



# Summer Group Leader Planning Calendar/Checklist

| MONTH   | FEES & FORMS   | ACTIVITIES   |
|---|--|--|
| <b>SEPTEMBER</b><br>• Sept. 15 <sup>th</sup> - Registration opens   | <input type="checkbox"/> <a href="#">Register group online</a><br>(\$95 Group Fee due with registration)   | <input type="checkbox"/> Review all <a href="#">Group Leader Resources</a>   |
| <b>OCTOBER</b><br>• Theme & verse announced   | <input type="checkbox"/> <a href="#">Online group registration continues</a><br>(\$95 Group Fee due with registration)   | <input type="checkbox"/> Recruit adults for trip<br>(2 adults for every 5 youth)   |
| <b>NOVEMBER</b><br>• Date confirmations revealed  | <input type="checkbox"/> <b>November 1</b> - 1 <sup>st</sup> deposit due<br>(\$50/person for # volunteer spots reserved)<br><input type="checkbox"/> <a href="#">Online group registration continues</a><br>(\$95 Group Fee due with registration)   | <input type="checkbox"/> Recruit adults for trip (2:5 ratio)   |
| <b>DECEMBER</b>   | <input type="checkbox"/> <a href="#">Online group registration continues</a> (\$95 Group Fee + \$50/person due within 30 days)<br><input type="checkbox"/> Contact Volunteer Department to make any changes to size of your volunteer group  | <input type="checkbox"/> Recruit adults for trip (2:5 ratio)<br><input type="checkbox"/> Connect with your mentor church or Ambassador<br><input type="checkbox"/> Watch <a href="#">ASP Group Leader Training Videos</a><br><input type="checkbox"/> (Suggested) Gather adults for pre-trip planning & begin making transportation arrangements |
| <b>JANUARY</b><br>• Pre-trip study sessions available for new & returning groups  |  |  |
| <b>FEBRUARY</b>   |  |  |
| <b>MARCH</b><br>• Please note:<br>Unpaid fees may result in loss of volunteer spaces  | <input type="checkbox"/> <b>March 1</b> - Submit <a href="#">Group Count Commitment Form</a><br><input type="checkbox"/> <b>March 1</b> - 2 <sup>nd</sup> deposit due (\$175/person for # volunteer spots reserved)<br><input type="checkbox"/> <a href="#">Online group registration continues</a> (\$95 Group Fee + \$225/person due + <a href="#">Group Count Commitment Form</a> due with registration)  | <input type="checkbox"/> Complete background checks on all volunteers 18 years & older<br><input type="checkbox"/> (Suggested) Kickoff meeting with entire group to review plans & discuss ASP requirements  |
| <b>APRIL</b><br>• April 15 <sup>th</sup> - Registration closes<br>• County assignments revealed<br>• Center details posted on website | <input type="checkbox"/> <a href="#">Online group registration continues</a> thru April 15 (\$95 Group Fee + \$225/person + <a href="#">Group Count Commitment Form</a> due with registration)<br><input type="checkbox"/> Contact Volunteer Department to make any changes to size of your volunteer group  | <input type="checkbox"/> (Suggested) Skill building days<br><input type="checkbox"/> (Suggested) Show <a href="#">ASP YouTube videos</a><br><input type="checkbox"/> (Suggested) Finalize work crews of 7  |
| <b>MAY</b><br>• Trip devotions available (aka "devos to go")  | <input type="checkbox"/> <b>May 10</b> - Submit online the <a href="#">Pre-Trip Communication Form</a><br><input type="checkbox"/> <b>2 weeks before trip date</b> - Submit final payment of \$125/person<br><input type="checkbox"/> <b>2 weeks before trip date</b> - Submit online the <a href="#">Construction Information Form</a><br><input type="checkbox"/> Contact Volunteer Department to make any changes to size of your volunteer group | <input type="checkbox"/> <a href="#">All group members register online</a><br><input type="checkbox"/> Notarize all <a href="#">Volunteer Statement &amp; Registration Forms</a><br><input type="checkbox"/> Final trip meeting to discuss packing, logistics & review <a href="#">ASP Rules &amp; Regulations</a>                               |
| <b>JUNE</b>   |  |  |
| <b>JULY</b><br>• Week 8 available for volunteers  |  |  |
| <b>AUGUST</b><br>• Weeks 9-12 available for volunteers  |  |  |

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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.