

# VOLUNTEER EXPECTATIONS, RULES AND REGULATIONS

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**When volunteers sign the Volunteer Statement and Registration form along with the Covenant Sheet, they confirm their agreement to abide by the Expectations, Rules and Regulations of ASP. ASP staff reserves the right to terminate the participation of any individual or group that does not follow these guidelines.**

- The ASP staff has overall responsibility for all activities (at the center and worksites).
- The Center staff will inform you of Center or community-specific guidelines.
- **Group leaders (19 yrs +) are responsible for their youth volunteers at all times. This includes enforcing all ASP rules and regulations with their youth. ASP staff will intervene ONLY when necessary.**
- All volunteers (youth and adults) are expected to participate in the programs, including: meals, chores, meetings, evening gatherings, etc.
- Volunteers assist in Center clean up, tool and supply organization, after meal clean up, loading or unloading of building materials and other chores.
- Everyone is expected to act responsibly and respectfully within the community.
- **ASP's Summer Program is for youth ages 14 and older. Note: 13 year-old volunteers may participate if they have completed the 8<sup>th</sup> grade.**
- **PLEASE NOTE: No infants, toddlers, or any youth under the age of 13 are permitted on an ASP trip.**
- Possession or use of illegal drugs or alcohol is strictly forbidden! Violators will be asked to return home immediately at their own expense.
- Smoking or use of tobacco products is prohibited inside all ASP Centers. A designated area may be identified outside. Use of tobacco is discouraged at the work site. Underage youth are not permitted to smoke anywhere!
- Weapons (or replicas) are not permitted.
- Always travel in groups of two or more persons when away from the center.
- Audio equipment is prohibited at the work site and the Center, unless you first consult with your Center Staff.
- Harassment of ANY kind will not be tolerated. If you feel that you have been affected by harassing behavior at ASP, follow the reporting procedures: **1.** Tell a responsible Group Leader within your group. **2.** If you do not feel comfortable confiding in a Group Leader, report to the staff. **3.** If needed, staff supervisor contact information is available at the Center, or you can email: [incident@asphome.org](mailto:incident@asphome.org).

## WORKSITE RELATED

- Working hours are from 8:30 a.m.–4:30 p.m. **EACH DAY. Implement a buddy system so that no volunteer is left in the position of being alone.** If you leave the work site, all crew members must leave in their vehicle. **Never leave youth volunteers unattended at the worksite.**
- Lunch is to be eaten at the work site. We encourage you to bring extra sandwiches for the family you are serving.

- Work crews are composed of 7 people (ideally 5 youth and 2 adults (19 yrs +). Extra adults may be used as floating volunteers.
- **Work attire: Shirts with sleeves, long pants, and sturdy shoes must be worn at the work site. Sweat pants or scrub pants are not considered appropriate for the work site.**
- Each work crew must have a suitable vehicle capable of safely transporting 7 people, tools, equipment, building supplies, etc.
- Seatbelts must be worn at all times when traveling.
- No participant is permitted to ride in the back of a pickup truck.
- Notarized Medical Forms for each volunteer should be kept in the vehicle in which he or she is currently traveling.
- Use tools, supplies and resources responsibly; for their intended purposes.
- Nail guns are prohibited in the Youth Program.
- Only adults age 19 and older may check out power tools. All volunteers who operate power tools must be trained at home. Youth must always be supervised when using these tools.
- Safety and sensitivity to your family should always be a top priority.
- Ask permission from the family prior to taking any photos on the worksite.
- Recording with video equipment is strictly prohibited at the worksite.
- Volunteers are encouraged to invite families to the picnic as your guests. Try to coordinate transportation and assist with any parking or swimming fees.

## CENTER RELATED

- **Center attire:** Shirts must be worn at all times. When leaving the Center grounds, shorts of finger-tip length will be acceptable attire. **Not appropriate attire at any time:** halter, spaghetti-strap, or tank tops, sports bras worn as an outer garment, sleeveless shirts, or any clothing expressing political affiliation, alcohol/beer slogans and/or obscenities. Appropriate clothing must be worn at all times including to and from the showers and after “lights out.”
- No infants, toddlers, or any youth under the age of 13 are permitted at the Center.
- No pets are permitted at the Center.
- ASP abides by the “Safe Sanctuaries” guidelines.
  - Adults (19 yrs +) and youth will have separate showering times.
  - No females are permitted in the males’ sleeping area. Males are not permitted in the females’ sleeping area at any time.
  - In sleeping rooms there must be at least 2 adults of the same gender as youth. These adults will sleep away from youth if possible.
- A strict 10:30 p.m. quiet time and 11:00 p.m. lights out applies to all.