

FORMING WORK CREWS

5-7 people make a work crew for the Adult/College program. Any number in excess of this will be too many. If your total group is not divisible by 5-7 and you have a smaller crew after dividing, you may have 1 smaller crew but it must have **at least 3 people**. Extra persons might qualify as a floating volunteer, but they must have their own vehicle. Highly skilled individuals who have been on ASP projects in the past may also qualify for the Helping Hands program. Link to Helping Hands information as follows: [http://asphome.org/apply to volunteer/helping hands](http://asphome.org/apply%20to%20volunteer/helping%20hands)

Make sure you have as many vehicles as you have work crews.

Each crew will spend the working hours of each day together at their site. Members should plan to stay with that same crew throughout the week. Work crews should be determined before groups arrive at their center. A key aspect of the process leading up to the ASP experience is forming bonds and teams at home before you come to Appalachia!

When forming work crews try to balance females and males on each work crew. Each individual needs to have the opportunity to feel productive. Nobody wants to do the “simple” jobs all day. Working through these roles before the trip can improve your group’s interaction, so all members feel useful to the team.

Have leaders with different types of strengths, as complements to each other in leading their work crews (i.e.: those who understand and embrace community; those with carpentry skills; those with plenty of creativity; those who enjoy a challenge; those capable of enabling the team; those who can help everyone process their experiences).

ASP recommends that each group bring with them leaders with some basic knowledge of carpentry or other building skills to take the crew leader role, although it is not a requirement. You will need at least one crew leader for each group of 5 adult volunteers. Your assigned project will be determined pending your return of the **Construction Information Form** so that we can do our best to match volunteers to work projects based on the skill level of each group. An ASP staff member will deliver any additional materials and supplies to the work sites that cannot be carried in volunteer vehicles.

FLOATING VOLUNTEERS

Purpose: The primary purpose of the floating volunteer is to meet the material delivery needs of a group, or in some cases multiple groups, taking pressure off both work crews *and* ASP staff. Often groups bring a floating volunteer who has construction knowledge so that they can also help guide each crew with advice. We strongly encourage all groups to bring a 'floating volunteer', especially if you have six work crews or more. Floating volunteers can be essential in helping the week run smoothly for your work crews. Please let us know if you plan to have floating volunteers in your group.

Guidelines

1. Floating volunteers are encouraged to offer their assistance with the staff's morning hardware runs. Limit this assistance to 1 or 2 volunteers, as there may be floating volunteers from another group in the same week.
2. After deliveries are made, floating volunteers are encouraged to join a crew from their church to provide help. A floating volunteer is under the supervision of the contact person for that group.
3. The floating volunteer should act with the heart of a servant. This means more than just helping with materials and construction – floating volunteers are encouraged to also help lead their crews in daily devotions, keep people hydrated, focus on safety, resolve conflicts in their groups, and meet any other needs their crews may have.

Rules

1. Each group is limited to 1 pair of floating volunteers per 4 work crews. This pair may work together with a single vehicle.
2. The floating volunteers will pay the standard individual fee.
3. Each pair of floating volunteers must bring a vehicle capable of delivering many materials at least as large as a 4 x 8 sheet of plywood. (i.e., large pick-up trucks, cargo vans, or large trailers, etc.)
4. Floating volunteers participate in all center activities (EGs, group leader meetings, etc.)
5. Floating volunteers may not act in place of the staff. Changes in construction plans must still be discussed ahead of time with the staff. If extra materials are purchased by floating volunteers, they **must be pre-approved; otherwise such expenses cannot be reimbursed**. Also, the floating volunteer should not attempt to track down the staff for non-emergency situations.