

**Alpha Phi Omega, Iota Phi Chapter
SERVICE REQUIREMENTS AND CONDITIONS
Togo West Pledge Term, Fall 2004**

**Note: It will be assumed that you have read and
understood the entire contents of the service guidelines.
(and yes, that includes you, Actives and Associates!)**

HOURLY AND PROJECT DISTRIBUTION

- 16 hours, 5 projects (at least 1 project in each "C" field – Campus, Community, Chapter, Country)
- Wild cards can be used to replace 1 missed field of service, and only one field may be replaced.
 - Active wild card =
 - 4 extra service hours
 - Pledge wild card =
 - Earning 100% on 4 quizzes
 - Interview ALL pledges
 - 4 extra service hours
 - Creating a service project/fundraiser

ANNOUNCING A PROJECT

- Projects must be reviewed and approved by the Service VPs ("SVPs")
- Must be announced 2 weeks before the event at PLEDGE and GENERAL meetings unless approved otherwise by SVPs

SIGNING UP FOR A SERVICE PROJECT

- To receive full credit: Must sign up 48 hours before the project.
 - Ex: If the project is scheduled for Sunday afternoon, you must sign up by Friday afternoon.Any signups after that will only receive half the hours. Exceptions may be made by SVPs only, not the chairs or anyone else.
- Please completely fill out the entire form with your name, phone number, email address, shift requested, drive/no drive, pledge/active, camera/no camera. If the contact info is not completely filled in, there is no guarantee that you have reserved your spot for this project.
- lotaphi.org will not let you sign up less than 48 hours to a project, so please contact the SVPs to sign up anytime after.

ATTENDING A SERVICE PROJECT

- Please arrive at the project 15 minutes before the start, and stay your entire shift unless you have previously arranged to leave early with the SVPs and the chair. Be sure to sign in and out with the chair! If you leave early without advance warning or are more than 10 minutes late, you will receive a warning. After two incidents there will be a deduction of hours which will be decided upon by both the SVPs.
- Remember you are representing Alpha Phi Omega, and all its ideals of leadership, friendship, and service. Though we are there to have fun, we are also there to serve.
- Out of courtesy, please compensate your driver somehow with gas or food or something. This is not a rule but it will make your driver feel appreciated for volunteering themselves to drive.

REMOVING YOURSELF FROM A SERVICE PROJECT OR FROM CHAIRING

- In the event you are unable to attend the service project as a volunteer or as a chair, you must inform one or both of the SVPs as soon as possible.

- If this is done five days before the project's start time, there is no consequence. iotaphi.org will let you remove yourself from the project.
- If less than five days' notice is given, you are responsible for finding a replacement. iotaphi.org will not let you remove yourself from the project.
- In the event you are unable to locate a substitute, the service hours which you committed to will be subtracted from your total completed hours.

THE CHAIR'S RESPONSIBILITIES – THE STEP-BY-STEP BREAKDOWN

- At least 3 days before the event, contact SVPs for the event information. Sign-in sheets can be downloaded and printed from iotaphi.org.
- Contact everyone attending the event at least two days before the event. Chair must also coordinate rides according to who can drive and who cannot.
- At the event, the chair is the main representative for Alpha Phi Omega to the group we're working with.
- At the event, the chair is also the leader of all actives, pledges, and guests attending.
 - Sign people in and out noting any late/no show/early departures
 - Ensure that all APhiO'ers are working during the event. If you as the chair see someone slacking off, it is your responsibility to make sure that the work is done. As members of a service Fraternity, it is unprofessional for our members to attend and not fulfill our end of the deal as volunteers. If there are any problems with any active or pledge, please make a note of it and talk to the SVPs about it after.
- Complete the online tracking form within 72 hours of the project's completion. This form includes a service project evaluation and a portion where you can enter in the time everyone arrived and left the service project.
 - In the case of some kind of computer error on our behalf, please keep a hard copy of the sign-in sheet (as the evaluation sheet should be somewhat easier to redo)
 - Your hours and project credits can be found online after the SVPs have approved them. Tracking will be updated several times a week, so be patient! Please report ANY discrepancies to the SVPs right away.
- If any of these duties are not completed, then these are the penalties:
 - Chair: No chair credit, subtract 1.5x project hours
 - Ex: if a project is four hours, then the chair is docked six
 - Group: No project credit, no hours
 - Simply put - **CHAIRS: YOU ARE RESPONSIBLE FOR THE ENTIRE GROUP!** Don't screw over your Brothers!

CHAIRS ARE NOT RESPONSIBLE FOR...

- Knowing how many actual hours you will receive for a project – only SVPs can determine that. We sometimes will cap hours on projects on a case to case basis.
- Being your Brothers' keepers: Chairs at projects are in charge, but if you don't listen to them then there is nothing they can further do. If you are just standing around doing nothing when there is work to be done, then you might not receive the hours.

GOT QUESTIONS? CONTACT YOUR SERVICE VPs at service@iotaphi.org OR:

Joseph Milligan
 408-644-9489/AIM: jirishsir
 ServiceComm: Fall Qtr, Wed, 5-6pm
 COHO II (Burritos/Pizza area)
 Come here to discuss possible projects,
 address concerns, and ask questions!

Alice Cheng
 415-531-5332/AIM: go0berpak (0 is a zero)
 Alice's Office Hours: Fall Qtr: Mon, 2-5pm
 MU Bus Circle Info Booth
 Come here to ask questions and address concerns!