February 20, 2020

Dear SSP Liaison,

We are excited your group will be attending one of our five summer sites in 2020. Your volunteers, along with 110 other registered groups, will make a big difference in each of these communities!

Please read this packet thoroughly. It includes detailed information vital to getting your group ready for SSP. Outside this packet, you can find current information about the summer on our website at SierraServiceProject.org.

Your group can also stay current with what’s going on at SSP by following us on Facebook (Sierra Service Project) and Instagram (@SierraServiceProject). Each summer site also has its own Instagram, where staff post updates:

- Smith River: @SSPsmithriver2020
- San Diego: @SSPsandiego2020
- Chiloquin: @SSPchiloquin2020
- Lake County: @SSPlakecounty2020
- Tsail: @SSPtsail2020

If you have additional questions, don’t hesitate to reach out. We want to help you prepare for your trip as best as possible! We are grateful to be on this journey of service with you.

All the best,

Veronica Russell

Veronica Russell
Director of Volunteers & Outreach
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Sierra Service Project
Preparation Packet
Summer 2020

Important Information for:
  Trip Liaisons
  Adult Volunteers
  Youth Volunteers
  Parents
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Trip Liaisons: Timeline & Checklist

To Do Now

- **Recruit** youth and adults. Meet with all volunteers and parents to review this packet and due dates.
- **Apply for scholarships**: We distribute awards on a rolling basis after January 15, as funds are available.
  - Scholarship recipients: If your group has received scholarship funds, you must accept each award in MySSP in order for it to be applied to your account.
- **Enter volunteer details** into the MySSP roster (due May 1). Be sure to check your entries for accuracy.
  - **Adult volunteers**: Name, email address
    - Intergenerational sessions: Anyone 18 or older by the start of the SSP program they are attending should be entered to the roster as an adult.
  - **Youth volunteers**: Name, parent/guardian name, parent/guardian email address
    - **High school & combined sessions**: Youth participants who have turned 18 should be entered to the roster as youth. Anyone attending SSP as a youth volunteer must have their forms completed by a parent/guardian.
- **Arrange your transportation plan** to and from the site. The vehicles you bring will be used throughout the week to transport youth to and from work sites. SSP has a discounted business rate with Enterprise, which you may use to arrange your own rental vehicles for your trip (details on page 7).

March 1

- **Submit second payment**. Download your invoice and pay online via credit card, or send a check in the mail (preferred). Payments not received by this date will be charged an additional late fee.
- **SSP will start sending emails to parents and adult volunteers**. Any volunteer that has been entered to the roster by this date will begin receiving reminders to complete their electronic forms (due June 1).

May 1

- **All volunteer rosters should be entered by the liaison by this date**. Remind parents and adults to complete their electronic forms (due June 1) via the emails sent to them from SSP.
- **Online training** will be emailed to adult volunteers (due prior to attending the program).
- **Finalize transportation plan**, including rental and/or borrowing of vehicles needed.

June 1

- **Submit final payment**. Download your invoice and pay online via credit card, or send a check in the mail (preferred). Payments not received by this date will be charged an additional late fee.
- **All electronic forms are due at 3:00 PM PDT on MySSP**. Please send reminders to your parent/guardians and adults in advance! If your group needs to substitute an adult after June 1, notify the SSP office for approval.
  - We order T-shirts on this date using details from the electronic forms. Anyone who has not completed these by this date may not be guaranteed the correct T-shirt size.
- **Check in with adult volunteers** to ensure they are completing online training (due prior to program).
Two Weeks Prior to Your Session

- The liaison will receive an email to schedule a call with your SSP Site Director.
- Collect at least one five-gallon water jug and one first aid kit for each vehicle.
- Verify the completion of all volunteer forms, dietary needs, and other needs on the roster on MySSP. Confirm all participant information is correct and complete.
  - Liaisons can view and download each participant’s electronic forms directly from the roster page. You are encouraged to print one copy of each participant’s Medical History & Release Form to keep with you during your travels to and from SSP.

One Week Prior to Your Session

- The liaison will receive a call from the SSP Site Director. On the call they will confirm your roster information, vehicle plan, and share site specific information concerning your week at SSP. They will also go over any missing volunteer forms for your group. Please make sure your contact information on MySSP is accurate.
  - If the liaison is not attending the trip, communicate which of the adult volunteers should be the main contact for the SSP Site Director.

Sunday of Your Week

Please plan to arrive on Sunday between 2:00 and 4:00 PM. Our Tsaile, AZ site is on Mountain Time. This means that during the summer, groups going from the West Coast to Tsaile lose one hour. Please plan accordingly.

Bring these items with you to site:

- Maps and directions to your SSP site
- First aid kits (one per vehicle)
- Five-gallon water jugs (one per vehicle)
- Any forms that have not been completed electronically (contact the SSP office for hard copy versions)
- It is suggested, but not required, that liaisons carry one copy of the Medical History & Release Forms for each participant in their group, in case of emergency.
  - SSP site staff will print out copies of the Medical History & Release forms directly from your group’s MySSP roster, and distribute them to the appropriate adult driver of each work team. These copies will then be collected by staff at the end of the week and shredded.

Your SSP Week

Fellowship, serve, learn, reflect, pray, and play!

Last Morning of Your SSP Week

Eat breakfast, receive bookmark with website to take our online evaluation survey, group photos, closing circle, and depart by about 10:00 AM.
Adult Volunteer Requirements

Who should serve as an adult volunteer at SSP? Adults play a vital role at our youth-focused programs! They transport youth, ensure work site safety, facilitate group conversations on faith and social justice, help enforce rules and guidelines, and motivate youth to learn and practice social skills. One of the most important decisions a liaison will make is deciding which adults will go on the trip. They should know the youth’s names, have some experience interacting with them, and be suitable to work with youth in general. Adults should be youthful in spirit, as SSP is a high energy experience! Adult volunteers must be at least 23 years old in order to drive during the SSP week, for vehicle liability reasons.

Please give adults a clear picture of what they are signing up for. They should be prepared to participate in all aspects of SSP, and know down time is limited. They will drive youth to and from the work site, off-site program locations, and showers (if off-site) each day. Adults sleep on the floor in a room with teenagers, eat the meals SSP provides, and use group showers at some locations (youth and adults shower at separate times). Every part of the SSP experience is done in community.

Enter adult information to the MySSP roster by May 1 so they can complete their electronic forms, online training, and begin the background screening process. For intergenerational sessions only, anyone 18 and older by the start of the program is considered an adult volunteer, but may not have the same youth supervision requirements as other SSP sessions.

Forms and Background Screenings

Forms: In order to protect the youth we serve, we require adult volunteers to complete a set of electronic forms, which are sent to the email address provided by the liaison in MySSP. Be sure ALL electronic volunteer forms are completed by 3:00 PM PDT on June 1. Please allow plenty of time to complete all these items prior to the due date.

Background screenings: SSP requires that all adults have successfully undergone a National Criminal Background Check within the past two years of the session they are attending. The screening should cover identity verification, multi-state criminal search (includes the nationwide sex offender registry), county criminal search, and government sanctions. This can be completed one of two methods:

1. Undergoing a screening through SSP’s platform (IntelliCorp).
   a. If an adult has not been screened since June 2018, they are encouraged to undergo a screening through SSP’s platform. Alternatively, their church or employer can run a new background check on them. If the church or employer chooses to run a new screening for the adult, skip to method 2 below, which covers verifying external screenings.
   b. SSP partners with IntelliCorp, which is less expensive than other screening agencies, alleviates concerns about sending personal information through the mail, and eliminates most office processing work. Screenings start at $19.95, but may cost more depending on county records.
   c. To complete a screening through SSP, visit SierraServiceProject.VolunteerPortal.net. The password to log in is counselor, and is case-sensitive.
      i. Allow plenty of time to complete this prior to the due date. Background screenings often take several weeks to be run, verified, and processed.

2. Verifying a screening they have already completed through their church or employer.
   a. If an adult has been background checked since June 2018, they do not need to be screened again, but do need to have the screening verified.
   b. To verify an external screening, the adult should enter the contact information of the person who can verify their screening in their electronic forms. This is usually a pastor or administrator. That person will receive an email with instructions to verify their screening was completed within the appropriate time frame. As with any request for a recommendation, be sure to give this person adequate time to respond before the forms are due.
Transportation Plan

Planning Your Trip to SSP and Back

Determine your driving times, route, and distances, making allowances for food and bathroom stops. Arrange overnight stays if needed. Many SSP churches open their doors to groups traveling to their SSP site. Contact the office to find an SSP-friendly church that may be able to host you along your route. For the return trip, let parents know when you plan to return, and arrange for a phone tree or group text if needed once you are close to home.

Arriving at SSP on Sunday
All groups must plan the trip so you arrive at SSP between 2:00 and 4:00 PM on Sunday. Please do not arrive before 2:00 or after 4:00 PM. If you are early, our staff won’t be ready for you. Summer staff only have 28 hour sessions, and need that time to prepare and rest. If you arrive late, it is difficult to fit in all the preparation information you'll need to get started on Monday. The staff are not able to start until all groups have arrived. It is frustrating for those who arrive on time to wait for a late group, then stay up late to complete orientation after a long day of driving. When you arrive at site, cars will be unpacked and there will be some free time to get settled after the drive.

IMPORTANT! The Tsaile, AZ site is on Mountain Time. During the summer, you will lose an hour when traveling from the West Coast. Please plan accordingly.

Departure
Most sessions end Saturday morning, while some end Friday morning. See our program schedule and your registration details in MySSP to determine whether your group is signed up for a 6-night or 5-night session.

The last morning is a time for clean-up and goodbyes. Everyone should be there until the last dish is washed, last picture taken, and last song sung. Groups leave between 9:00 and 10:00 AM. Plan your travels accordingly.

In an effort to improve our programs, we ask all volunteers to complete an online survey after their SSP experience. Adults will complete the online survey before leaving the site. Youth are given a bookmark with a link to the survey, which they can complete on a phone during the trip home, or on a computer at home.

Vehicles

Volunteer groups must provide their own transportation during the SSP week, including to and from the work site. Work teams are ideally 7-9 people, so minivans, large SUVs with seatbelts for 7-9, and trucks work best. 15-passenger vans are strongly discouraged for safety reasons; contact the SSP office with questions. Seatbelts are required for all occupants.

Van Rental Information
SSP has a special rate with Enterprise Rent-A-Car for groups to arrange vehicle rental for your trip. However, this may not reflect the least expensive rental option for your region. We encourage you to investigate rates with other companies as needed. Make reservations early, as vans are in high demand in summer months.

To use SSP’s Enterprise rate, visit Enterprise.com. Enter your group’s trip dates, pickup/dropoff location, and SSP’s Corporate Account Number: 30C2900. This will show you the availability and rate for all vehicles. You may also instead call 1-800-Rent-A-Car (1-800-736-8222) and refer to our Corporate Account Number to make your reservation.

If you do take advantage of this rate, remember the arrangement is solely between you and Enterprise. SSP cannot take responsibility for reservations or other problems that may arise. As with any rental arrangement you have, we strongly advise you call one week ahead of your pick-up date, as well as the day before, to verify your reservation is intact and your vehicles are available.
Trip Expenses

When estimating your overall total trip expenses, remember to include the cost of rented vehicles, fuel for vehicles to site and throughout the week, overnight lodging and meals to and from site, and any extra spending money.

Second and Final Payments

In addition to the deposits paid upon registration, SSP requires two subsequent payments prior to the program in order to participate. These are calculated based on your total number of registered volunteers by each due date. Please review your total registration numbers prior to each payment due date, and make changes in your group’s enrollment as needed in advance of the due date.

Second payments are due March 1, and final payments are due June 1. See the table below to determine the amount your group owes for each. You can download your invoice and pay by credit card on MySSP, or send a check in the mail (preferred). Any scholarships your group is awarded will be split evenly between your second and final payments.

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Second Payment Amount: March 1</th>
<th>Final Payment Amount: June 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>All 6-night sessions</td>
<td>$220 per participant</td>
<td>$135 per participant</td>
</tr>
<tr>
<td>All 5-night sessions</td>
<td>$195 per participant</td>
<td>$110 per participant</td>
</tr>
</tbody>
</table>

Late payments will be subject to a late fee of $5% the balance owed. Late fees will be applied to overdue balances as of March 15 and June 15, for each respective payment due date. Any payments received within two weeks of the March 1 or June 1 due dates fall under a grace period, and will not have a late fee applied.

Scheduling a Volunteer and Parent Meeting

Meeting with all volunteers and parents is essential to ensuring everyone is well informed and prepared for the trip. At these meetings, you should plan to do the following:

1. Notify parents and adults they will receive an email link to complete all required forms electronically. Show an example of this process if necessary using an adult volunteer’s roster entry and email. The emails will be sent immediately to anyone entered on the MySSP roster, starting March 1.
2. Discuss the SSP experience, packing list, daily and weekly schedules, types of work projects, and work teams.
3. Go over the expectations for living in community and being a guest in the host location.
4. Discuss your trip plans, including added costs (travel, overnight stays, etc.).
5. Collect payments from families for upcoming payment due dates, and discuss your fundraising plan.
6. Be open to questions. You may not have all the answers, but are welcome to bring questions to the SSP office on your group’s behalf.

T-Shirts

Every year, SSP produces a custom-designed T-shirt for each participant. We collect T-shirt orders via the volunteer forms your youth and adults complete electronically. In order to print and sort T-shirts before the start of the summer, all electronic volunteer forms – for youth and adults – must be completed by 3:00 PM PDT on June 1. If not, they may not be guaranteed the correct T-shirt size.
Frequently Asked Questions

Who can attend?
As an ecumenical Christian service program, SSP encourages middle and high school groups, adult groups, families, and individuals to participate. SSP fosters affirming spaces and welcomes volunteers of all backgrounds, races, ethnicities, genders, sexual orientations, religions, and abilities. The only requirements to attend SSP are a willingness to serve and openness to new experiences.

Who is in charge of SSP?
SSP is a 501(c)(3) non-profit organization, ultimately run by a Board of Directors and full-time office staff. During the summer, each SSP site is operated by seven to eight energetic and welcoming young adult staff persons, who are eager to serve alongside you!

What does it cost?
If all deadlines are met, the cost for an SSP group trip runs between $365 and $415 per person. Scholarships are available to assist anyone with financial needs. The fee is all-inclusive and covers food, lodging, building materials, tools, and staff for the week. All meals are covered from Sunday dinner to breakfast the last morning. See program costs on our website.

What are the facilities like?
SSP will operate in five locations across the Western United States. Each offers a unique setting and host facility. Facilities vary by location, but each site has sleeping areas separated by gender. SSP is gender inclusive and seeks to accommodate sleeping areas as needed for non-binary and trans volunteers.

Can I leave SSP early or arrive late?
All participants, youth and adults, must remain at SSP for the entire session! The experience is based on a tight-knit community that serves and fellowships together. Arriving late, leaving early, or otherwise can interrupt the overall SSP experience. If your group has extenuating circumstances, please call our office.

Where does SSP find people to serve with?
Local community organizations, tribes, and churches who are most aware of people’s needs in the area help us connect with those who may need our services.

Will my group have direct interaction with local community members?
Yes! Many homeowners enjoy spending time with the teams working on their homes. Some work during the day and will not be present. Each site also has at least one community speaker, and varied activities with local organizations or community centers.

Are the work sites safe?
Our trained staff visit each work site ahead of time and oversee the projects during your week. All volunteers learn basic safety precautions and safe tool usage on the first day. Adult volunteers guide each work team, and SSP construction staff check in at every project site at least twice each day.

How are we divided into work teams?
Each participant is placed on a work team of about seven to nine people. Each team will ideally have two adult volunteer leaders. We will do our best to pair first-time adults with an SSP-experienced adult on work teams. We form teams by mixing groups, ages, and genders. You will be in a work team with people from a variety of groups. We want you to get to know new people, so you might not be on the same team as other members of the group you arrived with.

Do I have to have construction experience?
No experience is required! It can be helpful when volunteers are experienced in construction, but we are eager to host those who are new to such skills. Our staff are trained in drawing plans, teaching teams how to complete projects, and assessing a project’s quality.

Will my work team complete our project?
On average, an SSP project spans three weeks. Your team may see the beginning, middle, or end of a project. We will not leave a summer site without completing all projects we begin.

I have a question that hasn’t been answered...
Feel free to contact the SSP office if you have further questions or concerns. Call us at 916-488-6441, or email Veronica.Russell@SierraServiceProject.org.
Typical Daily Schedule

These schedules may vary to accommodate the logistical needs of your site.

High School, Combined, & Intergenerational Programs

7:00 AM  Wake up and get ready (the day may start earlier depending on the site and heat index).
7:30 AM  Spiritual awakening (optional) to get centered for the day.
8:00 AM  Breakfast
8:30 AM  Community service opportunities (cleaning kitchen and bathrooms, etc.), lunch crew packs sandwiches, teams head to work site.
9:30 AM  Arrive at work site, begin service work.
Noon    Lunch and spiritual sandwiches (group discussion) at work site.
1:00 PM  Resume service work.
4:00 PM  Return to site, clean and store tools, shower, free time. Free time is spent at the location where we are housed and includes sports, crafts, cards, snacks, and hanging out!
5:00 PM  Staff/adult meeting – adults meet with staff to discuss joys, concerns, and plans for the next 24 hours.
6:00 PM  Dinner
6:30 PM  Community service opportunities
7:00 PM  Song time and evening program – mail, sharing work site reports, team building activities, and spiritual programs related to our summer theme. At least one evening is always devoted to learning about the local community.
9:00 PM  Free time. Volunteers prepare for bed.
9:45 PM  Evening devotional led by a work team.
10:00 PM  Lights out. Sleeping areas are separated by gender. The work we do is hard labor and everyone needs to get a good night’s sleep.

Middle School Program

7:00 AM  Wake up and get ready (the day may start earlier depending on the site and heat index).
7:30 AM  Energizers and morning program
8:00 AM  Breakfast
8:30 AM  Community service opportunities (cleaning the kitchen and bathrooms, etc.), lunch crew packs sandwiches, teams head to work site.
9:30 AM  Arrive at work site, begin service work.
Noon    Lunch and spiritual sandwiches (group discussion) at work site.
1:00 PM  Resume service work.
3:00 PM  Return to site, clean and store tools, shower, free time. Free time is spent at the location where we are housed and includes sports, crafts, cards, snacks, and hanging out!
4:00 PM  Staff/adult meeting – adults meet with staff to discuss joys, concerns, and plans for the next 24 hours.
5:00 PM  Song time, work site reports, and handing out mail.
5:45 PM  Dinner
6:15 PM  Community service opportunities
7:00 PM  Evening program – team building activities and spiritual programs related to our summer theme. At least one evening is always devoted to learning about the local community.
8:00 PM  Free time. Volunteers prepare for bed.
9:00 PM  Evening devotional led by a work team.
9:30 PM  Lights out. Sleeping areas are separated by gender. The work we do is hard labor and everyone needs to get a good night’s sleep.
Typical Weekly Schedule

*These schedules may vary to accommodate the logistical needs of your site, and are often dependent on the schedules of our community contacts.*

6-night sessions

Sunday: Arrive between 2:00-4:00 PM, orientation, staff/adult meeting, assign work teams.
Monday: Safety presentation and hands-on tool training, half day service at work site, evening program.
Tuesday: Service at work site all day, community-focused evening program.
Wednesday: Adventure Wednesday: community service activity as a full group or activities to learn about the site location, recreation in the afternoon, BBQ dinner, evening program.
Thursday: Service at work site all day, off-site evening program.
Friday: Service at work site all day, closing celebrations.
Saturday: Pack up, clean site, receive bookmark with website to take online evaluation survey, breakfast, closing circle, depart.

5-night sessions

Sunday: Arrive between 2:00-4:00 PM, orientation, staff/adult meeting, assign work teams.
Monday: Safety presentation and hands-on tool training, half day service at work site, evening program.
Tuesday: Service at work site all day, community-focused evening program.
Wednesday: Adventure Wednesday: community service activity as a full group or activities to learn about the site location, recreation in the afternoon, BBQ dinner, evening program.
Thursday: Service at work site all day, closing celebrations.
Friday: Pack up, clean site, receive bookmark with website to take online evaluation survey, breakfast, closing circle, depart.

**Note:** There will be several opportunities during your week at SSP to reconnect with everyone from the church or youth group attending with you, even if they are not on your work team. The time this takes place will vary by location due to program and community limitations at each site.
Work Teams & Typical Projects

Work Teams

Work teams typically comprise of seven to nine volunteers. Prior to your group arriving, SSP construction staff use volunteers’ electronic forms to assign them to a project for the week. They will consult with adult volunteers upon arrival to ensure all special needs are met, and those with special construction skills are put to use the best they can.

- **We intentionally mix groups** into different work teams, combining your volunteers into teams with people from other groups. This helps everyone get to know each other, enhances the site’s overall community atmosphere, and discourages exclusivity, encouraging youth to get to know people from many groups.
- **Work teams meet on Sunday evening** for the first time.
- Ideally **two adult volunteers** serve as the on-site leaders for each work team. Some teams may have one or three adult volunteers. We do our best to ensure first-time adults are paired with an experienced SSP adult. Each day, the adults for each work team participate in a staff/adult meeting.
- **Work teams during combined and intergenerational sessions** will account for the differing developmental needs of younger and older youth. To that end, construction staff do their best to create teams of younger youth (typically 6-8th grade) separate from teams of older youth (typically 9-12th grade).
- **Intergenerational sessions** may have several all-adult work teams. In this case, the team might choose one or two group leaders to represent their team at the daily staff/adult meeting, or rotate who attends.

SSP construction staff provide plans and instructions for every team and every job. The construction staff rotate between work sites, and will not be present with your group for the entirety of the day. You can expect a staff member to be present at least two times per day, as well as check in before and after the work day.

Typical Work Projects

Although SSP can’t tell you in advance what specific repair projects your group will be doing, the repair work most often falls under these categories:

- Accessibility-focused projects, such as building stairs, decks, and ramps
- Protection from the elements, such as repairing roofs and building awnings
- Indoor repairs, such as flooring and installing or repairing drywall and insulation
- Painting, both interior and exterior

On average, an SSP project spans three weeks. Your team may see the beginning, middle, or end of a project. We will not leave a summer without completing all projects we begin. Your team most likely will not start and finish a project.

Most SSP projects are done on homes, but some projects are for community organizations. These types of projects allow SSP to serve the entire community, rather than just one family. Examples of these projects range from working in community gardens, to painting schools and churches.
Meals at SSP

SSP works to provide balanced, nutritious, and appealing meals throughout the week. When cooking for 60 or more people in a small kitchen on a budget, this can be hard to do. Therefore, it is essential volunteers notify SSP of any special dietary needs in advance so we can do our best to accommodate them. There is a section in each volunteer’s electronic forms in MySSP to indicate dietary needs, which should be completed by June 1.

The week prior to arrival, staff will verify the needs listed in the roster with the liaison. It can be difficult for our staff to accommodate special dietary needs on short notice. However, they are trained to prepare vegetarian, vegan, dairy free, gluten free, nut free, and other meals with dietary needs, with enough notice to purchase the ingredients. SSP Food Service Coordinators provide quality food in ample quantities for both breakfast and dinner, and will be happy to make more if people are still hungry.

Traditional SSP lunch consists of peanut butter and jelly sandwiches, augmented with fresh fruit and salty snacks to replace sodium lost through sweat. An alternative to PB&J will be available for anyone with dietary needs. In addition to each day’s meals, SSP provides a healthy snack for all volunteers each afternoon. This consists of things like fresh fruit, veggie sticks, oat balls, popcorn, and other snacks.

During your week at SSP, you will be strongly encouraged to avoid junk food and celebrate the opportunity to eat simple and healthy food. Adult volunteers are asked not to make stops to purchase snacks at local markets during trips to and from work sites and showers. Rewarding youth with junk food for hard work or reaching a goal sets up a habit that is hard to break, and creates bad feelings when one work team does it and others don’t.

For hygiene reasons and for rodent control, food is not allowed in the sleeping areas. Volunteers should not arrive at SSP with large quantities of food in their vehicles. Groups arriving with junk food will be asked to box it up for the trip home. If groups arrive with healthy snacks, they will be added to a community snack area, available for all volunteers.

Parents are encouraged to send care packages containing healthy snacks like granola bars, mixed nuts, and dried fruit. These will be added to the community snack area to promote equitable sharing at SSP. This equalizes the experience for all volunteers, regardless of their material resources. Keep in mind SSP sites can only receive mail via the US Postal Service (not FedEx or UPS), so be sure to send these far enough in advance so they will arrive while the volunteers are still participating at SSP. Mailing addresses can be found on your site’s location page on our website.

We encourage groups to bring powdered sports drink mix for hot days on the work site. Please bring powdered drink supplements (such as Gatorade canisters), rather than individual bottles. Canisters create less waste and are easier to dispose of than bottles, as recycling is not always available. Most water coolers used at SSP are five gallons, and a standard one-pound canister of powder works great.

Accessibility & Volunteer Needs

SSP is committed to making its programs accessible for any youth who wants to attend. To that end, we do our best to accommodate all disabilities or other needs on site. In order to do so, we ask that volunteers notify SSP in advance of any disabilities or other restrictions by entering the pertinent information on their electronic volunteer forms in MySSP. Group liaisons should be aware of these and any other dietary, physical, emotional, or relevant needs, and confirm them with the Site Director prior to arrival.
Expectations & Rules for Living in Community

Each week, SSP becomes an intentional Christian community comprising of volunteer participants, staff, and the community we serve with. Remember we are guests of the local community and facility where we stay. The following rules and guidelines help us meet the needs of everyone in our community.

- All participants are expected to be present for the entire week. Because late arrivals or early departures are very disruptive, exceptions to this rule are very rare, and must be approved in advance by the SSP office.
- The SSP summer staff has overall responsibility for all activities of the site. Please show respect and cooperate with all instructions and requests from staff.
- Adult volunteers are responsible at all times for the physical, emotional, and spiritual safety of the youth placed under their care.
- We expect everyone at SSP, including adult volunteers, to participate in all activities during the week. Adult volunteers are assigned to guide their teams in various activities to keep the facilities clean and functioning smoothly.
- Only adult volunteers 23 and older are allowed to drive vehicles at SSP, and are expected to follow all traffic laws, including speed limits. Seatbelts are REQUIRED for all passengers at all times.
- All participants are expected to eat the three daily meals that SSP provides. Hard work requires well fueled bodies; SSP is not a time for dieting. Volunteers should enter all dietary needs in their electronic volunteer forms so our staff are prepared to accommodate them.
- Sleeping areas are separated by gender. No activity is allowed after “lights out.” Every site’s sleeping arrangements are different, but will accommodate sleeping arrangements as needed for non-binary and trans volunteers.
- Taking pictures or recording video or audio of the host family or community representatives may be done only with their permission. Always ask in advance.
- General work hours for high school, combined, and intergenerational sessions are from 9:30 AM to 4:00 PM. Work hours for middle school sessions are 9:30 AM to 3:00 PM. Breaks for safety and rest, as well as for lunch, are very important. No members of a work team should be left alone at the work site without a vehicle.
- SSP does not tolerate sexual harassment, abusive language or behavior, or discrimination of any type. SSP staff will provide training and a handout on SSP’s Safe Community Policy during the first staff/adult meeting.
- SSP has the right to send any volunteer home who does not adhere to the SSP rules. Adult volunteers and parents are responsible for arranging transportation home for anyone who is asked to leave before the end of the week, at the expense of the parent or adult volunteer.
- Visitors are not common during the week. Any visitors must be approved in advance by the SSP office, and overnight guests must undergo a background screening.
Appropriate Dress at SSP

SSP seeks to maintain a safe and respectful environment for everyone involved in our programs. To that end, we ask volunteers to abide by reasonably modest guidelines for dress, for the following reasons:

- To ensure **volunteer safety** on the work site.
- To be **respectful** of the homeowners and community organizations we work with.
- To foster a **safe, comfortable, and affirming** environment where everyone feels welcome, regardless of body type or the type of clothing they own.

**The following is encouraged at SSP:**
- Clothing that is safe at the worksite **is required**. Sleeves, hats, and long pants reduce the risk of sun damage.
- Simple clothing that does not detract from our ability to serve. Typical attire includes T-shirts and jeans.
- Program activities require clothing that allows for ample mobility.
- As guests of our host communities, modest dress such as covered shoulders is one way we can show respect.
- Clothing that promotes positive self-expression! Many sites have fun daily dress prompts, which the Site Director will communicate prior to your arrival.

**The following is not allowed:**
- Any clothing that is offensive or displays slogans or artwork referencing alcohol, drugs, tobacco, or obscenities.
- Any clothing that exposes undergarments or does not cover the body well. This includes covering the stomach, chest, back, and upper legs.
- Using gendered biases and/or body-shaming language when enforcing dress guidelines.

Our goal is to focus on community building and developing in our faith journeys. Our guidelines for dress are in place in order to minimize situations which might detract from the service experience. We ask that all volunteers use affirming language if any instance arises which requires coaching any individual on their attire. If you are unsure how to address a situation related to maintaining the appropriate dress guidelines, talk with an SSP staff member.

Please remember to bring swimsuits for water day and showers. As a time of relaxation and play in the sun, water day is an exception to typical SSP attire. While the minimum standard is that swimsuits should sufficiently cover the body, we ask that group leaders set the expectation for their own volunteers on what your group considers appropriate dress for water activities.

At many sites we use group locker room showers, and most youth feel more comfortable wearing swimsuits. Every site’s shower setup is different, but SSP can provide private showers as needed for non-binary and trans volunteers.

**Electronics**

The SSP week is electronics free (other than digital cameras) for youth, to build community and focus on service. Adults collect youth’s electronics upon arrival, and SSP staff keep them secure for the week. Adults should keep their cell phones for emergency use. After the week, we youth and adults are encouraged to follow SSP’s Instagram accounts and use the hashtags **#SSP2k20**, **#ExploreBuildGrow**, **#SierraServiceProject**, and **#volunteerSSP** when posting photos online.

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2020 Summer Preparation Packet
Packing List

Required:
- Sleeping bag and pillow
- Air mattress, pad, or cot for sleeping on the floor
- Sweatshirt and windbreaker
- Long-sleeve shirts
- Short-sleeve shirts (should cover the shoulder for sun protection)
- Long pants; multiple pairs (jeans or canvas recommended)
- Shorts (keep length appropriate; mid-thigh is great)
- Socks, multiple pairs
- Close-toed shoes (work or hiking boots recommended)
- Additional pair of shoes for wear at home site
- Hat, bandana, and sunglasses (sun protection)
- Toiletries
- Towel and swimsuit (showering and water day)
- Sunscreen
- Mosquito repellant
- Backpack for personal items
- Water bottle

Encouraged:
- Shower or water shoes
- Work gloves that fit the user (SSP provides for anyone without)
- Musical instruments
- Disposable or digital cameras (youth phones are collected & stored)
- Bible, journal, and writing instrument
- Camp or hiking chair for adults (we sit on the ground a lot)
- Gatorade powder canisters (drink supplements for the work site)
- Healthy snacks (to be added to a shared community snack area)

Do Not Bring:
- Unhealthy snacks or drinks
- Clothing which does not align with SSP’s guidelines for dress
- Electronics (other than adult’s phones and digital cameras)
- Prohibited items listed in your volunteer paperwork, which do not align with SSP’s Safe Community Policy (drugs, alcohol, weapons, pyrotechnics, tobacco, etc.)

Protective Garments at the Work Site
- Closed-toed shoes and clothing that protects from the sun are required.
- Long pants are more comfortable and protective. Clothing at the work site should be of sturdy material.
- Brimmed hats, sunglasses, and bandanas help with sun protection.
- Smith River: The Northern California coast can be quite cold. Layers, rain coats, and knit hats are encouraged.
Immunizations

_Sierra Service Project strongly encourages all volunteers and staff to come to SSP with up-to-date immunizations._

Vaccines protect more than just you or your children: they protect the entire community. Having up-to-date immunizations helps protect those who are too young to be vaccinated, as well as those who cannot be vaccinated for medical reasons. Coming to SSP with complete and up-to-date immunizations will protect participants, as well as ensure our volunteers and staff do not expose vulnerable populations to preventable disease.

- **Adolescent and adult immunization** schedules are available at: [www.cdc.gov/vaccines/schedules/index.html](http://www.cdc.gov/vaccines/schedules/index.html)

Medical & Insurance Information

We are pleased that in 45 years of operation, SSP has had few participant injuries. Our staff is CPR and First Aid trained, and safety and health conscious. A number of measures are in place to preserve the health and safety of all participants. Sierra Service Project has an Accident and Illness Prevention Plan, which includes procedures in case of an emergency. Staff and volunteers all have responsibilities to keep everyone safe and in good health. Once the groups arrive at site, addresses and phone numbers to nearby medical facilities will be distributed to adult volunteers.

- In spite of these precautions, we need to be prepared in case of an emergency. Your answers and signature on the **Medical History & Release Form** (included in the set of electronic volunteer forms) will help us deal with an emergency appropriately. _This is crucial – any participant arriving at site without a signed medical release will not be allowed to work until a form is received._
- In the event that medical treatment is necessary, you or your guardians will be financially responsible.
- The assisting Sierra Service Project staff person or adult volunteer will use the insurance information provided by you to pay for you or your child’s treatment. SSP volunteers are not covered by Worker's Compensation.

**If the volunteer is not covered by insurance:**

Sierra Service Project purchases supplemental **accident** insurance coverage for all participants. The _maximum_ accidental medical expense benefit is $3,000 for approved claims. For individuals with personal insurance, Sierra Service Project's coverage will be applied in excess of benefits provided by any other plan.

**Volunteers will be covered while:**

- In regular attendance in our program.
- Taking part in regularly scheduled, approved activities.
- Traveling to/from site activities in properly scheduled, supervised groups.
- Traveling directly between home and the SSP site, as long as that travel does not extend beyond 48 hours prior to or after the volunteers are in regular attendance at the program.
Parent/Guardian Instructions

Dear Parents/Guardians,

We are excited your child will be joining us at Sierra Service Project this summer! There are a few things we ask of you as you prepare for the SSP trip:

**Due June 1:**
- **Complete your child’s electronic forms to volunteer.**
  - Volunteer forms can be accessed on the MySSP volunteer portal, after your group liaison adds your child to the group roster. Please confirm your preferred email address with your liaison.
  - These are **due by 3:00 PM PDT on June 1** to ensure we can order the correct T-shirt size! This also allows us to prepare for any dietary or other needs your child might have, plan age-specific programs, and create work team arrangements for the hands-on service projects.
  - **The electronic forms packet includes the Medical History & Release Form.** We use secure transmission protocol to ensure your personal data is protected. Only SSP staff, relevant adult volunteers who supervise youth, and medical personnel will have access to these forms.
  - Forms must be **completed and signed by the parent/guardian**, with youth present to review the details. We will send a link to access these to the email your liaison provides.
    - Even if your child is 18, anyone attending our program as a youth participant must have their forms completed by the parent/guardian.
  - If you are unable to locate the paperwork email, please search your **inbox and spam folder** for an email from Admin@SierraServiceProject.org (add this to your safe senders contact list).
  - Once completed, the forms entry should read “roster updated” and “forms received.” Anything else indicates the forms are still incomplete.
  - If you would like to retain a copy of these forms for your records, you may download them after completion directly from your child’s MySSP page.

**Prior to Attending:**
- Pack appropriate clothing for SSP (see the dress guidelines and packing list).
- Learn about the history and culture of the location where you’ll be serving.
- Be ready for a challenge! Have a positive attitude, try something new, and make new friends.

**Ways Parents Can Support:**
- Send mail (via USPS). Mailing addresses will be available on each site’s location page.
- Be ready for transformation! We hope your youth return energized after serving others.
- Stay current with SSP via Facebook (Sierra Service Project) and Instagram (@SierraServiceProject):
  - Smith River: @SSPsmithriver2020
  - San Diego: @SSPsandiego2020
  - Chiloquin: @SSPchiloquin2020
  - Lake County: @SSPlakecounty2020
  - Tsaile: @SSPtsaile2020

We look forward to serving with you this summer!

Veronica Russell
Director of Volunteers & Outreach
Veronica.Russell@SierraServiceProject.org
Dear Adult Volunteers,

Thank you for signing up as an adult volunteer with Sierra Service Project. We could not do the work we do without dedicated adults like you! We realize many of you are using vacation time to attend, and hope this is a rewarding experience for you as well. Following are some expectations we have for you at SSP:

- Model respectful behavior and language
- Participate in all SSP activities, and encourage youth to do so as well
- Assume a leadership role for youth if participating in youth-focused sessions
- Build an affirming environment that promotes healthy risks
- Respect the authority of SSP’s young adult staff
- Be safety conscious
- No prior convictions of:
  - Sexual assault or harassment
  - Physical abuse
  - Any crime against children
- Within the last seven years:
  - No drug-related convictions
  - No driving-related convictions

Due June 1, by 3:00 PM PDT: Allow plenty of time to complete all these items prior to the due date, as background screenings often take several weeks to be run, verified, and processed.

- Complete your electronic forms.
  - Volunteer forms can be accessed on the MySSP volunteer portal, after your group liaison adds you to the group roster. Please confirm your preferred email address with your liaison.
  - These allow us to order the correct T-shirt size for you, and allow us ample time before you attend the program to ensure you are verified to participate.
  - The electronic forms packet includes the Medical History & Release Form. We use secure transmission protocol to ensure your personal data is protected. Only SSP staff, relevant adult volunteers, and medical personnel will have access to these forms.
  - We will send a link to access your forms to the email your liaison provides. If you are unable to locate the email, please search your inbox and spam folder for an email from Admin@SierraServiceProject.org (add this to your safe senders contact list).
    - If you are a liaison attending as an adult volunteer, you can access your personal forms directly from the roster page using the “update” link next to your name.
    - Once completed, the forms entry should read “roster updated” and “forms received.” Anything else indicates the forms are still incomplete. See the section below for more information on the background status section of the electronic forms.
    - If you would like to retain a copy of these forms for your records, you may download them after completion directly from MySSP page.

- Complete a new background screening OR verify an existing screening.
  - SSP requires that all adults have successfully undergone a National Criminal Background Check within the past two years of the program you are attending.
  - See page 6 for details on how to complete the background screening requirement.
  - The background status section of the electronic forms requires manual review by our office staff, and will not be updated immediately after you submit your information. Once reviewed and verified, it will read either “online verified” or “externally verified.” If additional action needs to be taken, you will be contacted by either the SSP office or your group liaison.

Sierra Service Project
Building faith and strengthening communities through service to others.

SierraServiceProject.org
P.O. Box 13009, Sacramento, CA 95813
Phone (916) 488-6441, Fax (916) 484-0917
Adult Volunteer Instructions

(continued)

Prior to Attending:

- **Online Training** will be emailed to adults entered to the roster.

While Attending:

- Participate as an active member of the SSP community! This means having fun, and growing closer in your relationship with God and others.
- Be a positive role model. You are expected to set a positive and mature example for youth. Participating in all SSP activities, and encouraging others to do so as well, is a part of this! Activities include games, devotions, leading and participating in discussions, and song time.
- Work together with SSP staff. Adult volunteers are considered partners with SSP staff, and your leadership is also needed, whether to enforce safety at site, follow direction from staff, or help facilitate activities.
- Remember each person is on their own journey. When facilitating conversations about faith and other topics, be respectful to both youth and other adults – cultivating community means working well alongside people who are different from ourselves!

SSP Work Site:

Once you arrive, you will be assigned to a work team. If you are a first-time adult volunteer, we will do our best to ensure you are paired on a work team with another experienced SSP adult. Please be sure to empower each team member to participate, making sure everyone gets a chance to get their hands dirty and try new things!

Above all, we ask that you be flexible. Our staff works hard to plan and help facilitate your work project. Although SSP office and site staff schedule the week in great detail, it’s inevitable for challenges and unexpected circumstances to arise. Remember to be open-minded, go with the flow, support the staff, and enjoy yourself.

Sharing Feedback:

- Your Site Director will be glad to work with you to ensure your needs and the needs of your team are met. Please don’t hesitate to ask questions or share constructive feedback with them during the week.
- At the end of the week, everyone will be asked to complete an online evaluation. Adults will complete this before leaving SSP. Youth will be given a bookmark with a QR code and link to the evaluation, which they can complete on their phone in the car, or on a computer at home.
- We also welcome and value any additional feedback you may want to share with us after you’ve gone home! To do so, please email Veronica.Russell@SierraServiceProject.org.

We look forward to serving communities and empowering youth alongside you!

Veronica Russell
Director of Volunteers & Outreach
Veronica.Russell@SierraServiceProject.org