



## NEW LEADER QUICK FACTS – JUNIOR HIGH PROGRAM

### The Basics:

- Divide your group into Work Crews - **Max Work Crew Size – 7 volunteers.**
- Must have a **minimum of 2 adults** – (at least 19 years of age) on each Work Crew.
- **Youth age requirement is 12-14 (completion of 6<sup>th</sup> – 9<sup>th</sup> grade required).**
- 1 vehicle required for each Work Crew; capable of hauling crew, supplies, coolers, etc.
- Sunday arrival - group orientation – 2:00-4:00 pm
- Work Week - 9:00-3:00 daily. M-Training and Orientation Day at the center; T-F work projects; departure Saturday morning

### Responsibilities of Your Group Leaders:

- Understand and enforce ASP Rules and Regulations to ensure proper behavior and safety of youth at the center, at the worksite, and in the community (see ASP Req'd Reading).
  - Only adults age 18 and older may check out power tools. Youth must always be supervised when using tools and additional power tool restrictions are in place for this program. Youth will not be permitted to use: circular saws, table saws, jig/reciprocating saws, and/or any other saw with an exposed blade.
- Communicate ASP 3S's to group members (see ASP Req'd Reading).
- Ensure adherence to ASP dress code (see Packing Guidelines).
- Supervise project and serve as site manager and point person providing timely status updates to ASP staff.
- Serve as positive role model by attending all events (Evening Gatherings, devotions, etc.) participating in all center activities, etc.

### The Role of the ASP Center Staff:

- Oversee center operations, including finances, food, merchandise, volunteer interface and paperwork, cooks, chores, project planning, daily project visits, tool, supply delivery, evening programming,
- Visit worksite daily to check in with you and your group, checking your project status/needs.
- Facilitate Monday orientation and daily activities throughout the week.

### **ASP Center Expectations:**

- Jonesville, Virginia – ASP owned facility
- Air conditioned; communal living environment.
- Standard kitchen and dining hall.
- Sleeping: Bunk beds 10-14/room; bring pillows and sleeping bags
- Showers: Divided showers in each bathroom
- Scheduled shower and bathroom times – (see Safe Sanctuary guidelines.)
- Daily chores for everyone: DR/kitchen/dishes, trash removal, bathroom cleanup
- Nightly Evening Gathering (EG) - mandatory attendance for everyone

### **Food:**

- Breakfast lunch dinner included. (Lunch (packed sandwiches PBJ/lunch meats/cheese) s
- Bring additional snacks and drinks for your group for throughout the week.
- Standardized menu – serving line arrangement
- Weekly evening picnic for all staff, volunteers, and families served.
- Evening trips to local ice cream shop.
- Lunch at the worksite each day; prepared each morning by your group members.
- No breakfast served Saturday morning, departure day.

### **Payments:**

- \$95 Group Registration Fee – Due with Registration
- \$50 per person Due November 1 or within 30 days or registration
- **Group Count Commitment form due March 1**
- \$175 per person due March 1
- \$125 per person due 2 weeks pre-trip

Payments not received by scheduled due dates may result in loss of spaces.

### **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 **nonrefundable and non-transferable to the remaining trip balance unless for reasons of illness, accident, or unforeseen emergency.** The balance of fees paid for cancelled 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 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.