

2018 ASP Mission Trip Application - Adult Batavia United Methodist Church

Thank you for your interest in ASP. This trip could not run without your generosity of time, talent, and treasure. Our mission is to offer meaningful service, connected to our Christian faith, in order to build and sustain community both during the trip and back at home. At all times the goal is to live out our faith. As an adult your role is two-fold. You will be an adult leader for Batavia UMC to ensure that we follow the proper guidelines of the Methodist Church and simultaneously those spelled out by ASP.

Name: _____

Phone Number: _____

Steps to Register:

1. Please complete the first and last page of this form. Please read carefully, ensure that you agree, and sign the last page.
2. Enclose your **\$50** deposit. (*Checks are to be made out to Batavia United Methodist Church and write "ASP deposit" in the memo line*) you can mail this form and the check to
Leslie Schoettes, 836 Norcross Drive - Batavia IL, 60510
or drop it off at Batavia UMC, 8 North Batavia Ave,
to be received by November 30, 2017 for early bird payment, the deposit increases to \$75 on December 1, 2017
3. Complete the Batavia UMC Online Registration at:
[Batavia ASP 2018 Summer Registration](#)
4. Register online with ASP: [ASP Registration](#)
 - a. Click on "Join an existing group"
 - b. Verify that group number 6923 is pre-populated
 - c. Click "Join This Group"
 - d. Returning missionaries sign in using your account from prior years under "Are You Returning?"
 - e. New missionaries create a user account under "Are You New?"
 - f. Click "Next" to continue
 - g. Complete the contact information
 - h. Follow prompts and click "Submit Registration"
 - i. Do not submit payment directly to ASP, all monies owed to ASP will be paid by Batavia ASP organizers
5. *Retain pages two, three and four of this application for your records.*

- **Relationship Building:** This is a cell phone and internet connected device free trip for the youth so that they can focus on building relationships with homeowners, staff and fellow missionaries. We expect parent and adult leader support of this rule on the trip.
- **Attendance at Sensitivity Training:** It is vital that you attend and participate in the required sensitivity training. Once you join this mission team, you must attend one of the two required sensitivity training sessions. Everyone on the trip is counting on you to work safely and with respect for homeowners, adults and staff. . . The Sensitivity Training and Parent Expectation meeting will be offered on March 11, 2018. We will then offer a make-up class for those who were unable to attend the first on April 22, 2018. You must attend one or the other. Youth and adult leaders must attend from 2:00 pm – 5:00 pm, parent/guardian from 4:00 pm – 5:00 pm.
- **Full Week Participation:** Aside from paid Batavia UMC staff, every missionary who chooses to commit to serving must be able to leave with the team first thing Saturday morning June 9 at approximately 6:30 am (exact timing of departure TBA) and return on Sunday June 17 at approximately 12 Noon. We understand that some of you may have conflicts, including sports, clubs and activities that you spend a great deal of time on, or even family celebrations. Experience has shown, however, that full-week participation is a critical part of the mission experience and so no exceptions will be made to this rule regardless of when the conflict might be. If you have a conflict that cannot be resolved that simply means that you cannot attend mission with this team this year. . Also there are still ways to participate and help this trip by fundraising or helping with organizational tasks.
- **Fundraising/Financial Responsibility:** The 2018 budget is based on five years of trip history. ***The total adult cost for 2018 is \$450.*** This includes the ASP registration fee, mission t-shirt, gas, van rental, all meals and supplies while on the trip (except for a sack lunch you pack on the first day), and other incidentals related to managing ASP. We are counting on you to meet the fund raising targets by the dates listed below. Raising amounts above and beyond \$450 is encouraged as any extra is left behind with ASP to assist more families in need. Adult ASP applicants are responsible for the following fundraising/payment schedule:
 - **\$50 early bird deposit (non-refundable) with registration paperwork by November 30, 2017. The deposit change changes to \$75 on December 1, 2017**
 - **\$150 by January 7, 2018**
 - **\$150 by February 18, 2018**
 - **\$100 by April 22, 2018**
- **Fundraisers:** The primary fund raiser is selling mission stock. Stock in the trip can be sold to family, friends and in church – the recommended price is \$25. While it would represent a sacrifice (that is after all what we are doing, sacrificing for others) you may want to consider asking family to buy stock in your ASP trip instead of, or as part, of what they might normally buy as a Christmas or birthday gift. Batavia UMC offers the chance to earn money towards ASP by baking for and/or participating in the annual cookie walk (to be held on December 14, 15 & 16). Last year those who are participated earned up to \$80 for their mission fundraising account.
- **Dropping Out:** If for some reason you are forced to drop out, deposits paid and funds raised are not refundable and cannot be transferred to another missionary. The reason is simple; once you make the commitment to join the trip, money is spent or committed on your behalf that will not be refunded back to us – including but not limited to ASP registration fees, van rental agreements, tools & supplies etc.

As an adult leader for Batavia UMC on ASP your responsibilities and expectations will include but are not limited to:

- 1) Attend two separate training sessions
 - a. Safe Sanctuary/Batavia & ASP Mission Requirements – A one hour adult leaders only training that will be offered on two different dates.
 - b. Sensitivity Training – A three hour session, you will work directly with the youth during the first two hours and be part of a one hour session that will be required for the parents/guardian of any youth participating on the trip. These sessions will be offered twice, you are only required to attend one.
- 2) Driving a 12 passenger van to Appalachia with one other adult and 5 youth per van and following **all** safety rules. Safety rules/expectations will be given to you prior to your departure and includes safe driving, wearing seatbelts, etc.
- 3) Enforcing all Batavia UMC Mission and ASP rules/standards of behavior with and for youth during all aspects of this experience and most especially on the trip.
- 4) Modeling proper behavior to the teens and other adults while on the trip.
- 5) Sharing your faith, as best you are able, or at least being willing to grow in your own faith and learn from the Christian based experience.

As an adult volunteer for ASP your responsibilities and expectations will include but are not limited to:

- 1) Being familiar with the safety manual for ASP and making sure that you and all youth volunteers are secure in the policies, procedures and expectations of how to work safely on a construction site.
- 2) Following the ASP guidelines for building – sometimes this will NOT be how you would think something should be done. ASP Staff (college students) are in charge of your site at all times and what they say goes. Your job will be to ask questions, seek guidance from them and follow their lead.
- 3) Being a positive leader who enforces all proper behavior (at all times) and draws youth together to build community together to create a more fulfilling week.
- 4) Always following, and helping others to follow or be aware of the 3 S's: Sensitivity, Safety, and Stewardship. (We will discuss these in detail at Sensitivity Training and the Adult Leaders portion of that event.)
- 5) Respect for the ASP staff, even when how things are done doesn't match what you would want to do.
- 6) ASP staff expects that adult leaders will enforce the Safety, Sensitivity and Stewardship guidelines and will come to our leadership team to review any concerns they have. Batavia UMC is a great, loving community and all adult volunteers are to act as Batavia UMC adult leaders at this point to make sure we are respectful and the youth know their limits. Do not turn a blind eye to anything.
- 7) All volunteers (youth and adults) are expected to participate in the programs, including meals, chores, meetings, evening gatherings, etc. Your presence and participation at everything ASP staff puts on is not only necessary for you as a Batavia UMC adult leader but a great part of your experience as a volunteer. Enjoy every moment!

Final Steps to Register:

1. Complete the *Batavia UMC Online Registration* at:
[Batavia ASP 2018 Summer Registration](#)
2. Register online with ASP: [ASP Registration](#)
 - a. Click on “Join an existing group”
 - b. Verify that group number 6923 is pre-populated
 - c. Click “Join This Group”
 - d. Returning missionaries sign in using your account from prior years under “Are You Returning?”
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 - f. Click “Next” to continue
 - g. Complete the contact information
 - h. Follow prompts and click “Submit Registration”
 - i. Do not submit payment directly to ASP

Meeting Dates/Times

Batavia UMC – 8 North Batavia Avenue, Batavia IL 60510

Parking and auxiliary entrance near 15 North Water St.

- October 1, 2017 @ 4 pm: ASP 2018 Kick Off — Meeting takes place in the sanctuary and will last one hour
- Friday December 15, 2017 @ 6 pm: Cookie Bake – (Optional)
- Saturday and Sunday December 16/17, 2017 – Times TBA: Cookie Walk –(optional Fundraising)
- Attend Sensitivity Training Sessions (Mandatory)
 - Sunday March 11, 2018 from 2:00 pm to 5:00 pm: Sensitivity Training – Youth and adult leader attendance is mandatory for the entire session. Document signing & parent expectation meeting 4:00 pm to 5:00 pm. Please be sure to bring a copy of the front and back of your insurance card and the completed ASP registration form which can be found here: [ASP Volunteer Statement & Registration - Required Hard Copy Form](#)
 - Make up Session Sunday April 22, 2018 from 2:00 pm to 5:00 pm: Sensitivity Training – Youth and adult leader attendance is mandatory for the entire session. Document signing & parent expectation meeting 4:00 pm to 5:00 pm. Please be sure to bring a copy of the front and back of your insurance card and the completed ASP registration form which can be found here: [ASP Volunteer Statement & Registration - Required Hard Copy Form](#)
- Friday June 8, 2018 @ 6:30 pm: Van Packing– Load vans with missionary clothes & bedding in preparation for Saturday departure.

2018 ASP Mission Trip Application - Adult

Adult Responsibilities (see previous pages for description):

- Relationship Building
- Attendance at Sensitivity Training
- Attendance at Safe Sanctuary
- Full Week Participation
- Fundraising/Financial Responsibility: The 2018 budget is based on five years of trip history. *The total adult cost for 2018 is \$450.*
 - \$50 nonrefundable deposit with registration paperwork by 11/30/17 for early bird discount, \$75 as of December 1, 2017
 - \$150 by January 7, 2018
 - \$150 by February 18, 2018
 - \$100 by April 22, 2018
- Fundraisers
- Dropping Out

Please sign below as an understanding of your role, responsibilities, and expectations outlined above to be an adult ASP volunteer and a Batavia UMC leader for ASP.

Printed Name

Date

Signature