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General Program Information

SSP is an affirming and welcoming community. Our work has long been centered around home repairs that help residents safely age in place and empower volunteers to grow in service-learning.

Mission Statement

*Build faith and strengthen communities through service to others.*

SSP’s Purpose

SSP’s purpose is to build strong connections and resilience among communities, by equipping volunteers in home repair skills and community-based projects. Making necessary home repairs accessible to historically underserved residents allows communities to thrive and individuals to safely age in place. Inherent in the purpose is the specific involvement of youth and young adult volunteers.

Inclusion Statement

SSP is an affirming and welcoming community that celebrates the lives and love of all people. We welcome LGBTQ+ individuals and people of color who have too often been excluded from leadership and full participation within many communities. We are rooted in the unique experiences and identities of all members of our community, which form the foundation of our work.

We welcome all people to be a part of our community as their authentic selves, regardless of race, religion, socio-economic status, gender and its expression, sexual orientation, or ability. Our passion for justice, love, and equality has no limits.
Sierra Service Project’s History

Founded in 1975, Sierra Service Project was inspired by and modeled after Appalachian Service Project. Originally founded by several United Methodist Church ministers, SSP is now an independent 501(c)(3) non-profit organization. For much of SSP’s history, our week-long summer home repair projects have been in partnership with Indigenous tribes throughout the Western United States. SSP has worked with over forty Indigenous communities and non-native rural and urban communities.

SSP is aware we have many areas to grow in our expression of anti-racism. Our leadership is, and has historically been, primarily white. We continue to work towards fostering inclusive and BIPOC-elevating spaces. We hope to be transparent in our ongoing efforts to create equitable and safe spaces as a network of helpers, justice-seekers, healers, and community builders.

- In 1979, SSP incorporated as an independent nonprofit.
- In the 2000s, we expanded our work, hosting:
  - Our first urban site in South Los Angeles.
  - Custom year-round service-learning experiences.
- In 2010, we hosted our largest summer of volunteers to date, with 2,071 participants across 7 partner communities.
- In 2014, we began hosting individual volunteers.
- In 2015, we began hosting local volunteers in Sacramento for Days of Service.
- In 2017, we began hosting Intergenerational groups during the summer, to offer service-learning experiences to a wider range of volunteers and promote cross-generational understanding.
- In 2020, SSP turned 45 years old and shifted programs online due to Covid-19. We maintained connection with partner communities via direct financial support in lieu of physical presence.
- In 2021, we launched SSP’s first Community Advisory Council and Youth Advisory Council, and led volunteers in advocacy via online learning with community partners. SSP supporters raised funds for two communities and fulfilled an in-kind donation request for students in Lukachukai, AZ.
- In 2022, we returned to in-person overnight service-learning experiences with high safety standards in light of the Covid-19 pandemic, with a 99% case prevention rate. Programs developed a more focused emphasis on community partner needs, ranging from high-impact home repairs to environmental conservation, and various other service-learning opportunities in between.
People: Who Volunteers?

Each summer, volunteers from a variety of backgrounds serve with SSP. While our program has roots in the United Methodist Church and typically hosts volunteers from progressive Christian denominations, we are open to anyone, and welcome people from all faith backgrounds and belief systems. We specifically welcome volunteers local to the communities where we serve.

“SSP is an amazing opportunity to get out of your comfort zone and serve people with your full heart. The work is not easy, but when you are doing hard work you end up making strong friendships. It’s not all about friendships though, serving the community is a big part of SSP as well.”

People of many ages are welcome at SSP. Though our programs are historically youth-centered, we have begun hosting intergenerational experiences, to allow adults and young adults to focus on their own journey of service-learning. This works well for groups without youth, families, young adults, and intergenerational groups such as churches seeking robust connections within their congregation.

Groups of any size can attend (within the maximum size set for that session). On average, groups typically each comprise 7-12 volunteers. Some organizations send multiple groups to partner with SSP over the summer due to schedule limitations, and some volunteers attend as school, family, or intergenerational groups. Our doors are also open to individual volunteers!

Work: Types of Service-Learning

Volunteers mostly work on individual homes, but teams may also work with local community-based groups like nonprofits, community gardens, or schools. SSP staff or community partners guide each step of the project. Many projects are accessibility or weatherization-related, and may include stairs, ramps, painting, roofing, or other general repairs. Most projects take over a week to complete, so volunteers may only see the beginning, middle, or end of a project. Volunteers do not need construction experience to participate, but please share any experience you might have!

Cohorted Work Teams

Cohorting is an important Covid safety measure to decrease the impact on the broader community in the event of a positive case. Cohorting means volunteers stay in their same arrival group, vehicle, work team, and sleeping space. We will also cohort when eating if distancing is not possible, and stagger shower times by cohort. In the event someone tests positive, it is unlikely they will have spread the virus to other cohorts. See page 17 for more details on SSP’s Covid-19 safety requirements.
People: Who Leads?

A team of SSP staff (typically 6-8) guide volunteers throughout their service-learning experience. They rely on adult counselors (23 and older) to provide youth supervision and physical presence on work sites during the day while they manage multiple work site logistics. Generally, staff provide project instructions and other program structure, while the supporting adult volunteers maintain and promote constructive community among the youth and adults in their cohort.

In advance of the trip, year-round SSP office staff work with group liaisons and/or parents to prepare each volunteer for what to expect. The SSP office relies on liaisons especially to ensure their group is prepared for the following:

- **Understanding what is required for participation**, and due dates for these requirements, listed in information and preparation packets.
- **Communicating with youth, parents, and adult volunteers** in your group all pre-program logistics such as completing forms, what to pack, travel time, etc.
- **Estimating group participation size and communicating any changes** with the SSP office.

Safety & Supervision

Safety of every type – physical, spiritual, emotional – is our top priority. This is one reason we require all volunteers and SSP staff participating in our overnight programs to be fully vaccinated for Covid-19, including the updated bivalent booster. See page 17 for more details on SSP’s Covid-19 safety requirements.

We want each volunteer to have the best experience possible, and strive to create an environment of safety, adequate rest, nutritious meals, and emotional and spiritual support. Each week begins with a thorough hands-on tool training, led by our young adult staff. Additionally, adults at all overnight sessions undergo a national criminal background screening prior to arrival. Please be aware anyone 18 and older by May 1, 2023 will have extra pre-trip requirements to volunteer, due to state laws protecting minors.

Youth-centered groups must bring adult counselors (23 or older), in a ratio of one adult to every four youth (1:4) at High School and Intergenerational weeks, and one to three (1:3) at Combined weeks. Adult counselors lead work teams, supervise youth, and drive youth during the week.

For intergenerational sessions, not all adult volunteers present need to actively lead youth. At all sessions, any adult under 23 will be a non-driver due to vehicle insurance limitations.
Youth & Community Empowerment at SSP

Completing hands-on service-learning work, including home repairs that allow residents to safely age in place, is central to what happens at SSP. However, there is much more that takes place to empower youth and foster connection and relationships within our partner communities.

Developing an Ethic of Service in Youth

Our goal is to meet everyone right where they are, and offer a loving environment that is conducive to learning. When given the opportunity to be trusted and make a difference, youth experience joy, gain valuable social skills, and grow in self-esteem. SSP’s programs encourage volunteers of all ages to discover their unique journey through the shared service-learning experience. We invite volunteers to explore their connection to the world and find meaning within it at their own pace.

When youth are exposed to communities and cultures different than their own, this can grow into an expression of advocacy once volunteers develop a connection to a partner community. Staff are prepared to engage volunteers in discussions about what it means to advocate alongside a community, and invite all volunteers to be open to new ideas, learning with one another during the week. As we all learn to become better advocates together, we can elevate the voices of the traditionally unheard, impact public discourse, and lead solution-oriented change.

We hope volunteers continue learning and expanding their worldview after the week is over! To that end, we encourage volunteers to partner with our host communities by becoming advocates for issues important to them.

Learn more about SSP’s Partner Communities and how to Advocate with them.

Framing Service-Learning

SSP does not refer to our work with our partner communities as a 'mission trip.' Mission trips have a history of a one-direction, transactional relationship between a giver and receiver of service. At SSP, we believe the service-learning experience is reciprocal, and the communities we work with bring countless assets in partnership. Prior to participating in SSP’s summer program, we encourage volunteers to engage in discussion with their group, friends, and family about the meaning of the work we will do together. We will provide additional volunteer training as the summer nears!
Asset-Based Community Development

One of the objectives of the SSP experience is to build bridges of collaboration with our partner communities, beyond just providing direct service. As an organization, we are committed to integrating community understanding and reciprocal learning throughout the week. SSP volunteers should gain a better understanding of the host communities’ unique strengths by the end of their week with SSP.

Listening to and advocating alongside historically marginalized populations and communities are important forms of service, connected to the home repairs we do. Many of our partner communities are prevented from accessing platforms to speak and be heard by those who can effect change. As partners with these groups and individuals, we must be careful not to speak over, or for, them.

*Top:* Silver Nez Perry shares about Diné (Navajo) culture with SSP volunteers in Tsaile, AZ.

*Left:* Volunteers in Del Norte County spend a day with the Redwoods National & State Parks.

*Right:* Our new Sacramento County program is supported in part by the City of Rancho Cordova.
2023 Summer Program

New Program Features

After re-launching SSP’s in-person summer program in summer 2022, we've learned a lot and determined a few ways we can pivot our programs to be more accessible, safe, and sustainable! This image highlights a few of the new ways we are doing this, which every liaison and participant should be aware of. Take a look below at what’s new next summer at SSP:
Partner Communities

In Summer 2023, SSP will be working and hosting volunteers in 3 partner communities:

- Del Norte County, CA
- Sacramento County, CA
- Navajo Nation, AZ

Read more in the pages following about each community specifically and what to expect!

What does this mean for other SSP partner communities?

As SSP has done for decades, this year we have to shift locations due to volunteer capacity, operational limitations, and funding. SSP has many longstanding partnerships with communities you may not see on the map above, and we value each of these communities dearly. We hope our location changes this year act not as a goodbye, but instead as a “see you later.”

Specific to SSP’s long partnership with the community of Imperial Beach in San Diego County, we are eager to host year-round service experiences by request in this location. Our connections in this region and the nature of it being an urban site accessible by both vehicle and air travel provide a much more feasible opportunity for custom year-round service-learning experiences than other locations might. Contact us if interested in San Diego year-round!
Sacramento County, CA

SSP has a long history in Sacramento County, where our central office has been located for decades, but 2023 will be our first year hosting a full summer program in the region!

Thanks to a taxpayer initiative through the City of Rancho Cordova’s Measure H Community Enhancement and Investment Fund, this program is supported by public funding and is free for Rancho Cordova residents. All other participants who are not residents of Rancho Cordova must pay a participation fee. Days of Service will also be available at this location.

NOTE: Due to funding requirements, this program offers a secular service-learning program without faith-based content.

What are the prevailing needs in Sacramento County?
- Low-income residents benefit from otherwise costly home repairs
- Installment of drought-tolerant landscapes
- Neighborhood beautification

What does Sacramento County have to offer?
- American River for water activities; miles of dedicated pedestrian and bike trails
- As the Farm-to-Fork Capital of America, abundant local produce
- Short drives to popular destinations in Northern California (Lake Tahoe, San Francisco, Auburn State Recreation Area)
- Learn more about visiting Rancho Cordova

Who is a good fit to volunteer at this location?
- Anyone is welcome!
- Groups and individuals looking for either Days of Service OR an overnight week-long program
- Volunteers interested in urban development, food deserts, and climate impact
- Volunteers looking for a secular service-learning opportunity
Navajo Nation, AZ (Tsaile Wheatfields & Lukachukai Chapters)

Based in Tsaile, AZ, we have partnered with the Tsaile Wheatfields and Lukachukai Chapters of the Navajo Nation since 2013, and previously throughout the 2000s. SSP has worked with various Chapters in the Navajo Nation since 1994.

Since 2019 SSP has partnered with the Tsaile/Wheatfields Diné Water Users Association. Volunteers assist their staff throughout the community, with the goal of increasing productive farmlands and rangelands.

In the Navajo Nation the majority of the work we do is for elders. The type of work includes roof replacements, building accessibility ramps, stairs, porches, awnings for snow protection, sheds for storing wood to heat homes, and other general home repairs.

What are the prevailing needs in the Navajo Nation?
- Weatherization for harsh winters, including roof repairs, installing awnings, and building sheds to keep wood dry
- Accessibility repair projects for elder residents, including decks, stairs, and ramps
- Conscientious visitors dedicated to Covid-19 safety (one of the most medically underserved regions heavily impacted by the pandemic)

What does the Navajo Nation have to offer?
- Ample learning opportunities rooted in sacred Navajo traditions and history
- Gorgeous natural landscapes at elevation
- Unique experience on a reservation not mixed with other communities

Who is a good fit to volunteer at this location?
- Anyone is welcome!
- Groups and individuals seeking hands-on construction and carpentry projects
- Volunteers interested in Indigenous life on reservations, direct interaction with Navajo elders, and a strong connection between community and sacred spaces
- Volunteers expecting faith programming included in the week
We have partnered with communities in Del Norte County since 2013, and previously in the 1990s. Since 2014, we have worked closely with the Tolowa Dunes Stewards to host full-group service-learning days, removing invasive European beach grass and English ivy.

Starting in 2022, SSP developed a robust relationship with Redwoods National & State Parks and Elk Valley Rancheria, and continued partnerships with other community-based organizations across the county.

In Del Norte County, the majority of our work is locally led in partnership with community-based organizations, although some projects will focus on typical SSP home repairs such as ramps, stairs, and painting.

**What are the prevailing needs in Del Norte County?**
- Support for environmental conservation efforts
- Plentiful hands to aide with community-led initiatives
- Low-income residents in need of otherwise costly home repairs

**What does Del Norte County have to offer?**
- Low summer temperatures and a cold coastal climate
- Redwoods National & State Parks
- Strong commitment to sustainability and Indigenous food sovereignty

**Who is a good fit to volunteer at this location?**
- Anyone is welcome!
- Groups and individuals looking for projects with community-based organizations
- Volunteers interested in the intersection of environmental justice and its impact on Indigenous communities
- Volunteers expecting faith programming included in the week
Program Content Types: What to Expect

SSP programs are designed to make volunteering as accessible as possible to people of all backgrounds. To that end, our programs vary in each partner community and offer unique experiences in each location.

Faith-Based Programs

SSP has a long history of running programs in partnership with faith communities, and specifically has roots in United Methodist tradition. At faith-based programs, evenings are spent singing, learning about the culture of the community we are serving with, and participating in activities to explore spirituality. These evening activities allow youth and adults to embrace their childlike sense of play and connect the week’s experiences to their lives at home. Historically rooted in United Methodist teachings but open to all expressions of faith, our spiritual program is modeled around the biblical model of loving our neighbors in word and deed.

SSP's Theology

**GRACE:** At SSP, we know God to be a giver of wonderful gifts. We believe each person receives God's grace freely, and seek to extend that grace without condition to everyone we meet.

**SERVICE:** We practice selfless service, following the example of Jesus Christ. We believe every person is valued and carefully fashioned in God’s image, worthy of love.

**COMMUNITY:** We believe that connecting in community invites us to open ourselves to the possibility of a transformational experience. Together, we open ourselves to grow and be led by the Spirit.

SSP will operate faith-based programs in Del Norte County, CA and the Navajo Nation (Tsaile, AZ) next summer. Read SSP’s full theology statement.

Secular Programs

With the introduction of local government funding and its requirements, SSP will run programs without faith-based content next summer. We know many volunteers attend SSP without any faith tradition, and we can now offer a space solely dedicated to the service-learning experience.

Some things to expect include secular service-learning conversation prompts, singing, and programs with a focus on learning about the local community. Similar to faith-based programs, these evening activities allow youth and adults to embrace their childlike sense of play and connect the week's experiences to their lives at home. We will explore possible evenings ‘off’ so groups can get to know the region, and lead their own discussions.

SSP will operate secular programs in Sacramento County, CA next summer. Read SSP’s full inclusion statement.
Typical Daily & Weekly Schedules

Each program will have their own flavor of the day and week with SSP. In general, here is what you can expect for the daily and weekly schedule:

**Typical Day:**

- 6:30 AM  Wake up
- 7:00 AM  Morning reflection (optional)
- 7:30 AM  Breakfast
- 8:00 AM  Community service opportunities (cleaning the kitchen and bathrooms, etc.).
- 8:30 AM  Service-learning activities
- Noon    Lunch at work site
- 3:30 PM  Return to host facility: shower & free time
- 5:00 PM  Staff/adult counselor meeting to discuss plans for the next 24 hours
- 5:45 PM  Dinner
- 6:30 PM  Community service opportunities (cleaning the kitchen and bathrooms, etc.)
- 7:00 PM  Song time & program
- 8:30 PM  Free time & preparing for bed
- 9:00 PM  Evening reflection (optional) led by a work team
- 10:00 PM Lights out

**Typical 6-Night Week:**

- Sunday  Arrive between 2:00-4:00 PM
- Monday Hands-on tool training + half day of service-learning
- Tuesday Full day of service-learning + community partner activities
- Wednesday Full day of service-learning + community partner activities
- Thursday Half day of service-learning + half day of rest & recreation
- Friday Full day of service-learning + end of week reflections
- Saturday Depart between 8:00-10:00 AM

*Weekly schedules for 5-night programs will vary by site. This may mean typical Monday - Friday activities will be adjusted to accommodate the shorter week.*
Covid-19 Safety Plan

As our Medical Advisory Council (MAC) likes to say, we are all pretty done with Covid - but unfortunately, Covid isn’t done with us! To ensure comprehensive safety of our volunteers, staff, and community partners, at this time SSP plans to require the following for overnight programs:

Before the SSP program, every volunteer must:

☐ At least 3 months prior to participating: Complete primary Covid vaccination series
  ☐ 2 doses of Pfizer or Moderna OR 1 dose of Johnson & Johnson

☐ At least 2 weeks prior to participating (ages 12 and up):
  ☐ Obtain an updated (bivalent) booster
    ■ Additional boosters are an added bonus!
  ☐ Provide proof of vaccination to SSP staff via participant forms
  ☐ Reduce exposure to any potential positive cases as much as possible, especially within the 10 days leading up to the program. Any known exposure to a positive case within 10 days means the volunteer will need to reschedule for a later date.

☐ Upon arrival: Provide proof of a negative Covid-19 test from as close to arrival as possible. Either rapid antigen at-home (preferred) or PCR lab tests are acceptable.

During the program:

☐ Plan to remain in cohorts for high risk exposure activities (sleeping, traveling in vehicles). See page 5 for more information about cohorts.

☐ Mask indoors when not with cohort (including interactions with any community partners, other volunteer cohorts, and SSP staff).
  ☐ Masks will not be required outdoors between volunteer cohorts, but are still encouraged

☐ Test mid-week: 48 hours after arrival everyone will test again. Cohorts will remain intact throughout the week, even after mid-week testing.
  ☐ Monitor for any symptoms and test accordingly

After the program:

☐ Notify SSP staff of any positive cases in the volunteer group within 48 hours after leaving the program

Note: We will publish any additional safety-related information as the summer approaches.

Check out an infographic outlining Covid safety on the next page!
Any exceptions?

All requests for exceptions must be submitted to the Medical Advisory Council at MAC@SierraServiceProject.org. As with SSP’s prior program year, the Medical Advisory Council (MAC) will review and respond accordingly.

More details on SSP’s fee policies related to Covid-19 are on page 27.

Who is SSP’s Medical Advisory Council?

The Medical Advisory Council (MAC) is composed of several healthcare professionals familiar with SSP’s programs. Some members of the council have dedicated their careers to infectious diseases, and others are currently practicing nurses seeing the impact of Covid-19 on communities throughout the US in real-time. We are grateful to have such a dedicated group of people advising SSP as the pandemic continues to evolve.

Questions? Contact the MAC:
MAC@SierraServiceProject.org
Group Registration Information

2023 Summer Session Options

We will offer several types of sessions across seven weeks and three partner communities:

### 2023 Date Options

- **Week 1:** starting June 18
- **Week 2:** starting June 25
- **Week 3:** starting July 2
- **Week 4:** starting July 9
- **Week 5:** starting July 16
- **Week 6:** starting July 23
- **Week 7:** starting July 30

### Session Types & Who Can Join

- **High School Only:** Incoming 9th grade through graduating 12th grade, plus adult counselors.
- **Middle School Only:** Incoming 6th grade through incoming 9th grade, plus adult counselors.
- **Combined Middle & High School:** Incoming 6th grade through graduating 12th grade, plus adult counselors.
- **Intergenerational:** Incoming 6th grade and older, including young adults and adult volunteers, plus adult counselors.

**Note:** All 2020-2022 high school graduates are welcome at any program open to high schoolers due to missing in-person SSP opportunities during the pandemic. **Anyone 18 and older by May 1** will have extra pre-trip requirements to volunteer, due to state laws protecting minors.

### Summer Program Schedule:

<table>
<thead>
<tr>
<th>Content Type</th>
<th>Partner Community</th>
<th>June 18–24</th>
<th>June 25–July 1</th>
<th>July 2–8</th>
<th>July 9–15</th>
<th>July 16–22</th>
<th>July 23–29</th>
<th>July 30–Aug 5</th>
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<td>Week 1</td>
<td>Week 2</td>
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<td>Week 4</td>
<td>Week 5</td>
<td>Week 6</td>
<td>Week 7</td>
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<tr>
<td>Faith-Based Service-Learning</td>
<td>Navajo Nation</td>
<td>Full week</td>
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<td>Full week</td>
<td>Full week</td>
<td>Full week</td>
<td>Full week</td>
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<td></td>
<td>(Tsaile, AZ)</td>
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<tr>
<td></td>
<td>Del Norte County, CA</td>
<td>Full week</td>
<td>Full week</td>
<td>5-night</td>
<td>Full week</td>
<td>Full week</td>
<td>Full week</td>
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<td></td>
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<td></td>
<td>(Mon - Sat)</td>
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<tr>
<td>Secular Service-Learning</td>
<td>Sacramento County, CA</td>
<td>Full week</td>
<td>OPEN</td>
<td>Full week</td>
<td>5-night</td>
<td>OPEN</td>
<td>OPEN</td>
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<td></td>
<td>(Sun - Fri)</td>
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</table>

**Key - Session Types**

- High School Only
- Combined Only
- Intergenerational
- Middle School Only
- OPEN - 1st group to register picks type & length

All weeks Sunday–Saturday unless otherwise indicated.
Registration Details

PRIORITY REGISTRATION (October): Priority-registered groups determine when and where specific session types are held! SSP reviews the highest interest for sessions during the month of priority registration, and publishes the full program schedule after priority placements are made in early November.

Registration Timeline:

- **OCTOBER 5-31:**
  - October 5-31 is our priority registration period, during which groups submit their top three to five choices of sessions and preferred program type.
    - Group sign-up fee is required to register
  - Groups receive placements in early November
    - If placement does not work for your group, notify the SSP office by November 15th to receive a refund or credit for the group sign-up fee
    - Per person deposits are due by November 30, 2022
  - *Sign-ups for the priority period were completed via Google Form*

- **NOVEMBER – JUNE:**
  - After priority placements, registration is *first-come, first-served*
  - *Sign-up as space is available*
    - Group sign-up fee and per person deposits due upon registration
  - Registrations can be made via the [MySSP volunteer platform](https://MySSP.SierraServiceProject.net)

What You’ll Need:

- Estimated group numbers (expected participation)
- Group type
- Choices of session
- Payment upon registration
- Group contact information

Register at: [MySSP.SierraServiceProject.net](https://MySSP.SierraServiceProject.net)
SSP’s Financial Costs & Participant Fees

To host impactful service-learning experiences, SSP incurs real year-round costs as we prepare for the summer program. This includes employing several long-term SSP staff, renting office and warehouse space and utilities, vehicle maintenance, and acquisition and repair of tools. These costs are incurred in addition to the direct costs of our summer program, which include building materials, gas, food, facility use fees, vehicle rentals, T-shirts, staff pay, community speaker honoraria, Covid-19 tests, and more.

With substantially increased costs, we also face several years of inflation. The true cost of running the summer program this year comes out to about $900 per person. Grants and donations cover about half the cost of running our programs, and the rest currently comes from participant fees and scholarships.

SSP is committed to making the service-learning experience accessible to anyone who wants to participate, while preserving our ability to partner with under-resourced communities for years to come. Keeping this in mind, we work to keep participation fees as low as possible, and can provide ample scholarship funds for participants that request financial support to attend.

Understanding SSP Summer Fees

<table>
<thead>
<tr>
<th>GROUP SIGN-UP FEE (ALL LOCATIONS)</th>
<th>2-5 people: $75</th>
<th>6+ people: $200</th>
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<tbody>
<tr>
<td>Del Norte County, CA</td>
<td></td>
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<tr>
<td>Navajo Nation (Tsaile, AZ)</td>
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<tr>
<td>Sacramento County, CA</td>
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<table>
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<tr>
<th>5-NIGHT SESSIONS</th>
<th>Del Norte County, CA</th>
<th>Navajo Nation (Tsaile, AZ)</th>
<th>Sacramento County, CA</th>
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<tbody>
<tr>
<td>$455 PER PERSON</td>
<td>$395 PER PERSON</td>
<td>$295 PER PERSON</td>
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<tr>
<th>6-NIGHT SESSIONS</th>
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<th>Navajo Nation (Tsaile, AZ)</th>
<th>Sacramento County, CA</th>
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<tr>
<td>$495 PER PERSON</td>
<td>$435 PER PERSON</td>
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Participants attending individually (not part of a group) have different fee rates.
Scholarships

We are committed to ensuring the inclusion of all people and reducing financial barriers. A key part of SSP’s mission has always been to make our programs accessible to anyone who wants to take part. One way we live this out is through our scholarship fund for participants!

In 2022, SSP awarded over $30,000 in scholarships to make our programs more accessible to participants. We hope to continue providing substantial scholarships for volunteers with financial need to participate in our programs.

In addition to our general scholarship fund, we also receive donations from generous family foundations that support low-income teens in specific geographies across the Western United States. Learn more about our available regional scholarship funds.

How to Apply:

Scholarship applications are accepted on a rolling basis. We will begin awarding scholarships on February 1, and will offer awards leading up to the summer as funds are available.

If you represent a volunteer group, complete the Group Scholarship Application to explain your group’s needs. Anyone signed up as an individual participant (not connected to a group) is also invited to apply using the Individual Scholarship Application. Both will be available on SSP’s scholarship page.
Group Participation Fees & Payment Timeline

Payments are made in **three per person installments, plus a flat fee to sign-up a group:**

- **Group sign-up fee** due upon signing up
- **Per person participation fee** due in three installments:
  - Deposit due upon receiving placement in November (priority period) or at registration
  - 2nd payment due March 1
  - Final payment due May 1

Group Sign-Up Fee

All groups must submit a *group sign-up fee*, based on their estimated size:

<table>
<thead>
<tr>
<th>Group Size*</th>
<th>Due Date</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Group (2-5 participants)</td>
<td>At time of signing up</td>
<td>$75 flat fee</td>
</tr>
<tr>
<td>Standard Group (6 or more participants)</td>
<td></td>
<td>$200 flat fee</td>
</tr>
</tbody>
</table>

*Just registering 1 participant? See the individual volunteer section on page 29!

This group sign-up fee is required **in addition to the per person payment installments. See the following page** for subsequent per person participation fees based on location and session length.

**Group Sign-Up Fee Policy:** The group sign-up fee is non-refundable and non-transferable, **EXCEPT** in the case of priority-registered groups who receive a session placement they are unable to attend. To receive a refund or credit for the fee in this case, the group must notify SSP that their priority placement will not work by **November 15** (placements are made in early November).

Per Person Participation Fees

SSP will host volunteer weeks at varying costs to participate, depending on **location and session length**. All in all, group participant fees will range between **$295 to $495 total per person** in the group, plus the flat **sign-up fee** which is either **$75 or $200 per group**.

See the next page for the variable price points to participate in the SSP program at each location and during short or full weeks! **Groups with financial needs** are encouraged to apply for **scholarships**.
Sacramento County, CA:
Supported in part by the Measure H Community Enhancement and Investment Fund from the City of Rancho Cordova, this program is free for Rancho Cordova residents. All other participants who are not residents of Rancho Cordova must pay the fee below. Days of Service will be available at this location.

**Note:** This program offers service-learning without faith-based program content.

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Session Length</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>Upon receiving placement or at time of registration</td>
<td>Any</td>
<td>$100 per participant</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>March 1, 2023</td>
<td>6-Night (full week)</td>
<td>$135 per participant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5-Night (short week)</td>
<td>$95 per participant</td>
</tr>
<tr>
<td>Final Payment</td>
<td>May 1, 2023</td>
<td>Any</td>
<td>$100 per participant</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td><strong>May 1, 2023</strong></td>
<td><strong>6-Night (full week)</strong></td>
<td><strong>$335 per participant + group sign-up fee</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>5-Night (short week)</strong></td>
<td><strong>$295 per participant + group sign-up fee</strong></td>
</tr>
</tbody>
</table>

Navajo Nation (Tsaile, AZ):

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Session Length</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>Upon receiving placement or at time of registration</td>
<td>Any</td>
<td>$100 per participant</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>March 1, 2023</td>
<td>6-Night (full week)</td>
<td>$210 per participant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5-Night (short week)</td>
<td>$170 per participant</td>
</tr>
<tr>
<td>Final Payment</td>
<td>May 1, 2023</td>
<td>Any</td>
<td>$125 per participant</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td><strong>May 1, 2023</strong></td>
<td><strong>6-Night (full week)</strong></td>
<td><strong>$435 per participant + group sign-up fee</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>5-Night (short week)</strong></td>
<td><strong>$395 per participant + group sign-up fee</strong></td>
</tr>
</tbody>
</table>

Del Norte County, CA:

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Session Length</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>Upon receiving placement or at time of registration</td>
<td>Any</td>
<td>$100 per participant</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>March 1, 2023</td>
<td>6-Night (full week)</td>
<td>$235 per participant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5-Night (short week)</td>
<td>$195 per participant</td>
</tr>
<tr>
<td>Final Payment</td>
<td>May 1, 2023</td>
<td>Any</td>
<td>$160 per participant</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td><strong>May 1, 2023</strong></td>
<td><strong>6-Night (full week)</strong></td>
<td><strong>$495 per participant + group sign-up fee</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>5-Night (short week)</strong></td>
<td><strong>$455 per participant + group sign-up fee</strong></td>
</tr>
</tbody>
</table>
Payments & Fee Policies

At SSP we believe in transparency - so we don’t want you to be surprised by any of our policies! A copy of these policies is included in the terms and conditions of registration. If you have questions, please don’t hesitate to reach out for clarification at 916-488-6441.

How to Make Payment

- **Group sign-up fees and deposits** are collected via debit/credit card at time of priority placement or registration, unless otherwise coordinated with the SSP office.

- **Subsequent payments** may be made toward the group balance via:
  
  ○ **Check** (preferred to avoid processing charges), made out to ‘Sierra Service Project’ and mailed to:
    
    Sierra Service Project  
    PO Box 13009  
    Sacramento, CA 95813  
  
  ○ **Debit/credit card** on the volunteer platform. This requires a liaison login.

- **Group credits** may also be applied to any payment. Contact the SSP office to use credit toward the group sign-up fee.

- **2nd or final payments not received within 2 weeks of the listed due date will incur a 5% late fee**, based on the amount owed for that installment and added to the balance.

Fee Policies

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group sign-up fee</td>
<td>Upon sign-up</td>
<td>Refundable or transferable only for priority-registered groups unable to attend their assigned placement (placements made in early November). Liaisons MUST notify SSP’s office by November 15 in this event. In all other cases, non-refundable and non-transferable.</td>
</tr>
<tr>
<td>Deposit (per person)</td>
<td>Upon registration</td>
<td>In all cases, non-refundable and non-transferable.</td>
</tr>
<tr>
<td>2nd Payment (per person)</td>
<td>March 1 for all spots reserved as of this date</td>
<td>After March 1 due date: Non-refundable. 50% transferable toward balance or credited toward a future trip in the event of dropped spots.</td>
</tr>
<tr>
<td>Final Payment (per person)</td>
<td>May 1 for all spots reserved as of this date</td>
<td>After May 1 due date: Non-refundable. 50% transferable toward balance or credited toward a future trip in the event of dropped spots.</td>
</tr>
</tbody>
</table>
Changes to Registration

● **Session changes impacting fee:** Groups changing sessions which have differing participant fees will be responsible for the total balance corresponding to their new registration. If you have overpaid after the final payment, a credit or refund will be issued.

● **Changing Participant Numbers:** After registering, liaisons may add or drop spots from their group, as space is available. If a session is full, you can place spots on a waitlist. Please **make changes to your registration prior to a payment due date** to avoid being charged for dropped spots. Once spots are added, the liaison is financially responsible for all payment installments corresponding to the updated group size.

  ○ **Example:** A group of 10 which adds 1 spot on April 1 is then responsible for 11 deposits and 11 second payments (March 1 due date). If the group remains at 11 people by May 1 (the final payment due date), the full balance for all 11 spots is owed.

  ○ **Fees for Dropped Spots:** Groups that decrease in size after a payment due date still owe payments for those dropped spots:

    ■ **Deposits** for dropped spots are non-refundable and non-transferable.

    ■ **Second** and **final payments** for dropped spots are non-refundable and 50% transferable toward balance or credited toward a future trip in the event of dropped spots.

    ■ **Example:** A group of 10 which drops 1 spot on April 5 is then responsible for 10 deposits and 10 second payments (March 1 due date). 50% of the second payment for the dropped spot will be transferred to the balance for the final payment. If the group remains at 9 people by May 1 (the final payment due date), the full balance for all 9 spots is owed.

● **Cancellation by group:** See policies for each installment in the table on the prior page.

  ○ **Example:** A group which cancels after May 1 and paid on time, in full, would receive 50% of their second and final payments as a credit toward a future trip. Groups that haven’t paid their final payment in full before they drop would still owe 50% of the final payment due.
Credit Policies

- All credits issued are valid for two program years. **Exception:** Credits for 2020 canceled programs were extended and are valid through September 2023.

- Liaisons may apply credit toward any payment installment as they see fit. Once applied, credits used toward the payment balances are subject to the same fee policies associated with each installment.
  
  - **Example:** Credits applied toward the group sign-up fee are not refundable, but can be given back as credit if a group notifies the SSP office they cannot attend their priority placement by November 15.

Scholarship Policies

- May be applied toward any installment (except group sign-up fee).
  
  - **If applied toward deposit:** Limited to no more than 50% of the deposit balance.

- Scholarships applied toward dropped spots may be redistributed across the group’s total balance, as long as the total award does not exceed the amount owed.

Covid-19 Related Fee Policies

**SSP is unable to depart from our standard fee policies in the event a group or volunteer drops due to infection or exposure to Covid-19.**

To mitigate any financial hardship due to Covid-19 cancellations, drops, or other contingencies, SSP strongly recommends all participating groups procure traveler’s insurance in case of last minute cancellations.

**In the event SSP cancels a session**, our fee policy for each payment installment is as follows:

- **Deposit:** Non-refundable and non-transferable (no change)
- **2nd payment:** 50% refundable or credited toward a future program
- **Final payment:** Fully refundable or credited toward a future program

See page 17 for more details on SSP’s Covid-19 safety requirements.
Terms & Conditions

Prior to registering, we want to ensure all groups are on board with our preparation process and expectations for the service-learning experience! In the registration form, the authorized liaison from the group must agree to SSP’s Terms & Conditions. In addition to the policies listed in the information packet, terms include:

Please read the section below and check each box to indicate you understand and agree to the terms and conditions. You will be emailed a copy of these upon submitting the form.

NOTE: Review the following documents before completing this section:
- Safe Community Policy
- 2023 Information Packet
- Terms & Conditions

Communication

- I agree to receive SSP’s liaison newsletter for important program details
- I agree to check my email and voicemail regularly and respond accordingly
- I agree to communicate program information from SSP to all participants and parents in my group
- I agree to notify staff as soon as possible of any changes to my registration
- I understand SSP’s office hours are Mondays – Fridays between 9 am and 6 pm Pacific

Safety

- I have read, understand, and agree to abide by SSP’s Safe Community Policy and will share with volunteers and parents
- I understand SSP reserves the right to change program details and requirements as needed to ensure a safe environment for all participants and our partner communities
- I understand all participants must be fully vaccinated for Covid-19 (including updated bivalent booster) two weeks prior to the program date
- I understand any exceptions to Covid-19 safety policies are reviewed by an independent committee
- I understand all adult participants my group brings must be suitable to work with youth
- I understand anyone 18 and older as of 5/1/23 will have extra pre-trip requirements to volunteer, due to state laws protecting minors

Payments

- I agree to SSP’s Payments & Fees Policies and timeline (see information packet)
- I understand SSP’s Covid-19 Related Fee Policies (see information packet)
- I understand the group sign-up fee is non-refundable and non-transferable, EXCEPT in the case of priority-registered groups who receive a session placement they are unable to attend.
- I understand deposits are non-refundable and non-transferable, including credits used
- I understand 2nd and final payments are non-refundable and 50% transferable
- I understand credit/debit cards, checks, or SSP credits can all be used for payment
- I understand SSP credits may be used for any of the payment installments
- I understand SSP recommends traveler’s insurance in case of cancellations

Authorization

- By writing your name below, you (the primary liaison) confirm you have authorization to sign this contract on your group’s behalf.
Individual Participation

Individual youth can attend any program open to their age bracket. Individual adults can attend any Intergenerational program. This program works well for volunteers who:

- Are not connected with a group
- Have scheduling conflicts with their group
- Are local to the SSP partner community
- Are staff alumni or young adults who want to stay connected

Individual Participant Fee (all session lengths):

The individual participant deposit is a bit higher than group participant deposits to cover additional administrative costs. There is no flat sign-up fee for individual participants.

Sacramento County, CA:
Supported in part by the Measure H Community Enhancement and Investment Fund from the City of Rancho Cordova, this program is free for Rancho Cordova residents. All other participants who are not residents of Rancho Cordova must pay the fee below. Days of Service will be available at this location.

Note: This program offers service-learning without faith-based program content.

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<th>Session Length</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>At time of registration</td>
<td>Any</td>
<td>$150</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>March 1, 2023</td>
<td></td>
<td>$135</td>
</tr>
<tr>
<td>Final Payment</td>
<td>May 1, 2023</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td><strong>May 1, 2023</strong></td>
<td></td>
<td><strong>$385</strong></td>
</tr>
</tbody>
</table>

Navajo Nation (Tsaile, AZ):

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Deposit</td>
<td>At time of registration</td>
<td>Any</td>
<td>$150</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>March 1, 2023</td>
<td></td>
<td>$210</td>
</tr>
<tr>
<td>Final Payment</td>
<td>May 1, 2023</td>
<td></td>
<td>$125</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td><strong>May 1, 2023</strong></td>
<td></td>
<td><strong>$485</strong></td>
</tr>
</tbody>
</table>

Del Norte County, CA:

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Session Length</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>At time of registration</td>
<td>Any</td>
<td>$150</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>March 1, 2023</td>
<td></td>
<td>$235</td>
</tr>
<tr>
<td>Final Payment</td>
<td>May 1, 2023</td>
<td></td>
<td>$160</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td><strong>May 1, 2023</strong></td>
<td></td>
<td><strong>$545</strong></td>
</tr>
</tbody>
</table>

The same fee policies apply to individuals as they do to groups. See page 29 for details.
Frequently Asked Questions (FAQ)

We can’t wait for you to join us next summer! As you prepare your group to register, here are a few frequently asked questions that come up during the registration process.

1. **How late can I register?**

   We accept registrations right up to the time the program takes place! However, we recommend registering within our priority period (month of October), or well in advance of May 1 - the date we order T-shirts and review paperwork for all volunteers. This both helps SSP with our preparations, and also allows you to spread out your payment installments, make travel arrangements, and collect important information from each volunteer.

2. **How long does it take for space to open if I have spots on a waitlist?**

   Space opening from a waitlist can vary, and there is no real guarantee that it will open up. However, we often see shifts in group numbers within the month surrounding second and final payment due dates (March 1 and May 1).

3. **My group will have a hard time with the payment timeline or installments. What options do I have?**

   If you anticipate needing an alternative payment plan to what is listed, just let us know! We can work with your group in advance to set up a plan that works for you.

4. **When will we know details on site accommodations?**

   Because SSP shares facilities from our local partner communities, we often do not have these confirmed until the spring, when we do site visits to each location. As soon as information is confirmed, we will publish details on housing, mailing addresses, shower information, and more on the website.

5. **Will SSP make any exceptions to its Covid-19 vaccine policy?**

   As SSP staff are not medical experts, we have assembled a Medical Advisory Council of medical professionals familiar with SSP’s programs. Contact the Council with any questions at MAC@sierraserviceproject.org.

Thank you for your patience and flexibility as we prepare as best we can!

Reach out with any questions at info@SierraServiceProject.org, or call our office at 916-488-6441. We look forward to serving alongside you.