

Your group can participate in the service aspect of ASP@Home—whether you are a complete beginner at construction, have done repairs on your own home, or are a general contractor! Use this guide to make your service project as easy as possible based on the skills and experience of your group members. Choose the option that works best for your group and don't hesitate to reach out to the ASP team if you have any questions or would like to talk through your options. You can reach us at (423) 854-8800 or ASPatHome@ASPhome.org.

Step 1 | Choose a service opportunity

Select a service project that fits the unique needs of your group.

Service opportunities you might consider:

- Completing home repair/maintenance project(s) for a family in need in your community
- Volunteering at a local food pantry or food bank, or helping prepare/serve a community meal
- Asking which items the local food pantry/food bank needs most and shopping for them—and using it as an opportunity to research food costs
- Working with a local homeless shelter to provide meals
- Leading a game day/night at a local nursing home or Senior Center
- Volunteering with a local organization serving children, seniors, or other at-risk groups

Special considerations for home repair/maintenance projects

Here are some points you should consider if you choose to do home repair/home maintenance as your service component:

Determine the skill level of your group and the length of time you can commit to performing the project(s). ASP strongly recommends undertaking beginner or moderate projects. These projects are generally lower in cost,

require less planning, and can often be completed in one day.

Reach out within your congregation or group for families that might need repairs or maintenance projects on their home.

Projects may require permits based on codes and regulations of the area. ASP does not recommend undertaking advanced projects unless you feel confident in your skills and ability to properly manage the project.

You may want to sign an agreement with your host to ensure that expectations are clear ahead of time. Included in your resources is a template of ASP's work agreement for families. You may use this as a model for creating your own.

You may need special procedures in light of the COVID-19 situation in your area. ASP's COVID procedures for volunteers can be found at ASPhome.org/COVID.

Beginner projects

- Clean gutters
- Landscaping
- Painting
- Patching door or window screens
- Caulking windows, doors, or baseboards

Moderate projects

- Repairing porches or steps
- Repairing or replacing insulation
- Repairing gutters (tacking up fallen or loose gutters & downspouts)

- Replacing missing shingles

Advanced projects

- Extensive roof repair
- Repairing or replacing siding
- Building a wheelchair ramp or porch/steps
- Resetting bathroom fixtures (ex: toilet)

>> If your group completes a home repair/maintenance project, ASP recommends you follow up with the homeowner afterwards about their experience. Make sure their expectations were met and there are no lingering questions or concerns. <<

Step 2 | Plan your project

Plan for all aspects of your service experience.

Comfort level & expectations of host site

- Are they comfortable hosting your volunteers? How many volunteers?
- What are their biggest needs that your team can help with?
- What day(s)/time(s) would they like for your group to be on site?

Project budget

- Is there a cost for your volunteering experience? Do you need to provide supplies & materials for the project?
- What personal protective equipment (PPE) do you need to keep your group safe?
- Are there specific items that need to be purchased or supplied by someone in your group?
- Do you need to provide any cleaning supplies to sanitize the area where your group has been working?

Project timeline

- How many hours/days do you have set aside for the project? Make sure your project fits within these parameters. Have a contingency plan for inclement weather if your project is outdoors.

- Can you keep everyone in your group busy? If not, are there additional side projects that can be done? Can your group divide up tasks?
- Make sure to include time at the end of your work day to clean up and pack up, as well as say goodbye to your hosts.

Project plans & expectations of your group

- Make sure everyone knows when & where to meet, and what to bring, etc. Don't forget to plan for meals, snacks, and beverages during your work day.
- Communicate your plans with your host site so they know exactly what you and your group will be doing, when you will arrive, etc.

Step 3 | Complete the project

The time has come to do the work!

Some tips to ensure that your workday goes as smoothly as possible.

- Set the tone for the day. Open with a prayer, devotion, or moment of reflection. This is a great way to center the team and start the day with intentionality. Designate someone ahead of time to lead this.
- Review any rules or procedures for the day, especially when it comes to safety. Make sure all team members know where the materials are and any additional cleaning procedures in place for sharing items.
- Focus on safety, sensitivity, and stewardship (ASP's 3 S's). These are a great way to get everyone in the same mindset and connect with the work being done in Appalachia. These can be downloaded and printed from ASPhome.org/ASP-at-Home/qr-serve.
- Delegate tasks to each person, ensuring each volunteer feels comfortable with the work they are assigned.
- Take a break for lunch and invite your host(s) to join with you. Ask someone to lead a devotion over lunch.

Step 4 | Final steps & celebration!

Congratulations on completing your project!

ASP@Home doesn't happen without leaders like you faithfully serving those in need—at home and in Appalachia! Please take time to celebrate with your group and your community.

- Pick a date and CELEBRATE! Gather in person or virtually to share stories, thank everyone who participated, and celebrate the impact you've had on your community and Appalachia. Tell your family and friends, your congregation, and the local media.
- Share an ASP@Home presentation with your group, church, and community. Share personal testimonies, photos, and videos to show the time you invested and projects you accomplished. And invite others to participate in future projects!
- Let ASP celebrate with you! Please share with the ASP team about your service experience. This helps ASP keep track of the great work being done in communities across the United States. You can reach us at (423) 854-8800 or ASPatHome@ASPhome.org.