

Adult Leader Priorities

- **Ensure the Safety** of teens and adults by being aware of activities and locations, staying hydrated, etc.
- **Keep Counting Heads!** especially on long drives to and from the region and evening trips for ice cream. Always have two adults and at least two in the van and on job sites. The only exception to this rule is if you are driving your kids only, but not their friends, even if you drive them around in Oak Park. Not okay when on ASP!
- **Encourage and Empower Teens** to accomplish work goals with a positive attitude and coaching questions. This includes ensuring teens are on time for devotions and that everyone participates in the daily chores assigned by ASP staffers. This is a service trip, not a glamping trip.
- **Create a Community** with your teens, other parents, and ASP staff from the first formation to the months after the trip.
- **Embrace the Simple Life** that is core to ASP. Unplug from tech as much as possible. Challenge yourself to be flexible with simple food and activities. Per Frank, just **“Go with the Flow!”**.
- **Have Fun by Participating Fully** in all formations, devotions, and cultural activities, setting an **“All In!”** example. Never sing without your arm on someone else’s shoulder.
- **Purposely OVER Communicate** with other parents, teens, and ASP staff regarding construction projects, other activities, safety, or behavioral concerns. All suggestions and questions are welcome. When in doubt, ask another adult.
- **Share your unique skills and Experiences;** construction, interpersonal, leadership, etc, while being willing to listen to, learn from, and grow from those around you!
- **Service Trip Dress Code Always Required.** Refer to specific ASP guidelines, especially concerning clothing worn at the church and school centers. No walking from the shower with just a towel wrap.

Schedule of Best Practices

One Week Out:

- **Check-in with your Teen Leader** to see how their plans are coming along.
- **Check-in with your adult job site team partner** to plan who will bring a pop-up tent, water cooler, food cooler, and any special tools that may be helpful such as extension cords etc.
- **Be sure to label all your stuff! Masking tape with a permanent marker works great.**
- Check with your adult long-drive van mate regarding driving preferences and **who will bring an iPass.**

First Day Departure Morning:

- **Arrive early** to check in. Help each teen in your van for the long ride find their spot and stow their bag. Be sure cots and mattresses are in the tool van.
- **Introduce yourself to the nervous parents of the kids in your long-drive van,** who will gladly shake hands with an adult they can trust.

First Day Long Drive and and Night:

- All drivers and passengers must **wear seat belts at all times** when driving in the vans. Just do it.
- **Vans must remain in caravans of three to four vans during** the long drive to the region. This is not necessary while at the ASP Centers.
- After the first couple of hours, consider **asking the teen leaders in the van to start sharing their life stories.** Share your story as well. Get both the extroverts and the introverts involved early.
- On arrival at the first-night centers, **everyone will be stepping out of their comfort zone. Be sure kids properly set up sleeping quarters (see below), eat dinner, and relax together that first night.**

Second-Day Arrival at Main Centers:

- **Sleeping quarters set up is Key!** Set up cots around the periphery of big multipurpose rooms or rows of smaller classrooms. **No center mosh pit of “cool kid” teens.** An adult must be interspersed every 2-4 teen cots. Always have one adult **“light sleeper” sleeping closest to the doorway** to prevent sneaking out.

- **It's the end of a hot summer for young adult ASP site staff!** Remember, they are just college kids who will be tired and stressed out. So, first and last impressions matter even more.
 - All week, be positive and supportive of these ASP leaders who have given so much to the under-resourced families and all the volunteers.

Daily Routine at Main Centers:

- **The night before, read up on your project in the ASP Construction Guide** available at centers or watch a video on the [ASP Construction Project YouTube Channel](#).
- **Agree on two adult leaders (male and female), 10:30 pm quiet time, and 11:00 pm lights out** (including lights on phones) compliance each day.
- Phones with relaxing music and noise machines are okay. But watching YouTube videos and messaging all night long is not. Two warnings. Then, adult leaders need to remove the phone from any disruptive teens, turn it off, and keep it under their bed until morning. **We will communicate this policy to teens and their parents.**
- **Get 30 minutes of peace and quiet each morning** by waking up early before the teens get up. Enjoy a quiet cup of coffee with the other adults. Bring your favorite travel mug or cup from home!
- **At breakfast, check-in with your Teen Leader:** Empower their leadership and help them answer their questions.
- With your teen leader, direct all crew teens to load up your van with needed supplies for that day. **Absolutely double-check your constructions, water, and food supplies with your Co-Parent carefully before leaving the center.** It may be a long commute back for everyone!
- Stop to purchase snacks and any needed supplies at the local store.
- **Music is key to ASP!** Encourage teens to prepare playlists for the trip to and from job sites. Music is not to be played during work time.
- **Keep cell phones in the van during the workday.** It's ok for teens to check their phones at lunch, but teens should not be on their phones during the workday.
- **Upon arriving at the site, help your teen leader conduct a Pre-Brief at the start of each workday to ensure everyone knows the goals for the day and their initial roles.** Help answer any questions with your teens. Say a brief prayer right before getting started. Monitor for preferences and bias when assigning tasks, particularly encouraging all teens to familiarize themselves with power tools.
- Check in with your Teen leader frequently. They're running the show. **We are simply supporting our teens with great coaching questions.**
- Reinforce sensitivity toward your family. If appropriate, bring lunch for them and invite them to join your group at lunchtime. Ask families if it is okay to take pictures on-site. **Focus on [Serving those less fortunate](#), not just helping the "poor".**
- **Check in with each individual teen to ensure they are hydrated. When it's really hot, take a 10-minute break every hour to drink and pour water under your baseball hat.** Watch for any subtle signs of bullying. Encourage inclusivity by making every teen feel warmly welcomed, valued, and appreciated.
- **Before leaving the site, help your Teen Leader conduct a Post-Day debrief** before getting in van.
 - What did we see, feel, or learn today that surprised us about the family? The project? Our team?
 - What did we do well?
 - How will we be better tomorrow?
 - What are we most thankful for?
- Trips to the ice cream store every night! **Encourage Everyone To Go and Step Out of Social Clicks.** Go, especially when tired and grouchy. The change of scenery, conversations, and treats are good for the soul.
- Always, always, always be in groups no smaller than **2 adults + 2 teens.**
- **ASP Parents always supervise** and frequently remind (questions work great) the teens of behavioral expectations/code of conduct for their and the community's safety and well-being. **Occasionally, we will even need to briefly verbally reprimand the teens.** When in doubt, check immediately with your crew's co-parent and Teen Leader at the site or Giles ASP County director parent.
- **Teen leaders do not need to be disciplinarians or "narks." But do need to support the Parent leaders** and not ignore, contribute to, or otherwise condone flagrantly inappropriate behavior.

- **Teens need to be reminded that certain portions of the building may be off-limits.** Adult leaders will simply be walking around intermittently, saying hello, and making sure everyone is having fun and living our ASP values. **This is our job as adult leaders.**

During the Week:

- **Any Safety Concern Anytime or Anywhere for Anyone? Politely and positively speak up and “press pause” on the activity,** and immediately discuss it with other adults and teen leaders before resuming.
- Early in the week, help the teen leader find positive nicknames as appropriate for your group. But avoid anything that might be considered negative. Labels stick. **Ask each teen if their potential nickname is okay first** before sharing with the group!
- **Start prepping for the Senior Ceremony on Day 1:** Keep notes on great things you Teen Leader did so you can speak to their character and give examples at the senior ceremony. Consider:
 - One thing we loved about you at ASP
 - One thing we learned from you at ASP
 - One thing we hope for you as you after ASP (At college or as a Senior in HS!).
- **Ask teens to reflect each day and note their “God Moments” to share Friday evening after dinner.** A God Moment is an instance, conversation, realization, etc, when a person or group of people truly feel Christ’s Love at ASP.
- **Midweek, think about a gift that you might build or otherwise give the family:** a family sign, a basic dog house, or another simple but thoughtful gift, ideally with the remaining ASP supplies that might otherwise be discarded.
- On the last day, consider (definitely not mandatory) buying each of your teens a small memento from the local store with your teen leader. Give the memento to the teens at the site before leaving on the last day.
 - Memento or not, be sure to say a few kind words with examples about each teen before heading back to the center on the last day at the site.

Last Day Departure from the Main Centers:

- Since this is the last week of the summer for the ASP program nationally, **we will be battling clean up! So, we help the ASP staff clean up and pack up the center and all equipment.**
- On Friday night, some adults will need to stay up late with the teens. Ideally these folks will not be driving much on Saturday.
- It’s a long ride home, and it’s easy to get a bit grouchy. But stay positive, keep embracing the simple life, and go with the flow.
- When driving home, reflect with the teens in your van on the trip.
 - What surprised you about ASP? The family? Yourself? Your fellow teens?
 - What lessons did you learn?
 - How will you apply these lessons to your life moving forward?
 - What do you hope your life story will be for the next five years?

Last Day Arrival Back Home at St. Giles:

- Be sure to turn in your binder, van, crew cash/receipt envelopes, keys, etc.
- Each van is equipped with a first aid box. Please keep it in the van so it can be collected when the vans are cleaned out.
- Take lots of pictures! It’s ok to cry happy tears. But just remember, we’ll all be back next year!