



**Pleasantville Appalachia Service Project (ASP) Mission
2024
Information packet and application**

February 2024

Dear Pleasantville ASP friends and parents,

This letter includes information, a schedule of events, and an Application Form for those who wish to participate in the Pleasantville ASP mission in 2024. Please read carefully if you or a family member wish to apply.

Everyone who wishes to participate and go on the 2024 mission trip must first complete the Application Form and submit it by **Sunday, March 17, 2024**.

Please complete the Application Form (last 2 pages of this document) and keep the Pleasantville ASP 2024 Schedule for your reference. (See instructions on the Application Form).

The Pleasantville ASP 2024 mission trip to West Virginia will be from **Saturday, July 13 to Sunday, July 21, 2024**. Space is very limited this year, so do not delay in submitting your application! After March 17, 2024, we cannot guarantee there will be space available for additional applicants. After you send in your completed application, we will notify you if it has been accepted. **Eligibility to go on the mission trip is dependent upon each volunteer's completion of commitments** outlined here and in the attached document, "*What to expect*".

Youth and Young Adult volunteer eligibility:

Youths are eligible to apply if you are at least 15 years old this year and have finished at least 9th grade by this summer. Young Adults who participated in the Pleasantville ASP mission before COVID and are now college-aged or older are also eligible and are encouraged to apply.

Adult Team Leader volunteer eligibility:

Adult Team Leader volunteers must be over age 25 and be willing and able to serve as a team leader for approximately 5 youths during the 9-day mission trip. We seek skilled adults who are willing to lead a construction project and help to guide and oversee youth volunteers. Adult ASP volunteers are expected to participate actively in all Pleasantville ASP commitments, including attending meetings for ASP Adult Team Leaders. We also do a background check of all adult and Young Adult volunteers, as required by ASP (www.asphome.org).

Parents of Youth and Young Adult volunteers:

We seek your active participation and assistance and will ask you to sign up to assist with various tasks between March and July 2024.

The Pleasantville ASP mission is a commitment! It is not just a one-week “trip”. We do local community service and skill-building projects, and we meet regularly to prepare and plan before the mission trip. We also do fundraising to help pay for the trip to Central Appalachia: these costs include fees to ASP, van rentals, gasoline, lodging, meals, supplies, and incidental expenses. Each volunteer is asked to pay for and/or raise at least \$750 (a \$250 deposit plus \$500 in fundraising) to help cover expenses. You will also be asked to complete and sign ASP medical forms, show proof of medical insurance, and sign a release/waiver form well in advance of the mission trip. You must understand these commitments! You will not be invited to go on the mission trip if you do not participate regularly or do your share of fundraising or complete the forms. Attendance will be taken at each meeting.

Absence at more than two preliminary events may result in your being put on the waiting list. Please plan accordingly! Please notify Gail in advance if you have a family emergency or a required school event. All volunteers are also expected to adhere to the ASP organization's **Volunteer Expectations, Rules and Regulations** (See 2 pages included in this packet).

Young Adult volunteers who have finished high school or college: If you participated with Pleasantville ASP while you were in high school, please submit the Application as soon as possible so we can include you in our plans. We'll ask you to complete the forms and fundraising as you have done previously, and we will set up virtual meetings for scheduled events when possible. If you are out of town, please plan to attend **at least one** (preferably more) events such as the Pleasantville Day Brunch and/or a skill building day **in person**. If you have questions, please email Gail at the address below.

All volunteers: Please complete an application even if you have gone on the mission trip before: we keep track of our volunteer team based on who submits an application this year. Thank you!

If you have questions please contact Gail Zarick at ghzarick@gmail.com.

Blessings and Peace,
Gail and the Pleasantville ASP Steering Team

What to expect:

Pleasantville Appalachia Service Project Responsibilities for students, their parents, and adult team leaders

Student volunteers

Pleasantville ASP is an ongoing commitment throughout the spring semester: it's not just a summer trip. To go on the trip, you're expected to:

- Complete the application, due March 17, 2024, and include a deposit of \$250. (We'll return the deposit if you're not accepted due to lateness or space limitations.) Scholarships are available.
- Attend all required meetings and events, which include team meetings, skill building exercises, the Pleasantville Day Brunch, and more.
- Fundraise. Each participant is responsible for selling "shares of ASP stock" to family, friends, and/or community members to raise another \$500 apiece. (The money goes towards ASP fees, van rentals, mission trip accommodations, meals, insurance, supplies, and incidental expenses.)
- Complete and submit required forms (a release form, medical form, etc.) on time.
- Behave according to the rules the ASP organization has established.

Parents of student volunteers

Even if you're not going on the trip with your child, we seek your help! We are all volunteers together in this mission experience. We'll ask you to:

- Attend the three business meetings during the spring during which you'll learn more about this program and what your child will be doing.
- Pitch in with one or more of the following:
 - Help with setup, operation or cleanup at the Pleasantville Day Brunch.
 - Provide food, drink or snacks for our skill building events.
 - Help to pick up rental vans on July 12, and clean water jugs for trip.
 - Help to oversee our departure on July 13.
 - Clean out and/or return the vans and water jugs on July 21 when we return.
 - Other tasks that arise.

Adult Team Leaders (volunteers who plan to go on the mission trip)

You don't need to be an expert on construction or power tools to participate, but you are expected to be responsible for the well-being of the youth volunteers on your team. Realize that the trip is somewhat physically demanding and the accommodations are not glamorous. All adults on this trip are expected to model good behavior and safe practices and are role models to students. Adults are expected to:

- Comply with the Presbyterian Church's request to conduct a background check.
- Pay the \$250 registration fee, plus \$500 in fundraising.
- Participate in team meetings, skill building exercises, the Pleasantville Day Brunch and other group activities.

- Complete and submit a release, medical form, and other required forms.
- Share driving and other responsibilities with another adult team leader during the mission trip (we drive 12- to 15-passenger rental vans).

For more information, contact Gail Zarick at ghzarick@gmail.com.



VOLUNTEER EXPECTATIONS, RULES AND REGULATIONS

When volunteers sign the Volunteer Trip Agreement and Medical Forms, along with the Partnership Covenant, they confirm their agreement to abide by the Expectations, Rules and Regulations of ASP. ASP staff reserves the right to terminate the participation of any individual or group that does not follow these guidelines.

AGE REQUIREMENTS

- All volunteers must be at least 11 years old and must have completed the 6th grade before the trip.
- **PLEASE NOTE: No infants, toddlers, or any youth who do not meet the above-mentioned age requirements will be permitted on any ASP trip.**

GENERAL RULES

- 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.
 - **Group leaders (19 yrs +) are responsible for their youth volunteers at all times. This includes enforcing all ASP rules and regulations with their youth. ASP staff will intervene ONLY when necessary.**
 - All volunteers (youth and adults) are expected to participate in the programs, including: meals, chores, meetings, evening gatherings, etc.
 - Volunteers assist with all chores, including center clean up, tool and supply organization, after meal clean up, and loading or unloading of building materials.
 - Everyone is expected to act responsibly and respectfully within the community.
 - **We ask that adults refrain from alcohol consumption during their time in an ASP community.**
 - Possession or use of illegal drugs or alcohol while on an ASP trip is strictly forbidden! Violators will be asked to return home immediately at their own expense.
 - Smoking, vaping, or use of tobacco products is prohibited inside all ASP centers. A designated smoking area may be identified outside of a center. Use of tobacco or vaping is discouraged at the work site. Underage youth are not permitted to smoke or vape anywhere!
 - Weapons of any kind (or replicas) are not permitted.
 - Always travel in groups of two or more persons when away from the center.
 - Volunteers are required to wear designated wristbands, at the center and on worksites, to identify ASP volunteers in designated spaces and ASP tool and safety clearance.
 - Audio equipment is prohibited at the work site and the center unless you first consult with your Center Staff.
 - **Harassment of ANY kind will not be tolerated. Everyone should be familiar with [ASP's Anti-Harassment Policy](#). If you feel that you have been affected by harassing behavior at ASP, follow the reporting procedures: 1. Tell a responsible Group Leader within your group. 2. If you do not feel comfortable confiding in a Group Leader, report to the staff. 3. If needed, staff supervisor contact information is available at the center, or you can email: incident@asphome.org.**
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VOLUNTEER EXPECTATIONS, RULES AND REGULATIONS

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. **Never leave youth volunteers 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 including at least 2 adults (19 yrs +). Extra adults may also be used as floating volunteers.
- **Work attire: shirts with (short or long) sleeves, long pants, and sturdy shoes must be worn at the work site. Sweatpants or scrub pants are not considered appropriate for the work site.**
- Each work crew must have a suitable vehicle capable of safely transporting 7 people, tools, equipment, building supplies, etc.
- Seatbelts must be worn at all times when traveling.
- No participant is permitted to ride in the back of a pickup truck.
- Emergency contact information for each volunteer should be kept in the vehicle in which he or she is currently traveling.
- Use tools, supplies and resources responsibly and for their intended purposes.
- Nail guns are prohibited in the Home Repair Program.
- Only adults age 19 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. **Additional power tool restrictions are in place for youth volunteers ages 11-13 years old.**
- Safety and sensitivity to your family should always be a top priority.
- Ask permission from the family prior to taking any photos on the worksite.
- Recording 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 finger-tip length will be acceptable attire. **Not appropriate attire at any time:** halter, spaghetti-strap, or tank tops, sports bras worn as an outer garment, sleeveless shirts, or any clothing expressing political affiliation, alcohol/beer slogans and/or obscenities. Appropriate clothing must be worn at all times including to and from the showers and after “lights out.”
 - **No infants, toddlers, or any youth who do not meet the above-mentioned age requirements will be permitted on an ASP trip.**
 - No pets are permitted at the center.
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Pleasantville ASP 2024 Schedule:

Sunday, April 7, 3-4pm: 1st ASP Business Meeting at Presbyterian Church. **Parents of youths please attend with your son/daughter.** Introduction to ASP experience and expectations, receive your ASP Binder, introduction to forms and fundraising. **Adult Team Leaders: please arrive for an additional meeting from 2-3pm.**

Sunday, April 14, 3-4pm: 2nd ASP Business Meeting at Presbyterian Church. We will do a fundraising mailing. Bring list of names and addresses of friends and relatives who are potential contributors. Also bring your own return address labels. We will supply envelopes and letters for you to personalize. Parents of youths please attend. **Adult Team Leaders: ALSO meet 2-3pm.**

Tentative dates for skill building: May 4 and May 11. These skill-building events are to be finalized in the Spring. **Youths are expected to attend TWO skill-building events. Details to be provided by email when these events are firmed up.**

Friday, May 17, 6pm-7:30pm: Set up for Pleasantville Day Brunch. **Deadline for forms.**

Saturday, May 18: Pleasantville Day Brunch. 8am – 1 pm. Parent volunteers are also asked to help during the brunch (9am-12pm) or with clean up (12pm-1pm).

Sunday, June 9, 3-4pm: 3rd ASP Business Meeting at Presbyterian Church. **FINAL Deadline for fundraising: bring in ALL money and forms for fundraising you have done.** Parents of youths please attend. Adult Team Leaders: ALSO meet from 2-3pm.

Saturday, June 29: Final skill-building event, 9:00 am – 1:30 pm for all volunteers. Adult volunteers please arrive at 8:30 am. Further instructions in email to be sent out several days prior to the event.

Sunday, June 30, 10am – 11:00am: ASP Commissioning Service for ASP team at Presbyterian Church. Wear ASP T-shirt if you have one from a previous year. Parents please come too!

Friday, July 12, approx. 11am – 3pm: Parent volunteers help pick up and prepare vans.

Friday, July 12, 6-7pm: Pack vans. Bring everything, except overnight bag and personal \$\$^s. Adult volunteers who plan to go on mission trip: ALSO meet afterwards for additional training and instructions.

Saturday, July 13, 8:00am: Arrive at Presbyterian Church for morning departure to West Virginia! Invite your friends and family for this heartwarming send-off!

Sunday, July 21, afternoon: Return to Presbyterian Church, clean out vans, farewell in parking lot. Parent volunteers are needed to help return vans.

(This page is intentionally left blank. The Application form for Pleasantville ASP begins on the next page).

APPLICATION FORM

**Application for Pleasantville ASP 2024
Including the mission trip to West Virginia
from Saturday, July 13, 2024, to Sunday, July 21, 2024**

Please complete and return this 2-page Application and pay \$250 deposit by March 17, 2024. Submit the application by mail or hand-carry to: Pleasantville Presbyterian Church, 400 Bedford Road, Pleasantville, NY 10570. If you hand-carry, call the church first, at 914-769-0458, to confirm if the building is open.

<p>How have you paid the \$250 Deposit?</p> <p><input type="checkbox"/> By check</p> <p><input type="checkbox"/> Electronically</p> <p><input type="checkbox"/> I need a scholarship</p> <p>Check one box above.</p>	<p>By check: Make \$250 check payable to “Pleasantville Presbyterian Church” and put “ASP 2024 Deposit” in the memo section. Include check with this form.</p> <p>To pay electronically, go to www.pvillepresby.org. Click on “Donate”. Click “Give Online” and follow instructions. On the Online Donation page, under Special Donations, find the Pleasantville ASP field. Enter \$250 and the volunteer’s name in the adjacent field. This will ensure your deposit is “credited” to the volunteer you are supporting.</p> <p>If you have financial difficulty paying the \$250 deposit, check the box “I need a scholarship”.</p>
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Parents will be copied on all reminder e-mails! Please print LEGIBLY below: e-mail is our primary means of communication and reminders!

Volunteer Name	
Street address including Town, State, Zip Code	
Email (print legibly)	
Home telephone	
Cell phone	
(Youth only) Birth Date	
(Youth only) Current Grade	
<i>Youth Application Only</i> Parent #1 <u>Name</u> <u>Email</u> <u>Cell phone</u>	
<i>Youth Application Only</i> Parent #2 <u>Name</u> <u>Email</u> <u>Cell phone</u>	

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APPLICATION FORM

Please think about these questions and consider your answers:

- 1. Why do you want to volunteer for the Pleasantville ASP 2024 mission?**
- 2. What do you expect to get out of it?**
- 3. What skills do you have that are appropriate for an ASP mission trip?**
- 4. If you volunteered with us in the past, what was the most meaningful part of the experience for you?**

I have read and understand my commitment to the Pleasantville ASP mission and am ready, willing and able to participate fully in this year's ASP project.

How to submit this application:

Mail to the church office or hand-carry by March 17, 2024, addressed to:

**Pleasantville ASP Mission
Pleasantville Presbyterian Church
400 Bedford Road
Pleasantville, NY 10570**

(Call Church Office before hand-carrying: 914-769-0458)

Youth Volunteer Signature and Date:

Youth Name (print legibly):

Parent #1 Signature and Date:

Parent Name (print legibly):

Parent #2 Signature and Date:

Parent Name (print legibly):

Adult Volunteer (going on the mission trip) Signature and Date:

Adult Volunteer Name (print legibly):

By signing here I affirm I will attend all meetings for adult volunteers. If I have any conflicts I will schedule and attend make-up sessions, to be completed at least one week before the mission trip.