

Year-Round Trip Planning Timeline/Checklist

TIMEFRAME	FEES & FORMS	ACTIVITIES
UP TO 6 MONTHS BEFORE TRIP	<input type="checkbox"/> Register group online at http://asphome.org/registeryearround (\$95 Group Fee due with registration) <input type="checkbox"/> 1 st 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
3 MONTHS BEFORE TRIP	<input type="checkbox"/> 2 nd deposit due (60% of remaining balance) <input type="checkbox"/> Online group registration continues at http://asphome.org/registeryearround (\$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 online at http://asphome.org/yrgroupcountform	
1 MONTH BEFORE TRIP	<input type="checkbox"/> Remaining balance due <input type="checkbox"/> Online group registration continues at http://asphome.org/registeryearround (\$95 Group Fee + \$75/person per day of service + Group Count Commitment Form [submit online at http://asphome.org/yrgroupcountform] 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 http://asphome.org/membersignup <input type="checkbox"/> Coordinate work crews <input type="checkbox"/> (Suggested) Gather group to review plans & ASP Rules & Regulations (download at http://asphome.org/requiredreading) <input type="checkbox"/> (Suggested) Skill-building construction practice
2 WEEKS BEFORE TRIP	<input type="checkbox"/> Submit Pre-Trip Communication Form online at http://asphome.org/pretrip <input type="checkbox"/> Submit Construction Information Form online at http://asphome.org/cif	<input type="checkbox"/> All group members register online at http://asphome.org/membersignup <input type="checkbox"/> Ensure all volunteers have signed an electronic or paper version of the Volunteer Trip Agreement & Volunteer Medical Form (download at http://asphome.org/volunteerforms)
1 WEEK BEFORE TRIP • Center staff calls to discuss your group & anticipated projects		

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

Rev. 2/2024

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 decreased with confirmation from the Volunteer Department. **Groups that reduce their count and are behind in making payments based on the payment schedule will still owe the deposits for those dropped spots. Mission fees already paid for canceled spots will be forfeited.** A refund or transfer of funds to the remaining trip balance will be considered for circumstances of illness, accident, or unforeseen emergency. Fees paid for canceled spaces may not be applied to a future trip. For questions about this policy, please call the Volunteer Department at (800) 289-4254 or (423) 854-4434.