

FORMING WORK CREWS

The size of a work crew is 7 people. If your total group is not divisible by 7 and you have a smaller crew after dividing, you may have 1 smaller crew but it must have at least 5 people. Extra persons might qualify as a “floating volunteer.” Highly skilled individuals who have been on ASP projects in the past may also qualify for the “Helping Hands” program. Check with the Volunteer Department about this too. You must have **2 adults per work crew (no less)**. This is an ASP requirement and part of the Safe Sanctuaries policies/guidelines. Make sure you have one vehicle allocated to each work crew.

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 are not formed by combining members from the different groups scheduled at the same center. The whole process leading to the ASP experience is about 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 asks that each group bring with them leaders with some basic knowledge of carpentry or other building skills to take the crew leader role. You will need at least one crew leader for each group of 7 volunteers. The job sites will be determined based upon the information that you provide on the Construction Information Form (CIF). We must have this info in order to best match volunteers to work projects. An ASP staff member will deliver materials and supplies to the work sites.

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.

