

Summer Group Leader 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 Group Leader Resources at http://asphome.org/groupleaderresources
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 leaders for trip. Minimum age 19 (2 ldrs required 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 leaders for trip (2:5 ratio) Minimum age for all leaders is 19
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 leaders 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 (download 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 [download 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 [download 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"/> 2 weeks before trip date - Submit final payment of \$100/person <input type="checkbox"/> 2 weeks before trip date - Submit Construction Information Form online at http://asphome.org/cif <input type="checkbox"/> Contact Volunteer Department to make any changes to size of your volunteer group	<input type="checkbox"/> All group members register online at http://asphome.org/membersignup <input type="checkbox"/> Notarize all Volunteer Statement & Registration Forms (download at http://asphome.org/volunteerforms) <input type="checkbox"/> Final trip meeting to discuss packing, logistics & review ASP Rules & Regulations (download at http://asphome.org/requiredreading)
JUNE		
JULY • Week 8 available for volunteers		
AUGUST • Year-Round Centers open for volunteers in Jonesville, Charvies & Guyan Valley		

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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 reduced, but not without a confirmation from the Volunteer Department. If your group decreases in size, the balance of fees paid for dropped members is **non-refundable and non-transferable to the remaining trip balance unless for reasons of illness, accident, or unforeseen emergency.** The balance of fees paid for canceled spaces will also not be refunded and will not be applied to a future trip. This is because expenses incurred by ASP do not change should you have need to cancel your planned trip. For questions about this policy, please call the Volunteer Department at 1 (800) 289-4254 or (423) 854-4434.