

Below is a basic weekly outline. Daily schedules may vary from center to center.

Sunday

- ☞ 2 – 3:30 p.m. Arrive at your center, register, meet other groups.
☞ 4 - 5 p.m. Staff meet with group leaders to:
discuss the center and community
explain the home assignments
☞ 5 p.m. Evening Gathering
☞ 6 p.m. Dinner
☞ 7 p.m. Group leaders/staff travel to meet families
☞ 11 p.m. Lights-out; rest for a wonderful experience

Monday - Friday

- ☞ 6:30 - 8 a.m. Rise and shine, devotions, breakfast
☞ 8:30 - 4:30 Work day with lunch break at noon at the site.
☞ 5 - 6 p.m. Clean up and make an inventory of supplies needed for the next day.
☞ 6 – 7 p.m. Dinner.
☞ 7 - 10 p.m. Center clean-up; Evening Gathering (a time of fellowship, reflection, sharing, singing, playing, sometimes with a guest speaker, local musician or artist, or other special event); staff and group leaders discuss details of the day's work; free time.
☞ 10:30-11 p.m. Quiet time; settle in for a well-deserved sleep.
☞ 11 p.m. Lights-out; make sure your group understands the necessity of enough sleep.

Saturday

- ☞ 7 - 10 a.m. Breakfast, pack, center clean-up, and “good-bye”, (The earlier the better for you and the staff).

Group Packing

EACH GROUP MUST HAVE:

- Statement of Activities and Release Registration 2010
- As many vehicles as work crews; i.e., 4 work crews, 4 vehicles!

EACH GROUP IS INVITED TO BRING:

- Musical instruments and favorite songs
- Recreational equipment - both indoor and outdoor

- A devotional to share at your center (check with your staff)

EACH WORK CREW SHOULD HAVE:

- 1) A fully equipped First Aid kit
- 2) Medical release information forms for **each member** of your crew in your vehicle
- 3) A good size cooler to carry ice, drinks and lunches
- 4) Water jugs
- 5) Ladders - if possible, both step and extension - ASP is in short supply of good, safe usable ladders
- 6) Tool box (with owner's name clearly marked) containing: (see "**Everyone should have:**")

Everyone should have:

hammer
gloves (work & Latex)
goggles/eye protection
measuring tapes
pencils
nail apron

Items for any job:

rags
plastic
empty 5-gal. buckets
brooms
insect/wasp spray

Items for specific jobs: (ask your Center Director about these)

putty knives (narrow/wide)
utility knives
sandpaper
paint rollers
paint brushes
paint tarp
paint roller extensions
scrapers
pick
shovel
wheelbarrow
cement tools: (edger/trowel/float)
chisels
wrecking bars
crow bars
files

Items at least someone in the workcrew should have:

2-prong electrical adapter
extension cords
circular saw
extra saw blades
sharpened hand saw
screw drivers
pliers

levels
squares
chalk line
staple guns/staples
tin snips
drill
extra bits:
 (cement/wood/metal)
utility knives/blades
saw horses

Individual Packing Suggestions

EVERY VOLUNTEER MUST HAVE A COPY OF THIS DOCUMENT!

General Guidelines: Please remember that you are representing Jesus Christ to the Appalachian community. Your dress needs to be modest, sensitive to the culture, and safe.

Bring enough clothes for the week. Laundry facilities are **NOT** available. Work clothes will get dirty, sweaty, painted and tarred. Pack inexpensive clothing purchased at yard sales or thrift stores and items you would not mind getting really dirty or trashed.

NO VALUABLES, including TV's, stereos, jam boxes, and large amounts of cash. Traveler's checks are recommended. We cannot always ensure the security of the center facilities.

Please do not bring any electronic devices to the work site. This includes cell phones, radios, I-pods, etc. You are there to work and these items have no place at the sites.

Work Clothes: Shirts with sleeves and long pants must be worn at all times at the work site.

DON'T ASK FOR EXCEPTIONS, THIS IS A SAFETY ISSUE! We recommend hard-soled shoes at the work site and tennis shoes when working on a roof. (No flip-flops, sandals or open-toed shoes at the worksite.) Clothing should neither be skin-tight nor baggy.

Leisure Clothes: Pack comfortable, discrete clothing for the center. Shirts must be worn at all times. When leaving the center, walking shorts (these must be modest) and T-shirts are acceptable attire **UNLESS** your group is notified otherwise by your Center Director prior to your arrival.

DO NOT PACK: Sweat pants, short-shorts, shirts ripped out at the seams, half shirts (i.e., no bare midriffs), sleeveless shirts, halter, spaghetti strap, or tank tops, muscle shirts, tight bike pants or shorts or any article of clothing that has bad language or inappropriate logos/slogans (expressing alcohol/beer slogans and/or obscenities, etc.). These types of clothing are either unsafe or inappropriate in the communities or at families' homes. **Men and women:** Do not bring a bikini bathing suit for the picnic and swimming. **Women**, plan to wear a nice one piece or appropriate two-piece suit. **SHORTS SHOULD BE NO MORE THAN 3 INCHES ABOVE THE KNEE.**

Also include:

Bible
personal toiletries: (pack liquids in plastic bags)
 soap/deodorant/
 shampoo/toothbrush/
 toothpaste/etc.
towels & washcloths
showering shoes
sleeping bag/pillow
cot/air mattress; **twin-size**

camping cup/mug for water
work gloves
rain gear
light jacket
hat
swimsuit (no bikinis or Speedos)
insect repellent
sunscreen

Optional items:

personal tools (with name)
songs, musical instruments
devotional material
flashlight
pen and paper
fans
clothesline
coveralls



Medical Information

RESPONSIBILITY for the medical welfare of your volunteers lies with the group leaders. Only in an extreme emergency will a staff person take responsibility for signing a person into an emergency room. Members of the group might take a First-aid course before the trip. (Lots of groups bring their “own” nurse.) Staff will provide information regarding medical facilities accessible to your work site or to the center.

Volunteer Statement and Registration Form 2010 is combined form taking the place of 2 previous forms. In signing, participating adults and parents or guardians of participating youth, release ASP of any and all liability due to accidents and mishaps. **NO PERSON, YOUTH OR ADULT, WILL BE ALLOWED TO GO TO ANY WORKSITE OR PARTICIPATE IN ANY ASP ACTIVITY WITHOUT HAVING ONE OF THESE FORMS COMPLETED. MUST BE NOTARIZED FOR BOTH YOUTH AND ADULTS.** Duplicate this form: one copy for the center staff on Sunday and the other remains in the vehicle of the work crew to which the volunteer belongs in case of emergency.

Every volunteer should be adequately covered by both accident and medical **INSURANCE**. Many times short-term medical/accident insurance policy can be taken out by the church on the whole group for the trip. Your Conference Council on Ministries or church’s judicatory body may be able to tell you about the insurance coverage available to your group. ASP may know of such policies.

The United Methodist General Board of Global Ministries has an insurance provider of short-term insurance for folks without –applicable only during the time of their service project at a cost of \$.75 per day with a deductible of \$250. This is only for projects that are under the aegis of the GBGM and have an advance special number. ASP’s Advance Special number is: **982050-1**. This is a great way to cover your volunteers that don’t have medical insurance coverage!
<http://gbgm-umc.org/vim/insuform-adobe.pdf>.

If group insurance is not available or economically feasible, then the participants will have to be covered by their individual or family insurance. **THE APPALACHIA SERVICE PROJECT DOES NOT COVER ACCIDENT OR MEDICAL EMERGENCY EXPENSES.** The contact person or a group leader to make a list of the policy numbers and insurance carriers of each individual or the group as a whole; this could be carried with the group to the center. Hospitals and doctors usually expect to have these at the time their services are rendered.

Current tetanus vaccinations are recommended. Each youth and adult should consult his or her doctor or health center on this point.

If anyone in your group has any special health problems or conditions, make sure all adult leaders know. Inform the ASP staff of these conditions upon arrival on Sunday night and list them on the **Volunteer Statement and Registration Form 2010** form.

Forgotten/Unsigned "Statement of Activities Release Registration" Form

NO VOLUNTEER WILL BE ALLOWED TO PARTICIPATE IN ANY ASP ACTIVITY WITHOUT A SIGNED "Statement of Activities Release Registration 2010." NO EXCEPTIONS! (We've condensed the two forms into 1.)

If a volunteer arrives at the center without a signed form and is ***18 years of age or older***, they must read and sign a Statement of Activities Release Registration Form before they can participate in any of the ASP's activities. Center staff will have blank forms. The originals of this form must be kept in your vehicles and copies given to staff your arrival at the center!

If a volunteer arrives at the center without a signed Statement of Activities Release Registration Form and is ***under 18 years of age***, the following must be done.

To be done immediately:

1. The parent or guardian must be contacted so that verbal permission can be given over the phone.
2. An adult, preferably the main contact person or an adult who knows the parent or guardian, should **read the entire form to the parent or guardian**.
3. The onsite adult then signs the form attesting that the parent or guardian agrees.
4. An ASP staff person must hear the parent or guardian (1) agree to the release form and (2) give the adult present at the center the permission to sign the form for them.
5. The ASP staff person also signs the release form, as a witness to the agreement.

To be received by the next day:

1. Signed copies must be sent overnight to the center or faxed either to the center or to the Johnson City office. Your church should keep extra blank copies.
2. If blank forms are available at the home church, the parent/guardian must sign and send immediately to the center (overnight). If blank forms are not available at the home church, the parent or guardian should write down the complete release form as the adult present at the center reads the information to them or one can be faxed from the Johnson City office or the center.

The group or individual will be responsible for the long distance phone call.

If the parent or guardian can not be reached, the youth volunteer must stay at the center with proper adult supervision from the group. This means that **two people from your group** must remain at the center until the form is received. If the volunteer or parent or guardian of the

volunteer chooses not to sign the release form, the volunteer must return home immediately at the expense of the group.

3- Ss Sensitivity, Safety, Stewardship

Give a copy of this to every volunteer in your group!

Sensitivity

1. Follow the dress code outlined in ASP's *Expectations, Rules, and Regulations*.
2. Take time to meet and talk with your family before unloading.
3. Ask the family for ideas and advice; encourage them to join in the work, if they are able.
4. Keep reactions to yourself that might hurt or insult the family. Use positive language that won't alarm the family, using terms such as "repair" or "replace" rather than "tear out" or "gut" to help minimize the family's stress level. If you must talk about something sensitive, "take it to the van" or talk about it with your crew on the way back to center.
5. Be sensitive to the family's need for space and privacy. Ask before venturing into new areas of the home. **Remember, you are a guest.**
6. Ask permission from the family prior to taking any photos on the worksite. We suggest that you don't take any photos on Monday morning and that photos taken earlier in the week are of your work crew. If you'd like to take pictures of the family, please wait until a relationship has been established. Video cameras are not permitted.
7. Eat lunch at your site to develop relationships. Pack sandwiches to share with your family.
8. Place drop cloths on the family's belongings before you start work in a room. Each day put things back the way you found them before you leave. Treat them with respect!
9. Do not mention your family's name out in the county; help maintain their privacy. If people ask where you're working, you might say...

"All over the county."
"So many different places."
"We are working at a variety of homes in the county."
10. Please ask smokers to be aware of designated smoking areas at the center and to use them. Do not smoke on the work sites. Ask smokers to walk away from the sites, and not smoke in the homes (even if your family has members that smoke.)



Safety

1. Only adults ages 18 and older will be allowed to check out power tools at the center. While ASP recognizes that the use of power tools can be a valuable and empowering experience, because of liability we ask that only volunteers ages 18 and older use such tools. If volunteers under 18 use power tools, they must be used under the direct supervision of the adult group leader who is ultimately responsible for the safety of his/her volunteers.
2. Use power tools safely. **Always** unplug them when not in use.
3. Take breaks throughout the day and drink lots of water.
4. Use ladders safely and take them down when not in use.
5. Beware of snakes, ticks, bees, and other creatures.

6. Please don't goof around at the work site. This is when accidents happen and this may also be insensitive to the family.
7. Put First-aid kit and your volunteers' Registration/Medical Forms and Statement of Activities release forms in each vehicle.
8. Drive cautiously and be aware of curves and coal trucks.
9. Wear hard hats, goggles, and work gloves, as needed for the job.
10. Do not leave people at a work site without a vehicle. **If one person needs to leave for any reason, everyone leaves if there is only one vehicle at the site.**
11. When roofing, always have at least one driver on the ground in the event of an emergency.
12. Be sure to leave the worksite safe for the family.
13. Notify the staff of any unsafe working conditions, as soon as possible.
14. Everyone should read and follow *ASP's Safety Manual*.
15. Group Leaders are ultimately responsible for the safety of their youth.



Stewardship

1. No paint, mud, water, or staple fights (or anything else imaginable). Maintain sensitivity to the family you are serving.
2. Plan ahead to use materials in the most economical way. **Measure twice, cut once.**
3. Ask the staff before agreeing to do anything not previously discussed.
4. Clean tools everyday, including mud knives and paint brushes. Be careful not to contaminate the family's water source.
5. Use the right tool for the job.
6. Do not take more food than you can eat.
7. Conserve water; take short showers.
8. Complete your chores thoroughly.
9. Turn off lights, air conditioners and fans when nobody will be in the room, such as when leaving for the worksite in the morning.
10. Recycle if facilities are available in the county.

Guidelines for Writing about ASP

Your ASP experience can be shared by writing advance and follow-up stories or articles for local and/or school newspapers, church and/or denomination publications, and websites—even school reports! Sample advance and follow-up news releases follow—check them out, but use your own creativity too!

Write from a positive perspective. Negativity damages integrity, respect, and personal dignity.

Stories/articles/news releases/reports should NOT include:

- ◆ Names or pictures of the families your group served.
- ◆ Personal information about these families or other people in the community.
- ◆ Area and people stereotypes. Generalizations must be fact-based.
- ◆ Details about the facility where you stayed (unless positive).

ADVANCE stories/articles/news releases (see next page) might include:

- ◆ Name of your church and group.
- ◆ Dates and location (county and state) you're scheduled to serve at ASP.

- ◆ Number of volunteers planning to serve.
- ◆ ASP's theme for the year and its meaning.
- ◆ Plans for the week—home repair, devotionals, programs, other activities.
- ◆ How ASP operates—refer to ASP materials or call the Johnson City office.
- ◆ How your group plans to prepare for your ASP experience.
- ◆ Include a picture of your group preparing for ASP.

FOLLOW-UP stories/articles/news releases (see page after next) might include:

- ◆ Name of your church and group.
- ◆ Dates and location of your ASP service.
- ◆ Number of volunteers that served.
- ◆ ASP's theme for the year and what it came to mean to your group as you served.
- ◆ The work your group accomplished (i.e., re-roofing, built a porch, etc.).
- ◆ The week's program and activities in which your group was involved.
- ◆ Volunteer statements about the ASP experience—the effect on their lives and on the lives of families served.
- ◆ Any plans you have to continue serving others as you return home.
- ◆ Include a picture of your group at ASP.

Reporters may not follow ASP guidelines, so proceed cautiously with media interviews unless you know and trust the reporter. Writing your own articles is usually best.

Longer feature articles and reports may appropriately include research on poverty issues, Appalachian history and culture, regional current events, church mission work, etc.

After your writing is finished/published, please share a copy with the ASP office.