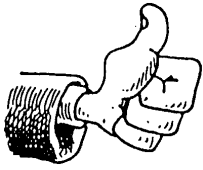


# Expectations, Rules, and Regulations



ASP is a home repair/home building ministry and all activity and energies should be focused to this end. You have made a commitment to the Appalachia Service Project, and on the basis of that commitment we have committed to the housing needs in our service counties. We expect all volunteers to participate fully in each aspect of the ASP. **These Expectations, Rules, and Regulations apply to all ASP volunteers.**

## The Appalachia Service

Project **staff has overall responsibility** for all activities. Directions given by the Center staff are to be strictly observed.

**Adult leaders are responsible** for the safety and conduct of their youth volunteers at all times (at center, work site, or community) while your group participates with ASP. This includes the enforcement of the rules and regulations of ASP by your youth.

**The summer youth program is designed for senior high youth (ages 14 and older AND having completed the 8th grade). Do not bring junior high students. Adults, please do not bring your children if they are younger than 14 years old. At no time are young children allowed! If your adult leaders have young children, make sure they leave them home with appropriate child care.**

Everyone is **expected to act responsibly** the entire time they are in the ASP community. For those coming from outside the region, you will be an obvious outsider in a small town and your every action will be seen. There might be occasions when you will have to modify your lifestyle or habits so as not to be offensive to the Appalachian culture or tradition.

Please use tools, supplies and materials, and other resources responsibly. No fights with staple guns or other tools at the work site. In addition, paint, tar, and other materials have specific purposes – and are not toys for volunteers. Be sure they are used only for those purposes.

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 part of the ASP experience, because of liability we ask that only volunteers aged 18 and older use such tools. If volunteers under age 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 or her volunteers. Please be

sure that all volunteers that you plan to operate electrical power tools have been trained prior to your trip.

Always keep the safety of others as a priority, as well as being sensitive to the family you are serving. If a family requests that you stop an activity, please respect their wishes.

Possession or use of illegal **drugs or alcohol is strictly forbidden!** Violators will be asked to return home immediately at your group's expense.

The center staff will inform you of **center or community guidelines** prior to your arrival.

**Smoking or use of tobacco products is prohibited in any school facility or ASP facility (this may include the grounds of some centers).** If needed, a designated area will be identified. Use of tobacco products is discouraged at the work site due to sensitivity and the potential of fire hazard. **Underage youth are not permitted to smoke anywhere!**

**No pets are permitted** at the center. If a new pet has been acquired during your stay, arrangements should be made to retrieve the pet on Saturday on your way home.

**To ensure the privacy of all participants, no females are permitted at any time in the males' sleeping area. Likewise, males are not permitted in the females' sleeping area at any time.**

**A strict 10:30 p.m. quiet time and 11:00 p.m. lights out** applies to all volunteers. **Possible exception** will be Friday night, when lights out can be **extended to 12:00 a.m. if not against school policy or a disruption to the community.**

**Center attire** – Because we are a witness to the community into which we've been invited, discretion in clothing must be used at the center and in the community. Shirts must be worn at all times. When leaving the center grounds, shorts of appropriate length will be acceptable attire. The following items are not appropriate attire at any time: **halter, spaghetti-strap, or tank tops,**

**sports bras worn as an outer garment, sleeveless shirts, Spandex clothing, bike pants, or any clothing expressing alcohol/beer slogans and obscenities.**

- ☑ **Work attire** - Shirts, long pants, and sturdy shoes must be worn at the work site. Sweat pants, shorts, scrubs, half shirts, sleeveless shirts, sports bras and halter tops are just **not** acceptable at families' homes.
- ☑ **Since you are visiting an unfamiliar community**, please always travel in groups of two or more persons.
- ☑ **All volunteers (youth and adult) are expected to participate fully** in the programs of ASP, including meals, chores, meetings, evening gatherings, and special events. To keep the center functioning smoothly, volunteers will be asked to assist in center clean up, tool and supply organization, after meal clean up, loading or unloading of building materials.
- ☑ **A work crew consists of 4-7 people (no less than 2 adults in each crew – ages 19 and up).** Groups with 8 participants must be divided into two work crews. This number limitation ensures sensitivity to the families and for maximum efficiency at the work site. However, the eighth person may be a helper to the staff at the center or if highly skilled, could function as a floater/adviser! **Please check with the Volunteer Office before your trip!**
- ☑ **Working hours in the summer are from 8:30 a.m. - 4:30 p.m. EACH DAY.** You have **covenanted to put in a full day of work and to work the entire week!** Any sight seeing or recreational events must be done on either side of your ASP experience (i.e. on the way to ASP or on the way back home). If you must leave the work site during the day, all **crew members must leave** in that vehicle.
- ☑ We expect **lunch to be eaten at the work site.** You may bring extra sandwiches to share with family members. We discourage families from preparing meals for us. Say “no” kindly (Appalachians will go to great lengths to make you welcome and to express their appreciation – even to the point of overextending themselves.) If family members insist on showing their appreciation by preparing lunch, accept their offer if you feel that is the right thing to do. If you have

any questions or concerns please check with your center staff.

- ☑ Due to sensitivity issues and communal living courtesy, **audio equipment (boom boxes, etc.) is strictly prohibited at the work site and at the Center.** Staff persons will be allowed these items, as they have made your center their home for the summer.
- ☑ To ensure sensitivity to the families we serve, taping with **video equipment is strictly prohibited.**
- ☑ When volunteers are working on homes where family members are present, you are encouraged to **invite them to the weekly picnic.** Remember that they will be your guests. As a good host, help coordinate transportation and assist with any parking or swimming fees.
- ☑ For safety reasons, no ASP participant is permitted to ride in the back of any pickup truck at any time during their stay in the ASP community. In addition for traveling safely, each ASP volunteer must have a seat belt in their vehicle. Each state now has a seat belt law. Every time a vehicle leaves the center, every one must be buckled in.
- ☑ **Firearms**, air rifles or pistols, BB guns, replicas of firearms or any kind of weaponry or fireworks **are not permitted.**
- ☑ The Appalachia Service Project **does not condone or tolerate sexual harassment** or abuse in any form.



**When volunteers sign the covenant sheet, they agree to abide by the rules and expectations of ASP. ASP staff reserve the right to terminate the participation of any individual or entire group that does not honor their covenant and does not abide by the rules and expectations of ASP.**