



NEW LEADER YEAR ROUND PROGRAM OVERVIEW

Pre-Trip Planning

- Select center location
- Select trip date
- **Arrival days—Sunday or Thursday**
- Sun. trips: choose 2-5 work days
- Thurs trips: 2 work days
- Require team members to [read](#):
 - ASP Rules and Regulations
 - ASP Safety Manual
 - ASP 3 S's

ASP Year Round Centers

Climate –controlled with separate male and female sleeping quarters; Bunk beds; Divided showers in each bathroom; Dining hall

- [Jonesville, Virginia](#)
- [Chavies, Kentucky](#)
- [Guyan Valley, West Virginia](#)

Limited WiFi available

Food

- 3 meals per day
 - Breakfast
 - Packed lunch
 - Dinner
- Standardized menu
- Supplemental snacks recommended

Safe Sanctuaries Policy

- Background checks are required for adults 19 yrs or older who participate in the Year Round program.

Forming Work Crews

- Divide the group into work crews
- 5-7 volunteers per work crew
- Minimum 2 adults/crew with youth 14-18
- Minimum age for crew leaders is **19**
- **Note: If a 13 year old has completed the 8th grade, they may plan to participate**
- One vehicle is required for each work crew
- Balance males and females if possible
- Group leaders with some basic knowledge of carpentry preferred
- Plan crew tools list
- Project selection is based on construction skill level – see [CIF](#)

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 and notarized [Vol Statement and Registration form](#) required for each volunteer.
- 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 sleeves and long pants at all times - Sturdy shoes
- Center – Discrete attire – shorts mid-thigh length; shirts with sleeves
- No valuables
- Bring sleeping bag/bedding and pillow
- Personal toiletries/towels/shower shoes



NEW LEADER YEAR ROUND PROGRAM OVERVIEW—cont'd

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 Year Round Program Schedule

- Choose # days to work—from 2-5 days

Arrival Day—Sunday or Thursday

- 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

- \$65 per person per day
- 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
 - Special activities, etc.

Typical Repairs

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