - Be sure that you know what needs to be done on the work site and how to do it. Staff and group leaders sometimes disagree about how to do a job – be sure you resolve this before going to the work site. The staff has final say on project decisions.
6. In the Morning - If problems have been shared the previous night, be sure they are resolved before the workday begins.
7. Announcements - These will come at various times (usually before each meal) when staff will announce concerns of the center or messages to specific folks.

Forms and Fees:

1. When sending in money, please use the forms that are provided and indicate how the money is to be applied (i.e. Registration Fee, First Deposit, Second Deposit, or Final Payment).
2. Before duplicating the Volunteer Statement and Registration Form, write your group number at the top. Always use the most recent version of the Vol Statement, which can be found on the Group Leader Resources page. Be sure that all contact information for each volunteer is on this form and that your volunteers have listed medications they routinely take (prescriptive and over-the-counter medications). This could be a life-saver in an emergency. If possible, staple a copy of volunteer medical card to the medical/registration form. The notary seal is key to helping to ensure speedy and efficient medical treatment if needed. In an emergency, this is crucial. No one will be allowed to participate in any ASP program or event without the Volunteer Statement and Registration Form.
To Summarize:

- Contact ASP Volunteer Department with questions, changes, or concerns.

- **You are the focal point for communications between your Center Staff and your group.**

- Make sure your group understands ASP rules and regulations – direct them to the Required Reading on the website.

- Plan your work crews ahead of time.

- Coordinate your travel schedule and vehicle needs.

- Understand what you’ll be doing – comprehend the extent of typical home repairs.

- Complete forms and make payments on time.
# ASP FEES AND FORMS MATRIX FOR YEAR-ROUND PROGRAM

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group Registration Fee</strong></td>
<td>$95 per group</td>
<td>Due at Registration</td>
</tr>
<tr>
<td><strong>Payment Form</strong></td>
<td>$50 per person - required to reserve each volunteer’s space</td>
<td>Due within 30 days of registration</td>
</tr>
<tr>
<td><strong>Group Count Commitment Form</strong></td>
<td>Lock in counts and pay 1st and 2nd deposits based on ASP Payment/Cancellation policy.</td>
<td>Due 90 Days Pre-Trip</td>
</tr>
<tr>
<td><strong>Payment Form</strong></td>
<td>60% Trip Balance per person</td>
<td>Due 90 Days Pre-Trip</td>
</tr>
<tr>
<td><strong>Payment Form</strong></td>
<td>100% Trip Balance per person</td>
<td>Due 30 days Pre-Trip</td>
</tr>
<tr>
<td><strong>Pre-Trip Communication Form</strong></td>
<td>We plan for your group based on the information you provide on this form</td>
<td>Complete online 2 weeks pre-trip</td>
</tr>
<tr>
<td><strong>Construction Information Form</strong></td>
<td>Summary of each crew’s skill level. Influences staff project selection for your group.</td>
<td>Complete online 2 weeks pre-trip</td>
</tr>
<tr>
<td><strong>Volunteer Statement and Registration Form</strong></td>
<td>Liability release and medical information form for each volunteer– must be notarized.</td>
<td>Due upon arrival at your center. Also, bring one set of copies for each vehicle</td>
</tr>
</tbody>
</table>
FORMING WORK CREWS

5-7 people make a work crew for the Year-Round Program. Any number in excess of this will be too many. If your total group is not divisible by 5-7 and you have a smaller crew after dividing, you may have 1 smaller crew, but it must have at least 4 people. Extra persons might qualify as a floating volunteer, but they must have their own vehicle. Highly skilled individuals who have been on ASP projects in the past may also qualify for the Helping Hands program. Link to Helping Hands information as follows: http://asphome.org/Display.asp?Page=HelpingHands

Make sure you have 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. You will need at least one crew leader for each group of 5 adult volunteers. 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.
FLOATING VOLUNTEERS

**Purpose:** The primary purpose of the floating volunteer is to meet the material delivery needs of a group, or in some cases multiple groups, taking pressure off both work crews and ASP staff. Often groups bring a floating volunteer who has construction knowledge so that they can also help guide each crew with advice. We strongly encourage all groups to bring a ‘floating volunteer’, especially if you have six work crews or more. Floating volunteers can be essential in helping the week run smoothly for your work crews. Please let us know if you plan to have floating volunteers in your group.

**Guidelines**

1. Floating volunteers are encouraged to offer their assistance with the staff’s morning hardware runs. Limit this assistance to 1 or 2 volunteers, as there may be floating volunteers from another group in the same week.
2. After deliveries are made, floating volunteers are encouraged to join a crew from their church to provide help. A floating volunteer is under the supervision of the contact person for that group.
3. The floating volunteer should 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 crews in daily devotions, keep people hydrated, focus on safety, resolve conflicts in their groups, and meet any other needs their crews may have.

**Rules**

1. Each group is limited to 1 pair of floating volunteers per 4 work crews. This pair may work together with a single vehicle.
2. The floating volunteers will pay the standard individual fee.
3. Each pair of 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.)
4. Floating volunteers participate in all center activities (EGs, group leader meetings, etc.)
5. Floating volunteers may not act in place of the staff. Changes in construction plans must still be discussed ahead of time with the staff. If extra materials are purchased by floating volunteers, they must be pre-approved; otherwise such expenses cannot be reimbursed. Also, the floating volunteer should not attempt to track down the staff for non-emergency situations.
GROUP PACKING INFORMATION

EACH GROUP MUST HAVE:
Volunteer Statement and Registration forms for each volunteer.
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 to supplement your lunches! (ASP Staff provides sandwich fixings)

EACH WORK CREW SHOULD HAVE:
1) A fully equipped First Aid kit
2) Volunteer Statement and Registration forms for each member of your crew in your vehicle
3) A good sized cooler to carry ice, drinks and lunches
4) Sandwich containers, sandwich bags, lunch bags, fruit, snacks, drinks
5) Water jugs/bottles/coolers
6) Ladders - if possible, both step and extension. We can always use more ladders.
7) Volunteers equipped with ‘basic’ tools, especially safety related items. Please label all personal tools/items with your name.

<table>
<thead>
<tr>
<th>Each individual should have the following basic tools:</th>
<th>If anyone in your group has these items, it would be helpful to have them available:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• work gloves*</td>
<td>• insect/wasp spray</td>
</tr>
<tr>
<td>• safety glasses*</td>
<td>• utility knives</td>
</tr>
<tr>
<td>• ear plugs*</td>
<td>• paint tarp</td>
</tr>
<tr>
<td>• hammer</td>
<td>• extension cords</td>
</tr>
<tr>
<td>• N95 dust mask</td>
<td>• circular saw</td>
</tr>
<tr>
<td>• measuring tape</td>
<td>• sharpened hand saw</td>
</tr>
<tr>
<td>• nail apron</td>
<td>• screw drivers</td>
</tr>
</tbody>
</table>

*REQUIRED FOR SAFETY

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

<p>| | |</p>
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<tr>
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</thead>
<tbody>
<tr>
<td>• drill</td>
<td>• extra bits: (cement/wood/metal)</td>
</tr>
<tr>
<td>• utility knives/ blades</td>
<td></td>
</tr>
</tbody>
</table>


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 really dirty or trashed.

2. WORK CLOTHES: Shirts with sleeves and 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 flip-flops, sandals or open-toed shoes at the worksite.) Clothing should neither be skin-tight nor baggy.

3. LEISURE CLOTHES: Pack comfortable, discrete clothing for the center. Shirts must be worn at all times.

4. NO VALUABLES or large amounts of cash. Please do not bring any electronic devices to the work site; however, if you must bring these, it is recommended that these items be left in your work vehicle and not accessed during the work day. This includes cell phones, radios, I-pods, etc. You are there to work. These items are not appropriate at a work site.

5. BASIC TOOL LIST FOR EACH VOLUNTEER: (all personal tools should be labeled with your name)
   - Eye Protection*  
   - Ear Protection*  
   - Work Gloves*  
   - N95 Dust Mask – MAY BE REQ’D FOR SPECIFIC JOBS  
   - Hammer – bring if you have one  
   - Measuring Tape – bring if you have one  
   - Nail Apron – really helpful to have one  
   - Hat – needed for sun protection

*REQUIRED FOR SAFETY– SAFETY PROTECTION IS MANDATORY. IT IS RECOMMENDED THAT YOU BRING YOUR OWN TO ENSURE THE BEST FIT. ASP WILL PROVIDE IF NEEDED.
6. **OTHER RECOMMENDED ITEMS:**

- 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
- hat
- insect repellent
  - **SUNSCREEN**
- devotional material
- flashlight
- pen and paper
- fans
- clothesline
- coveralls
- sandwich container, bags

7. **OPTIONAL ITEMS**

- Songs
- Musical Instruments
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 work site or to the center.

**Volunteer Statement and Registration Form:** 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 ONE OF THESE FORMS COMPLETED. NO EXCEPTIONS!** **THIS FORM MUST BE NOTARIZED.** Duplicate this form: one set of copies for the center staff on arrival day and one complete set of copies for each of your vehicles. 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.

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 as a whole. 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 **Volunteer Statement and Registration Form.**
TEMPORARY INSURANCE INFORMATION

The UMVIM insurance is still available and here are the new networks which anyone can be used irrespective where they are located in the USA. We try to encourage folks to go directly to their Jurisdiction UMVIM offices. Global Ministries offered the UMVIM insurance, and about five years ago because we only offered Accident insurance and three Jurisdictions offered Accident and Medical, insurance I dissolved the GM insurance and redirected everyone requiring insurance.

North Central UMVIM Jurisdiction – Tammy Kuntz Tel: 614-325-8741 Website: www.umvimncj.org
Southeastern UMVIM Jurisdiction – Matt Lacey or Gray Miller Tel: 205-453-9480 www.umvim.org
Northeast UMVIM Jurisdiction – Tom Lank Tel: 919-428-0461 www.umvimnej.org
Western UMVIM Jurisdiction – Ronda Cordill Tel: 509-933-6753 www.umvimwj.com

Please note, South Central UMVIM does not offer but you can use any of the other, above. In fact, as mentioned many folks shop around for the best USA option because many folks use UMVIM as a supplementary insurance or in some cases UMVIM insurance might be the only option.

Here is GM UMVIM Link too all the UMVIM networks: https://www.umcmission.org/serve-with-us/umvim

Thanks & Blessings!

Una Jones
Director of Mission Volunteers
Missionary Service

General Board of Global Ministries / The United Methodist Church
458 Ponce de Leon Avenue NE, Atlanta, Georgia 30308
T:+1.404.460.7210 / F:+1.404.942.4243 / umcmission.org
TYPICAL YEAR-ROUND PROGRAM SCHEDULE*

**Arrival Day**
- 2:30-5:00 pm  
  Arrive at your center; register; meet other groups.
- 5-5:30 pm  
  Staff introductions; review center rules and expectations; daily schedule;  
  Review community information, center chores, etc.
- 6 pm  
  Dinner
- 7 pm  
  Construction meeting (safety review; overview of family files/project assignments)
- 11 pm  
  Lights-out; rest for a wonderful experience

**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 of  
  fellowship, reflection, sharing, singing, playing,  
  sometimes with a guest speaker, local musician  
  or artist, or other special event); free time
- 10:30-11 pm  
  Quiet time; settle in for a well-deserved sleep
- 11 pm  
  Lights-out

**Departure Day**
- 7-10 am  
  Pack, center clean-up, and “good-bye”.

*This schedule is subject to change depending upon weather conditions, group preferences, etc.*
REMINDERS FOR YEAR-ROUND PROGRAM LEADERS

• All volunteers should be familiar with ASP Required Reading: ASP Expectations, Rules and Regulations, ASP Safety Manual, and ASP 3 S’s before attending ASP.

• A current national criminal background check is required for all volunteers age 19 and older. This is mandatory, whether you are leading youth or not.

• Each work crew (5-7) needs its own vehicle that will carry the entire crew, construction materials, and supplies to the worksite each day. If a large van is not feasible for your group, we recommend the use of a pickup truck for hauling construction materials and then hauling the crew members in a mini-van or SUV. Riding in the back of pickups is not permitted.

• Provide a copy of the Individual Packing Suggestions to each of your volunteers.

• Safety protection is mandatory – eye protection, ear protection, and gloves are required for each volunteer. ASP will provide if needed, but it is recommended you provide your own for best fit.

• Each work crew should have a First Aid Kit, a cooler for drinks and sandwiches, and provisions for water.

• Complete the Pre-trip Communication Form and Construction Information Form online by no later than 2-weeks in advance of your trip date.

• Forms to bring with you to the center: A completed, signed, and notarized Volunteer Statement and Registration Form for each volunteer. We recommend having one complete set of copies for each of your work crew vehicles. Volunteers will not be permitted to go to the work site if they do not have a signed Volunteer Statement and Registration form.

• On your arrival day, please be at the center by 4:00 p.m. If you have trouble on the way and cannot make it to the center on time, please call the center staff and let them know. If you arrive early, please try to hold up somewhere locally until the recommended arrival time.

• Send your group’s remaining volunteer balance to ASP Headquarters 30 days before departure. Please use the Payment Form that is provided and include your group number.

• (Limited) Wireless internet access is now available for use by volunteers at ASP year-round centers.
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 check the Group Leader Resources page on our website for instructions on completing background checks.
GENERAL RESOURCES:


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