ALPHA PHI OMEGA
SERVICE GUIDELINES – Spring 2005

HOURS AND PROJECT DISTRIBUTION
- 16 hours, 5 projects [at least 1 project in each "C" field]
  - Campus
  - Community
  - Chapter
  - Country
- Wild Cards can be used only to replace 1 missed field of service [max. is only 1 field can be replaced]
  - Actives:
    6 extra hours of service
  - Pledges:
    Regard Requirements sheet in binders

ANNOUNCING A PROJECT
All projects must be presented and approved by the service VP's. They must be announced **two weeks** in advance of the event date.

SIGNING UP FOR A SERVICE PROJECT
Individuals must sign up online for a service project **48 hours in advance** of the event to receive full credit. Exceptions may be made only with the approval of BOTH service VP's. In order to receive credit, remember to check in with the Chair at the event [signing both in and out of the project].

Please NOTE: Chairing and drivers get first priority for projects.

REMOVING YOURSELF FROM A SERVICE PROJECT OR CHAIRMANSHIP POSITION
In the event where you are unable to attend a project, you must remove yourself from the project **3 days** before the project. If it is less than 3 days before the project, you have to talk to the Service VP's directly AND locate a replacement. However, in the event that a replacement isn't available, a subtraction of the total project hours [of that specific project] will be deducted from your total number of completed hours. .

Consequences for Removal from project		
Time	What you must do	Consequence
3 days or more before event	Nothing	None
<3 days before event	Find a replacement	Subtract total project hours

1. Contact the Service VP's **AT LEAST 3 DAYS** in advance for the event information.
2. Contact everyone signed up for the event and arrange rides accordingly and convey any important information needed for the event [i.e. dress code, parking, etc.].
3. Chairs will need to keep a record on who came to the event, noting late/no shows or those leaving early.
4. At the event, ensure that all APO members are working during the event. If, in the event that a member is not doing what is asked of them, please make note of that person and talk to the Service VP's after.
5. Chairs must complete and submit the tracking within **3 days** to one of the Service VP's, or dropped in the "Tracking Box". Consequences for late submission are outlined in the chart.

Chair Consequences	
Who gets Assessed	Consequences
Chairperson	-1 Project & no Chair credit Subtract 1.5Xs project hours
Group	No project credit No hours credit

Note: Chairs do have priority for projects!!! And remember, Chairs, you are responsible for your group.

They will not know the actual hours that you can credit for on a project, only the service VP's will know for sure. Chairs, you are in charge at the projects, HOWEVER if members don't listen to them you are ONLY able to make a note of it, there is nothing further you can do.

- Please remember that when you are at a service project, you are representing all of us, for so act in ways that will represent Alpha Phi Omega in all of its ideals.
- When you leave an event early, let the chair know beforehand, and remind them at the project.
- There will be rewards for those who exceed within service.

Note: Chairs will assume that all members have read the service guidelines.

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

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