

# 2019 ASP Mission Trip Application - Adult Batavia United Methodist Church

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. 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 and 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 October 31, 2018 for early bird payment, the deposit increases to \$75 on November 1, 2018**
2. Complete the Batavia UMC Online Registration at:  
[Batavia ASP 2019 Summer Registration](#)
3. Register with ASP: [Appalachia Service Project Online Registration](#)
  - a. Returning missionaries sign in using your account from prior years under "Are You Returning?"
  - b. New missionaries create a user account under "Are You New?"
  - c. Click "Next" to continue
  - d. Complete the contact information
  - e. Follow prompts and click "Submit Registration" – Verify that you are joining Batavia United Methodist Church Group 7755
  - f. Do not submit payment directly to ASP, all monies owed to ASP will be paid by Batavia ASP organizers

Retain pages two through five of this application for your records.

For communication purposes, we will use many forms of social media to communicate with parents, youth, and adult leaders to keep everybody involved in the process. However, the e-mail which you will provide as part of the online registration is the primary forum for communications; texting is secondary; and Facebook is tertiary.

- **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 & Safe Sanctuary Training:** It is vital that you attend and participate in the required sensitivity and safe sanctuary 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 Safe Sanctuary, along with a Parent/Guardian Expectations meeting will be offered on March 10, 2019. We will then offer a make-up class for those who were unable to attend the first on April 14, 2019. You must attend one or the other. As an adult leader you must attend Safe Sanctuary training from 1 pm – 2 pm, Sensitivity Training from 2:00 pm – 4:00 pm. And if you have a youth on the trip you must attend a Parent/Guardian Expectation meeting 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 8 at approximately 6:30 am (exact timing of departure TBA) and return on Sunday June 16 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 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 2019 budget is based on six years of trip history. ***The total adult cost for 2019 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 October 31, 2018. The deposit changes to \$75 on November 1, 2018.**
  - **\$150 by January 6, 2019**
  - **\$150 by February 10, 2019**
  - **\$100 by April 14, 2019**
- **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. 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 15).
- **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 as laid out on the Batavia ASP Covenant signed by all of the youth and their parents, during all aspects of this experience and most especially on the trip. A copy of that covenant is included as the last page of this document for your reference.
- 4) 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.
- 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!

## Steps to Register:

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## Meeting Dates/Times

Batavia UMC – 8 North Batavia Avenue, Batavia IL 60510

Parking and auxiliary entrance near 15 North Water St.

- Sunday December 15, 2018 – Times TBA: Cookie Walk –(optional Fundraising)
- Attend Sensitivity Training Sessions (Mandatory)
  - Sunday March 10, 2019
    - Safe Sanctuary Training: 1:00 pm to 2:00 pm
    - Sensitivity Training: 2:00 pm to 4:00 pm: Youth and adult leader attendance is mandatory for the entire session.
    - Parent Expectation Meeting: 4:00 pm to 5:00 pm. This will be followed by document signing. 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 Sessions on Sunday April 14 (same meeting times)
- Friday June 7, 2019 @ 6:30 pm: Van Packing– Load vans with missionary clothes & bedding in preparation for Saturday departure.

Including the Youth Covenant Agreement so you are aware of all of that we are jointly expecting of all persons on this trip:

## **Youth Covenant Agreement for Batavia UMC ASP Mission Trip**

- **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 support of this rule and adult leaders on the trip will have phones your missionary can use to call home.
- **Expectations During Week of Service:** All trip participants are expected to represent Batavia UMC, ASP and themselves in a positive light, and in no way negatively impact ASP's ability to return to the service area. ***Youth who choose to bring or partake in any type of illegal activity (including but not limited to: drugs, alcohol, tobacco use, vaping, etc.) will be asked to leave the trip immediately. Parents will be responsible for making arrangements and picking their youth up from the trip wherever the ASP team is.***
- **Attendance at Sensitivity Training and Parent Expectation Meetings:** It is vital that you attend and participate in the required sensitivity training. Be responsible. While there are many things to balance in life, this is one more ball *you are choosing to balance in your schedule*. As such, once you join this mission team, you must attend one of the two sensitivity training sessions or you will not be able to go on the mission trip. Why? 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 10, 2019. We will then offer a make-up class for those who were unable to attend the first on April 14, 2019. You and a parent/guardian must attend one or the other. Youth must attend from 2:00 pm – 4:00 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 8 at approximately 6:30 am (exact timing TBA) and return on Sunday June 16 at approximately 12 Noon. We understand that some of you may have conflicts, including sports, clubs and other activities, or even family celebrations. Experience has shown that full-week participation is a critical part of the experience and so unfortunately no exceptions will be made to this rule.
- **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.

**cov-e-nant** 'kəvənənt/: An agreement or promise between two or more parties.

By signing below you are promising your fellow missionaries that you agree to follow all of the above rules.

# 2019 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 2019 budget is based on five years of trip history. *The total adult cost for 2019 is \$450.*
  - \$50 nonrefundable deposit with registration paperwork by 10/31/18 for early bird discount, \$75 as of November 1, 2018
  - \$150 by January 7, 2019
  - \$150 by February 18, 2019
  - \$100 by April 22, 2019
- 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.

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Printed Name

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Date

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Signature