



YEAR-ROUND TRIP OVERVIEW

Pre-Trip Planning

- Select center location
- Select available trip date on [registration page](#)
- **Arrival days—Sun. or Thurs.**
- Sun. trips: choose 2-5 work days
- Thurs trips: 2 work days
- [Required Reading](#) for everyone:
 - ASP Rules and Regulations
 - ASP Safety Manual
 - ASP 3 S's

ASP Year-Round Center Locations

- Jonesville, Virginia (ASP owned)
 - Climate controlled with bunk beds
 - Meals, accommodations, projects, and programming all included.
 - Limited wi-fi available
- Tri-Cities, Tennessee
 - ASP provides & manages *projects only*
 - Groups handle their own meals, programming, and accommodations
 - ASP staff can assist you with suggested accommodation options

Age Requirements

- Groups are predominately all-adult or college, but these trips are also open to intergenerational and youth volunteers (all volunteers must have completed the 6th grade)

Safe Sanctuaries Policy

- *Background check policy:* All adults 19 and above, whether a group leader or not, are required to have undergone a background check before going on an ASP trip
- *Minimum 2 adults per work crew—age 19 or older*
- Separate shower times – youth/adult/gender
- Minimum 2 adults of same gender as youth in each sleeping area

Forming Work Crews

- Divide your group into work crews
- 5-7 volunteers per work crew
- *Minimum of 2 adults per crew*
- One vehicle is required for each work crew
- Balance males and females if possible
- Group Leaders with some basic knowledge of carpentry recommended
- Project selection is based on construction skill level – see [CIF](#)

Floating Volunteers (Optional)

- Serve as resources for work crews – supply delivery, project assistance, staff assistance
- Must have separate vehicle capable of hauling materials
- Must participate in all ASP activities
- See [Floating Vol Role Description](#)

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 [Volunteer Trip Agreement & Medical Form](#) required for each volunteer (electronic or paper)
- 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 (short or long) sleeves and long pants at all times - sturdy shoes
- Center – discrete attire – shorts mid-thigh length; shirts with (short or long) sleeves
- No valuables
- Bring sleeping bag/bedding and pillow
- Personal toiletries/towels/shower shoes

Food

- 3 meals per day (if included at your location)
 - Breakfast
 - Packed lunch (bring snacks & drinks)
 - Dinner
- Standardized menu; vegetarian options upon request
- We recommend bringing supplemental snacks and beverages



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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 Repairs

- Roofing/Drywall/Insulation
- Stairs/ Porches
- Painting/Wheelchair ramps
- Foundation Repair/Floor Repair

Typical Year Round Program Schedule

- Choose # days to work—from 2-5 days

Arrival Day—Sun. or Thurs.

- 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
- \$75/person/day for locations that include meals, accommodations, projects, and programming.
- \$25/person/day for locations that include projects only.
- 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
 - Homeowner gifts (optional)
 - Special activities, etc.

Questions / Trip Planning Support

- Volunteer@ASPhome.org
- 800-289-4254
- [Trip Coordinator Resources](#)