

## ASP EXPECTATIONS, RULES, AND REGULATIONS

### These Expectations, Rules and Regulations apply to all volunteers.

- The ASP staff has overall responsibility for all activities (at the center and worksites).
- The Center staff will inform you of Center or community-specific guidelines prior to your arrival.
- All volunteers (youth and adults) are expected to participate in the programs, including meals, chores, meetings, evening gatherings, etc.
- Volunteers assist in Center clean up, tool and supply organization, after meal clean up, loading or unloading of building materials.
- Everyone is expected to act responsibly and respectfully within the community.
- **The minimum age of any youth who may participate in the ASP Adult/College program is 14.**
- Possession or use of illegal drugs or alcohol is strictly forbidden. Violators will be asked to return home immediately at your expense.
- Smoking or use of tobacco products is prohibited inside all ASP Centers. A designated area may be identified outside. Use of tobacco is discouraged at the work site. Underage youth are not permitted to smoke anywhere!
- Weapons (or replicas) are not permitted.
- Always travel in groups of two or more persons when away from the center.
- Audio equipment (boom boxes, etc.) is prohibited at the work site and the Center, unless you first consult with your Center Staff.
- Sexual harassment or abuse will not be tolerated.

### Worksite related:

- Working hours are from 8:30 a.m.–4:30 p.m. EACH DAY. **Implement a buddy system so that no volunteer is left in the position of being alone.** If you leave the work site, all crew members must leave in their vehicle. **If you have youth volunteers, never leave them unattended at the worksite.**
- Lunch is to be eaten at the work site. We encourage you to bring extra sandwiches for the family you are serving.

- Work crews are composed of 5-7 people adults. If you have youth, there must be 2 adults on each crew. Extra adults may be used as floating volunteers.
- Each work crew must have a suitable vehicle capable of transporting 7 people, tools, equipment, building supplies, etc.
- No participant is permitted to ride in the back of a pickup truck. Each must have a seat belt.
- Notarized Medical Forms for each volunteer should be kept in the vehicle in which he or she is currently traveling.
- Use tools, supplies and resources responsibly; for their intended purposes.
- Nail guns are prohibited in the Youth Program.
- Only adults age 18 and older may check out power tools. All volunteers who operate power tools must be trained at home. Youth must always be supervised when using these tools.
- Safety and sensitivity to your family should always be a top priority.
- Work attire: Shirts with sleeves, long pants, and sturdy shoes must be worn at the work site. Sweat pants or scrub pants are not considered appropriate for the work site.
- Ask permission from the family prior to taking any photos on the worksite.
- Taping with video equipment is strictly prohibited at the worksite.
- Volunteers are encouraged to invite families to the picnic as your guests. Try to coordinate transportation and assist with any parking or swimming fees.

### Center related:

- **Center attire:** Shirts must be worn at all times. When leaving the Center grounds, shorts of appropriate length will be acceptable attire. Appropriate clothing must be worn at all times including to and from the showers and after “lights out.”
- No pets are permitted at the Center.
- No females are permitted in the males’ sleeping area. Males are not permitted in the females’ sleeping area at any time.
- **We do not require background checks of adults in the Adult College program..**

**When volunteers sign the Volunteer Statement and Registration form they confirm their agreement to abide by the rules, regulations, and expectations of ASP. ASP staff reserves the right to terminate the participation of any individual or group that does not follow these guidelines.**