Spring 2K12 Service Guidelines

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SECTION I: REQUIREMENTS

Hours

Actives & pledges are required to fulfill 20 hours from 4 different fields of service (Country, Community, Campus, Chapter) with at least one project in each field of service.

If you find yourself unable to attend a service project, please do the following:

1) Call your chair and e-mail SVP's.
2) Click "*Replacement.*"
3) Proceed to actively find a replacement. Please, do not email the entire chapter. Email SVP's about your replacement.
4) If no one replaces you, you are still required to go.

Failure to Attend Service

Failure to attend a service project you have signed up for can result in *positive hours* and the following scenarios:

1) If you:
   - Find a replacement who goes: +0.0 hours.
   - Call, but do not go: +1.0x hours.
   - Do not call, and do not go: +1.5x hours.
2) If your replacement:
   - Calls & does not go: +1.0x hours for both you and your replacement.
   - Does not call & does not go: +1.5x hours for both you and your replacement.
3) If you are the chair:
   - Call & do not go = +1.0x hours
   - Do not call & do not go = +2.0x hours
   - Chairing incorrectly will lead to not receiving chairing credit for that project.

If you are LATE to Service

   - Every 15 minutes late:
     +0.25x positive hours for *every* 15 minutes late.
     (15 min late = +0.25 positive hours; 30 min late = +0.5 positive hours)
   - Each 15 minutes late during last 50% of service project:
     +0.5x positive hours
     (15 min late after last 50% of project = +0.5 positive hours; 30 min late = +1.0x positive hours)

Fundraising & Dress Codes

Failure to follow the dress code will result in an additional fundraising requirement.

Wildcards

Wildcards will be awarded as follows:

- ➢ Actives: as stated by the Active Requirements.
- ➢ Pledges: as stated by the Pledge Requirements.

Wildcards can be used to replace only ONE missing field of service.

Pledge Group Service Projects

- ➢ Projects must be reviewed and approved by both SVPs and Pledge Parents.
- ➢ Projects must be announced to the chapter at least *one week* before the project date.

Man Miles

Man miles are roundtrip miles driven to service x the number of passengers.
(ex. 50 miles x 4 passengers = 200 m.m.)

- ➢ 200 miles = ½ hour of service with a maximum of one hour per term towards fulfilling active/pledge requirements.
- ➢ There is no limit to the number of driving hours that can be used towards Vigorous Sapling/Sturdy Oak.
- ➢ The hours will be tracked in the last two weeks of the term

Service Shuttler

"Service Shuttlers" are drivers who volunteer to drive to a service project they are *not signed up for*.

- ➢ Shuttlers on the list will receive +0.25x hours for each 15 miles driven with a maximum of two hours per term towards fulfilling active/pledge requirements.

➢ Shuttlers will receive Chapter credit.
➢ There is no limit to the number of driving hours that can be used towards Vigorous Sapling/Sturdy Oak.
➢ The hours will be tracked in the last two weeks of the term.

SECTION II: PROJECT SIGN-UPS

Sign-ups

All Active Brothers and Pledges should sign up for projects online. If you cannot sign up online, please contact SVP's.

Chairs

➢ One chair is required for every 10 persons signed up for a project.
➢ The I-Robot will randomly assign a chair if there is no chair 5 days before a project. She or he will be notified through e-mail.

SECTION III: RESPONSIBILITIES

Signing up to volunteer for a project means that you are expected to work hard, be professional, be a leader, and represent Alpha Phi Omega with pride.

Volunteering Details

➢ If you sign up for a project, you are required to find a way to get there and show up *on time.*
➢ Please check in with the Chair to receive credit for the service project.
➢ You must stay for the *full* duration of a service project you go to. If you need to leave early, please notify the chair and SVPs prior to the service.
➢ Please do not crash service projects. You must be signed up for a project in order to get credit! If you are waitlisted, you are not signed up.

Receiving $

➢ DO NOT ACCEPT ANY FORM OF MONEY FROM ANYONE DURING SERVICE.
➢ If you take money in any form (tips, etc.), give the money to the service coordinator *immediately* after the event ends.

➢ Please inform people that Alpha Phi Omega is a community service organization that does accept donations and to e-mail finance@iotaphi.org if interested.

Rides

Contacting Drivers:

➢ When chairs send out the rides list, please *contact your driver* to coordinate times and any other details. If any problems arise, contact your driver, then the chair, and finally SVPs.
➢ Give Finance VPs money owed to drivers (as specified on your requirements page on the website).
➢ You will have ONE WEEK after the project to pay Finance VPs money owed to your driver or you will be blacklisted and will not receive hours for service.
➢ If you are still on the blacklist one month later, you will not be provided rides to service by the chapter.

SECTION IV: RESPONSIBILITIES OF THE CHAIR

Being the Chair means you are the "go-to" person of the event. You are essential to the smooth operation of each service project.

Before the Service Project

➢ Two Days in Advance:

1) Call, text (check to make sure they can text), or e-mail everyone in your shift. MAKE SURE YOU GET A RESPONSE. Keep trying to get into contact until you get a response!
2) Remind them that they are signed up for the service project.
3) Arrange the rides list and e-mail the rides list to all volunteers and call everyone *again* about rides.

➢ One Day in Advance:

1) Know the directions and location of the project and parking.
2) Have the contact numbers of project coordinator(s) and all volunteers on hand.
3) Confirm through calling, texting (check to make sure they can text), or, e-mailing everyone in your shift to finalize details.

<u>At the service project:</u>

1) Make sure that volunteers follow guidelines mentioned in Section III.
2) Take notes and later, confidentially report to SVP's the volunteers that are not following service guidelines.
3) Make sure volunteers do not accept money at service!

<u>After the service project:</u>

1) Submit website & e-mail tracking up to 3 days after the project.
2) Track the man miles for the driver and list the passengers in each car.
3) Please complete the survey on the website calendar.

Failure to track so will result in one positive hour of the chair for every day after the original three days. The maximum additional hours will be the number of hours of the service project.

➢ Please note, failure to do the chairing duties as specified above will result in losing chairing credit for that project.

<u>Clarification for Chairs:</u>

➢ Chairing credit applies to a total of 2+ volunteers
➢ If you are chairing and looking for a replacement, first contact someone in your shift to replace you as chair.
➢ If you cannot find a replacement chair from your shift, the person replacing you for service will be chair.
➢ Please notify SVPs about any change in chairs.

Section V: Responsibility of Drivers

Drivers are an essential part of the service program of Alpha Phi Omega and providing additional service to the Fraternity.

<u>Drivers must:</u>

1) Plan to arrive 15 minutes early to the project.
2) Take into account time needed to pick up passengers & drive to the event.
3) Have the contact numbers of the chair, passengers, and coordinator.
4) Have the directions to the service location.
5) Call everyone that you are driving at least a day before the project and notify your passengers when and where you will be meeting them.

<u>Clarification for Drivers:</u>

- At the driver's discretion, drivers are permitted to leave their passengers if their passengers are not ready by the time previously specified by the driver.
- Drivers will be paid through Finance VPs by the end of the term.

Do:	Do Not:
Service actively.	Talk about/do things related to Risk Management.
Actively ask the coordinators if there is anything you can do.	Do interviews.
Follow the dress code.	Use your phone for anything irrelevant to the service project
Look up directions to the service event beforehand.	Whine, cuss, sleep, read, do homework, or horseplay.

Service Guidelines originally written by Michelle Jaromay.