



**REHOBOTH MISSIONS**  
**2021 APPALACHIA SERVICE PROJECT (ASP)**  
**CHANGES / ENHANCEMENTS - EFFECTIVE MARCH 1, 2021**

**We are pleased to announce that we are introducing two important enhancements to our volunteer registration process and required forms. The following changes will be in effect as of March 1, 2021:**

- ⇒ Electronic signature capability for liability release and medical information forms
- ⇒ Notarization is longer required for any form

**Overview of Major Changes:**

- ⇒ The former Volunteer Statement and Registration Form has been revised and divided into 2 separate forms with new titles: ***Volunteer Trip Agreement*** and ***Volunteer Medical Form***.
- ⇒ Both forms can now be submitted electronically with e-signature technology. These primary incentives are associated with the changes:
  - ◆ Paperless check-in: When your group members register using the e-signature process, ASP center staff will have access to all electronic forms at check-in. As you and they cross check the names of your arriving group members with their list, they will see if anyone has not completed the form electronically. For anyone who has not, a hand signed Trip Agreement and Medical Form will be required.
  - ◆ Emergency contact information is required for everyone in your group and will be summarized into a single printable document (“Member Detail Report”) versus you having to keep up with a stack of copied forms for your entire group in each of your vehicles.
- ⇒ ***Those who prefer to use the paper version may continue to do so and are required to use the most recent / current version of the form.*** We ask that your volunteers complete and sign their forms before arrival so that forms are ready to turn in to center staff. All Trip Agreement forms submitted in 2021 and forward must include the COVID-19 section. If you still have copies of old versions of the form dated prior to 2021, please discard them. For those arriving at the center with out-of-date forms, ASP staff will require them to complete the 2021 version before the check-in process for the group can be completed.
- ⇒ ***Notarization is no longer required for any form, whether electronic or paper, eliminating the time and expense involved with coordinating notary services.***