

THESE EXPECTATIONS, RULES, AND REGULATIONS APPLY TO ALL ASP VOLUNTEERS.



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Expectations, Rules, and Regulations Page 1 of 2

- ✓ 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, worksite, or community) while your group participates with ASP. This includes enforcing the rules and regulations of ASP with your youth.
- ✓ ASP's programs are designed for senior high youth (ages 14 and older AND having completed the 8th grade.) **Youth under 14 are not allowed in ASP's Summer Program but may be considered for year-round programs. Adults, please do not bring your children if they are younger than 14 years old. At no time are young children allowed!**
- ✓ *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 observed. 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. Be sure that tools and supplies are used for their intended 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 who plan to operate electrical power tools have been trained prior to your trip.
- ✓ Always keep safety your top 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-specific guidelines* prior to your arrival.
- ✓ *Smoking or use of tobacco products is prohibited in all ASP facilities (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 use tobacco products 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 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 may be **extended, if not against school policy or a disruption to the community, and approved by the Center staff.**
- ✓ **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 *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, including no less than 2 adults ages 19 and up. This is an ASP requirement! While 19 year-olds can be the "second" adult on a crew, you are encouraged to practice the "five-years-older" rule; i.e., young adults should not be given sole responsibility for youth less than 5 years younger.***
 - ✓ *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, an eighth person may be used as a floating volunteer! *Please check with the Volunteer Office before your trip!**
 - ✓ *All adult workers with youth must have undergone a thorough criminal background check, done by the home group. No adult will be allowed to participate without a background check. ASP will do the same for all of its employees.*
 - ✓ ***Working hours are from 8:30 a.m. – 4:30 p.m. EACH DAY. You have committed 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 the vehicle.
 - ✓ ***Groups must provide a suitable vehicle for each work crew.*** Vehicles must be capable of transporting up to 7 people, tools, equipment, building supplies, etc.
 - ✓ *We expect **lunch to be eaten at the work site.** You are encouraged to 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 the Center is their home.*
 - ✓ *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 should have a seat belt in their vehicle. Notarized Registration/Medical Forms for each volunteer should be in the vehicle in which volunteers ride – in the event of a medical emergency.*
 - ✓ ***Firearms, air rifles or pistols, BB guns, replicas of firearms or any kind of weaponry (or replicas) are not permitted.***
 - ✓ ***Appalachia Service Project does not condone or tolerate sexual harassment or abuse in any form.***
 - ✓ *ASP abides by the "Safe Sanctuaries" guidelines. Many of them are listed here. These will also be included in your study packet. Volunteers will also be expected to abide by them as set out by ASP.*
- 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.**