

# ***Registration Information FAQ Westborough ASP 2019***

## ***What's the difference between Appalachia Service Project and Westborough ASP?***

Appalachia Service Project (ASP) is a Home Repair Ministry headquartered in Johnson City, TN. It brings thousands of volunteers from around the country to rural Central Appalachia to repair homes for low-income families. It makes homes warmer, safer, and drier for families and provides transformational service experiences for volunteers.

ASP was founded in 1969 by the Rev. Glenn “Tex” Evans, connecting the energy of youth with the deep needs of the poor. Since then, 393,643 volunteers have repaired 17,866 homes, and in the process, Appalachian families, volunteers, and staff have been immeasurably blessed. Over 16,000 volunteers participate in ASP each year.

By transforming faith into ASP service, volunteers respond to a specific need: housing. By putting aside their own needs and desires, ASP volunteers free themselves to share talent, love, and concern with the people of Appalachia and with one another. More important than construction know-how is a willingness to enter the communities and homes of Central Appalachia with sensitivity, concern, and love — accepting people right where they are and just the way they are.

Westborough ASP is a group sponsored by First United Methodist Church and St Luke’s Parish, both of Westborough, MA, which organizes teams of local volunteers to participate in ASP. The group began in 1990, and currently organizes two trips a year – a summer youth trip and a fall adult trip.

This packet is about the youth trip. More information can be found about both groups at their respective websites: [www.asphome.org](http://www.asphome.org) (ASP) and [www.westboroughasp.org](http://www.westboroughasp.org) (Westborough ASP).

## ***Who can participate?***

The Westborough Youth ASP program is open to high school youth in 9th grade and above during the 2018-19 school year. We also have spots for Leaders In Training (LITs: graduated high school in 2018 through age 21) and Group Leaders (GLs: 22 and over). Construction experience is extremely helpful, but not a requirement as long as you are willing to pitch in and learn on the job.

Our program depends on caring, committed GLs to organize, transport, train, and lead our youth. If you know someone who would be a good GL, please let Jonathan know: [asp@firstumchurch.com](mailto:asp@firstumchurch.com).

## ***What kind of projects do we do?***

Volunteers work in crews of 6-7 people on a variety of different projects, including tasks such as strengthening foundations, patching floors, fixing roofs, building walls, repairing stairs, digging drainage channels, installing sheetrock, insulating, painting, and installing siding. No matter how much building experience you have, we will match your skill level to an appropriate project.

## ***When and where do we go?***

We know the dates of our trip: **July 13-21, 2019**. Our group may be assigned to the Appalachian portions of any of 5 states: Virginia, West Virginia, Kentucky, Tennessee, or North Carolina. During our time there, we will stay in an ASP Summer Center, generally set up in a school or community center building, sleeping on floors and eating in the cafeteria. Because our group is so large, we expect to be split across two locations.

## ***What does our week look like?***

### **Departure Day (Saturday)**

5:30 am Arrive at FUMC lot; Announcements, prayer, pictures, last-minute loading  
6 am-6 pm Drive. Arrive at church on the route to stay overnight  
6 pm Dinner, evening program, organizing  
11 pm Lights Out

### **Arrival Day (Sunday)**

6:30 am Wakeup  
6:30-8 am Cleanup, pack, morning worship  
8 am-2:30 pm Drive  
2:30-5 pm Arrive at your center; register; meet other groups.  
5-5:30 pm Staff introductions; review center rules, expectations, daily schedule, community information, center chores, etc.  
6 pm Dinner  
7 pm Prepare vans for work week, representatives visit project sites  
11 pm Lights Out; rest for a big day tomorrow

### **Work Days (Mon-Fri)**

7 am Rise and shine  
7:30-8:30 am Devotions, breakfast, make lunch, load supplies  
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 (fellowship, reflection, sharing, singing, playing, sometimes a guest speaker such as a local musician or artist); free time  
10:30-11 pm Wind Down and Quiet Time; reflect on the day and settle in for a well-deserved sleep  
11 pm Lights Out

### **Departure Day (Saturday)**

7 am Pack, center clean-up, and good-byes.  
8 am-5 pm Drive. Arrive at church on route to stay overnight  
6 pm Dinner, evening program with reflections and debrief of the week's experiences  
11 pm Lights Out

### **Arrival Day (Sunday)**

7:00 am Wakeup  
7-8 am Cleanup, pack, morning worship  
8 am – 4 pm Drive  
4-5 pm Unpack and clean out vans. Put things away. Go home!

## ***What expectations does ASP have of volunteers?***

We expect that our volunteers will focus on meeting the needs of those they have come to serve, and support their fellow workers who are trying to do the same.

The one need that we know that the families we work for will have is home repair. However, other needs that all people have include respect and sensitivity. The people we serve are important to God, and we strive to treat them as such. For some, knowing that someone else cares about them is just as important as the repairs.

Our ASP group takes youth volunteers away from home for a week, and puts them in an Appalachian community, working in people's homes. Supervision is provided by the ASP Group Leaders (GLs), who are adult volunteers traveling as part of our group, and by the ASP Staff, who work fulltime for ASP, and run the center locations where we will stay and organize the work projects. In order to work effectively and safely, we expect youth volunteers to follow rules and guidelines set by that leadership.

The general ASP rules are attached to this document. They are not negotiable, so please make sure you understand what you are signing up for. People have been removed from the trip for failing to live up to them. Group leaders and staff may create additional rules as necessary to address the situations we find ourselves in. All ASP rules (including the dress code!) apply throughout all the fundraising and training sessions and travel days, not just the work week itself.

Remember that we go into people's homes as representatives of ASP, First UMC, and St Luke's Parish. We are accountable to them both for our behavior and for our use of the materials and resources they have entrusted to us. We acknowledge that we are sent forth by them and have an obligation to report back to them on our week.

Volunteers are asked to signify their acceptance of these expectations through filling out and signing our Volunteer Covenant as part of the registration process.

## ***Besides fundraising, what do we have to do to get ready?***

Youth are expected to attend 3 program meetings, and a weekend retreat. These are not yet scheduled for this year, but a rough calendar outline is below. All of the events are designed to pass on essential information about the trip, set expectations, teach skills, get people thinking and praying about their week of service, and get the group (including the leadership) used to working together and making things run smoothly. Returning volunteers will help communicate information to those who are new. Participation in all events or suitable makeups is mandatory for youth volunteers. Some exceptions may be made for LITs who attend college remotely.

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### **PROGRAM MEETINGS**

<b><i>November Kickoff Meeting (including parents!)</i></b>	<b><i>Nov 4, 2018 2 – 4 pm</i></b>
<b><i>March Program Meeting</i></b>	<b><i>March 15, 2019</i></b>
<b><i>May Prep Retreat Weekend</i></b>	<b><i>May 10-12, 2019</i></b>
<b><i>Final Meeting</i></b>	<b><i>TBD (June/July)</i></b>

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## ***How much does it cost, and how do we pay for it?***

One of the primary activities of the ASP group between signup and the actual trip is fundraising. Part of having a prepared ready-to-go group is being able to cover all our expenses. While there are certainly more expensive ways to spend a week's vacation, an ASP trip is still not cheap. Last year's youth group spent around \$730 per person on materials, room and board, travel meals, van rental, gas, and training, totaling 108,948 for 141 people.

This year's expense budget is estimated at \$732 per person. Given that there are 2 adults per 5 youth in a crew, this works out to **\$1025 per youth**. Once we fundraise enough to cover our budget, extra funds can be used for more construction materials, special items such as windows, water heaters, etc.

**Our policy has always been** that we raise money as a team, through a variety of fundraisers. This has many benefits: it gives us practice working together as a team; it provides fundraising opportunities to those who cannot just write a check for the cost; it gets us out as a group in front of our churches and community; and it requires people to be serious about their commitment of time and energy long before the actual trip. We remain committed to group fundraising for all of these reasons.

We have set minimum requirements for all participants, for both individual dollar amounts raised and hours spent in group fundraising activities. The minimum fundraising targets for this year are \$560 and 12 hours per youth. The LITs only need 6 hours, but will have additional responsibilities during the trip. ***Note that the minimum per youth requirement remains well below (just over half of) what we actually need to fund the trip!*** We depend on everyone to fully participate and raise what they can.

When youth participate in fundraisers where individuals donate money or items, or get personal sponsorships from family or friends, we credit funds directly to the youth who brought them in. For events that we work on as a group, we divide the net money raised by the number of participants, according to the time spent. Hours are not credited for the individual time looking for sponsors, asking family and friends for direct contributions, etc. Specific handling will be published for each event. We also need parent's help, and parent participation can fulfill up to 4 hours of a youth's 12.

We have 2 checkpoints during the year, to make sure people stay on track with fundraising. These mirror the deposits that ASP requires from us and we have found intermediate checkpoints to be very useful in helping people to think through their level of commitment and make hard decisions about their ability to participate, possibly opening up space sooner for others who are able to commit fully. ***Anyone on the confirmed list who misses these deadlines will be moved to the end of the waitlist, and the person at the top of the waitlist offered their spot.***

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### **FUNDRAISING CHECKPOINTS**

***All youth and LIT volunteers must reach \$50 by Jan 6, 2019.***

***All youth volunteers must reach \$280 (including the initial \$50) by March 17, 2019.***

***The balance of the minimum \$560 and 12 hours are required by June 22, 2019.***

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It is not our intent to create a bunch of paperwork or a lot of pressure. Fundraising can be fun and a great chance to get to know people. But with the large group we need a way to maintain a level of accountability and workload balance among our many members, and to move folks through the process of discovering if they are committed to the level of participation required to enjoy this unique mission experience.

## ***Why do we have a Waitlist? How is it formed?***

Our goal is to make the trip possible for everyone who would like to participate and to maximize the work we are able to do for ASP families. Ultimately, however, the size of the group we can actually take is based on the number of committed adult Group Leaders we have, the size of the organization we can capably manage, and the amount of money we are able to raise. We will not commit to a bigger group than we feel we can lead and equip safely and effectively.

We also know that for various reasons, youth will sign up but not be able to participate by the time of the trip. To account for this natural attrition, we always start the year with a waitlist. We do our best to plan the waitlist size (subject to the limitations above) so that it will drain completely. In only one year (2011) have we still had people on the waitlist at the time of the trip.

The initial ***confirmed list*** is formed once the signup deadline is reached. We start with the ***initial pool*** of youth who are signed up by the deadline. This includes ***everyone who has completed their registration online***. We do not register people on a first-come, first-serve basis.

The initial pool is then prioritized in this order:

1. Youth having a family member who is a committed Group Leader. (If we have excess GLs, GLs will be placed on a waitlist according to the same process as youth.)
2. Returning youth (see below for explanation on this)
3. Youth waitlisted or fulfilled all requirements last year but were unable to attend
4. New youth

Within each of the above categories, the youth are ordered by grade. For people who tie within a category/grade, the order is chosen randomly.

Youth from the initial pool beyond the committed group size are placed on an ordered **waitlist**. The waitlist will be published before the November kickoff meeting. Anyone who signs up after the registration deadline is placed at the end of the waitlist at the time of signup.

## ***How do I move off the waitlist?***

Youth will move to the confirmed list as spots open up due to other youth dropping out of the program or failing to meet their program and fundraising commitments. If someone on the confirmed list is not in good standing when a checkpoint is reached, they will be dropped to the bottom of the waitlist and another youth will be moved up to take the spot.

If you are on the waitlist, it is up to you how much you participate. All fundraising deadlines will be suspended unless and until you are officially confirmed as an attendee on this year's trip. However, when/if you are moved to the confirmed list, you will still be responsible for completing all requirements prior to the trip, so you don't want to get too far behind.

## ***Why do we give priority to returning youth instead of new youth?***

ASP impacts everyone who participates – families served, youth volunteers, group leaders, staff members – in unique and special ways, and every trip is different for every participant. A younger youth may discover working with their hands or their ability to help someone for the first time, while young adults (Leaders In Training - LITs) may learn how to lead and how to facilitate someone else's experience. ASP has many things to teach that take more than a week to learn (or at least to internalize). Speaking for me (Jonathan) personally, ASP has not become less important to me over the 30+ years that I have participated, and I would be a much different person had I stopped being part of it after 12<sup>th</sup> grade.

That said, our group actually depends on having a large number of repeat participants. While we put a lot of effort into training and preparation of the group, the fact remains that there is a limit to how much information we can transmit prior to the trip, and we intentionally use the accumulated experience of our group to bring new people up to speed and set expectations through example. Older students are often much more relevant role models for high school youth than adults. We have intentionally cultivated an ASP community that extends beyond the boundaries of a single year's group, and maintains continuity over time.

While each year the confirmed list tends to be dominated by returners at its initial publication, the final effect in practice has not been so dramatic. Things clear out over time. We consistently end up with 40-50% first timers in the final group, which seems to be a good range for our program.

## ***What happens to money I raise if I don't go on the trip?***

The money we raise is the money required to fund the trip for the group. Many of our expenses are not strictly per person (dropping 1 volunteer doesn't allow us to not rent a van) and/or are incurred well before the trip (we pay per-person ASP deposits in November and March). Furthermore, contributions to the program are charitable donations to the ASP program, not to individuals. We cannot refund money if someone drops out. We would encourage people who participate in fundraisers but are unable to go on the trip to consider that, even though they cannot attend, they have made a difference in the ongoing effort to eradicating substandard housing in Appalachia.

In the event that we do not clear the waitlist by the time of the trip, we will roll over "credit" for funds raised to next year for those youth started on the waitlist and never got off, and are otherwise in good standing. These youth will also be given priority for next year's trip.

## ***Why do you need 6 digits of my Social Security Number?***

ASP, First UMC, and St Luke's are all committed to the safety of both our ASP volunteers and the families we work for. Our group's policy is that everyone who works with children must pass a Massachusetts Criminal Offender Record Information (CORI) background check. Since we will all be living and working together for a week, and will not know until we arrive in Appalachia what families we may be working for, it is necessary for our entire group to undergo this check, both adults and youth, regardless of age. The last 6 digits of your Social Security Number, your birthdate and full legal name are required to perform this background check.

## ***Why do you need the right to use my picture?***

Our ASP group is commissioned and sent forth every year by FUMC and St Luke's, and we travel as their representatives. We have many family and individual supporters outside those churches as well. To keep them in touch with what we do every year, we create slideshows, bulletin boards, and social media albums showing our group in action, both during our week of service and during fundraising and training events. ASP also uses pictures of volunteers to publicize its work. Pictures will not be used for any other purpose.

We are also asking for a picture of each volunteer as part of the registration process. This is simply to aid the process of leadership getting to know the youth in our large group.

## ***What is the role of non-GL parents in our ASP program?***

We need parent participation in many ways. First, your children need your support and encouragement as they take on a major project. As this document outlines, we are asking participants to make a big commitment, and they may need your help planning to attend meetings, meeting fundraising deadlines, packing, etc. ASP encourages youth to take responsibility, so we're not asking you to do these things for them, just help them make sure they get done.

Many of our fundraisers can benefit from parental participation. Those will be marked when we send out the signups. We will be especially looking for parents to help plan the annual ASP Gala event, and to help pick up and drop off rental vans around the trip itself. Parent participation can fulfill up to 4 hours towards their child's 12-hour participation requirement.

## ***Can I participate if I have food allergies, physical impediments or other special restrictions?***

If you have food allergies or special dietary considerations, **please review the food policy** posted with the registration materials before registering. If you have physical, medical or other restrictions, please email us directly. We can accommodate some, but not all, restrictions due to the nature of the program.

## ***So you think you wanna go to ASP?***

I hope all that didn't scare you off. I know it sounds like a lot. But, as with everything else related to ASP, if we decide to work hard, remind ourselves why we're doing all this and decide to have fun with it, we'll have a good time. And, we'll reach Appalachia with the most prepared, cohesive, well-funded, ready-to-hit-the-ground running group possible.

So, you still wanna go? Think about it. Pray about it. Talk to someone who's been before. Look at our Facebook page ([www.facebook.com/WestboroughASP](http://www.facebook.com/WestboroughASP)). Look at our website ([www.westboroughASP.org](http://www.westboroughASP.org)) and ASP's website ([www.asphome.org](http://www.asphome.org)). Ask questions ([asp@firstumchurch.com](mailto:asp@firstumchurch.com)).

Finally, if you're ready, register via the Westborough ASP website by October 14<sup>th</sup> to be placed in the initial pool of applicants. <http://www.westboroughasp.org/volunteers.html>

*- Jonathan & the ASP Group Leader Team*