

REMINDERS FOR ADULT/COLLEGE PROGRAM LEADERS

- All volunteers should be familiar with **ASP Required Reading**: [ASP Expectations, Rules and Regulations](#), [ASP Safety Manual](#), and [ASP 3 S's](#) before coming on an ASP trip.
- Each work crew (5-7) needs its own vehicle that will carry the entire team, construction materials, and supplies to the worksite each day. If a large van is not feasible for your group, we recommend the use of a pickup truck for hauling construction materials and then hauling the crew members in a mini-van or SUV. No riding in the back of pickups is permitted.
- Provide a copy of the [Individual Packing Suggestions](#) to each of your volunteers. Click **here**.
- Each work crew should have a First Aid Kit, a cooler for drinks and sandwiches, and provisions for water.
- **Forms to bring with you to the center:** 1) A completed, signed, and notarized [Volunteer Statement and Registration](#) form **for each volunteer**. We also recommend having one complete set of copies for each of your work crew vehicles. Volunteers will not be permitted to go to the work site if they do not have a signed Volunteer Statement and Registration form. 2) [Family and Volunteer Work Crew Roster](#), plus one additional copy, plus keep a copy at home.

On your arrival day, please be at the center by 4:00 p.m. If you have trouble on the way and cannot make it to the center on time, please call the center staff and let them know. If you arrive early, please try to hold up somewhere locally until the recommended arrival time.

- Send your group's remaining volunteer balance to ASP Headquarters **two weeks before departure**. Please use the **Payment Form** that is provided and include your group number.
- **Wireless internet access is now available for use by volunteers at ASP year round centers.**

