

Westborough ASP Guidelines

General Rules

- Group leaders are responsible for their youth volunteers at all times. This includes enforcing all ASP rules and regulations with their youth.
- All volunteers (youth and adults) are expected to participate fully in the program, including all workdays, meetings, and morning gatherings.
- Volunteers assist in clean up, tool and supply organization, loading or unloading of building materials and other chores.
- Everyone is expected to act responsibly and respectfully within the community.
- 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.
- Audio equipment is prohibited at the work site.
- Vehicles must have seat belts for all passengers, and they must be worn. If a vehicle leaves the worksite for any reason, all crew members riding in that vehicle must go with it. There must always be sufficient transportation on site for all crew members on site. Never leave youth volunteers unattended at the worksite.
- No participant is permitted to ride in the back of a pickup truck.
- 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.
- Shirts must be worn at all times.
- 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.
- A single group leader should never be alone with a youth who is not a family member. There must always be a 3rd person present for everyone's protection.
- Possession or use of illegal drugs or alcohol during an ASP event or workday, even by those of legal age, is forbidden.
- Weapons (or replicas) are not permitted.

Medical Information

Westborough ASP does not maintain medical insurance coverage on volunteers. It is the responsibility of every volunteer to make sure they have appropriate coverage.

By July, we hope and expect that the bulk of our group, both adults and youth, will be vaccinated against COVID. But we still expect it to be present in our community, and so will be implementing the following rules this year:

- Everyone must perform a wellness checkin at the beginning of every day on the volunteer portal.
- In-person meetings/gatherings will be held outside with social distancing and masks, based on the current CDC guidance at that time.
- On car rides, everyone wears masks, middle seats are kept vacant, and windows are preferably open.
- All work projects will be outside. Everyone must have a mask and wear it as directed by the then-current CDC guidance for masks and distancing.

An up-to-date tetanus vaccination is also strongly recommended.

Medical information collected during the registration process is to be used only for the purpose of keeping volunteers safe and to enable medical treatment in an emergency. It may be necessary to share it with group leaders or medical professionals to fulfill these goals.

Harassment

One of ASP's core values is acceptance. As Tex Evans said, "We accept people right where they are, just the way they are." The Westborough ASP program strives to produce an environment where everyone who is willing to answer the call to service is supported and encouraged in so doing, and where we celebrate what we are able to accomplish together. That means that harassment of any individual, for any reason (including, but not limited to: gender, age, ethnicity, sexual orientation, birthplace, choice of school, or construction skill level) is not acceptable, and in fact is inconsistent with our mission of sharing God's love within our group and the larger community.

Harassment is behavior that is unwelcome and offensive to the person or persons that it is targeted towards. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive nature, obscene gestures, sexual propositions, or jokes at someone else's expense. Just don't do it. Remember that harassment is in the eye of the person being harassed, so think of things from their point of view.

If you feel you are a victim of harassment of any form, by any person (volunteer, staff, family member) begin by telling the person clearly – "That makes me uncomfortable. Please stop." If that does not resolve the problem, report it to a Group Leader or Steering Committee member, and keep reporting it until the issue is addressed. Possible remedies include changing crew assignments to remove someone from a bad situation or sending the harasser home. If you observe harassing conduct in someone else, please report that as well. We can't fix it if we don't know about it. Nobody is required to remain in a situation that they do not feel safe or comfortable in.

It is everyone's responsibility to create the supporting trusting environment that we would all like to serve in.

Cell Phone Usage

Cell phones are both wonderful and horrible. They keep us connected but they also distract. And these days, they do a lot more than just make phone calls. We strive for a balance that allows us some use of our devices while at the same time allowing us to be present with those we are working with and serving.

On the worksite, we expect there to be no calling or texting, barring emergency use or coordination between group leaders and staff. (This includes by GLs!)

We recognize that people commonly use phones as cameras, and that is ok if the phone is kept on airplane mode. Since cameras are not to be used on site before Wednesday (and then only with permission of the family you are working for) there is no need for youth phones to even come out of the vehicles Monday or Tuesday. When you do use them, please be sensitive to possible concerns – we're not taking before and after pictures or documenting someone's living situation. We're taking pictures of new friends and our group in action.

A couple of the great things about ASP are the way it brings people together that might not otherwise have even gotten to know each other, and the chance to be immersed in a different way of life for a week. We want those to continue. So put the phone away!