

# Year-Round Group Leader Timeline/Checklist

TIMEFRAME	FEES & FORMS	ACTIVITIES
<b>UP TO 6 MONTHS BEFORE TRIP</b>	<input type="checkbox"/> Register group online at <a href="http://asphome.org/registeryearround">http://asphome.org/registeryearround</a> (\$95 Group Fee due with registration) <input type="checkbox"/> 1 <sup>st</sup> deposit of \$50/person due within 30 days ( <i>Please note: Unpaid fees may result in loss of volunteer spaces</i> )	<input type="checkbox"/> Gather group for pre-trip planning & review of ASP requirements <input type="checkbox"/> Begin making transportation arrangements <input type="checkbox"/> Complete background checks on all volunteers 19 years & older
<b>3 MONTHS BEFORE TRIP</b>	<input type="checkbox"/> 2 <sup>nd</sup> deposit due (60% of remaining balance) <input type="checkbox"/> Online group registration continues at <a href="http://asphome.org/registeryearround">http://asphome.org/registeryearround</a> (\$95 Group Fee + \$50/person + 60% of remaining balance due with registration) <input type="checkbox"/> Contact Volunteer Department to make any changes to size of your volunteer group <input type="checkbox"/> Submit Group Count Commitment Form (download at <a href="http://asphome.org/yrgroupcountform">http://asphome.org/yrgroupcountform</a> )	
<b>1 MONTH BEFORE TRIP</b>	<input type="checkbox"/> Remaining balance due <input type="checkbox"/> Online group registration continues at <a href="http://asphome.org/registeryearround">http://asphome.org/registeryearround</a> (\$95 Group Fee + \$65/person per day of service + Group Count Commitment Form [download at <a href="http://asphome.org/yrgroupcountform">http://asphome.org/yrgroupcountform</a> ] due with registration) <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 <a href="http://asphome.org/membersignup">http://asphome.org/membersignup</a> <input type="checkbox"/> Coordinate work crews <input type="checkbox"/> ( <i>Suggested</i> ) Gather group to review plans & ASP Rules & Regulations (download at <a href="http://asphome.org/requiredreading">http://asphome.org/requiredreading</a> ) <input type="checkbox"/> ( <i>Suggested</i> ) Skill-building construction practice
<b>2 WEEKS BEFORE TRIP</b>	<input type="checkbox"/> Submit Pre-Trip Communication Form online at <a href="http://asphome.org/pretrip">http://asphome.org/pretrip</a> <input type="checkbox"/> Submit Construction Information Form online at <a href="http://asphome.org/cif">http://asphome.org/cif</a>	<input type="checkbox"/> All group members register online at <a href="http://asphome.org/membersignup">http://asphome.org/membersignup</a> <input type="checkbox"/> Notarize all Volunteer Statement & Registration Forms (download at <a href="http://asphome.org/volunteerforms">http://asphome.org/volunteerforms</a> )
<b>1 WEEK BEFORE TRIP</b> • Center staff calls to discuss your group & anticipated projects		

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### Basic tips for a more successful ASP trip:

- Be proactive about planning with your group & leaders
- Make sure all participants review ASP requirements
- Schedule meetings to promote bonding within the group

*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.*