

H O W T O C H A I R

Before	<ul style="list-style-type: none">✓ Read the weekly Chairing reminder sent by SVP's for special instructions for your service project.✓ THREE DAYS BEFORE<ul style="list-style-type: none">◦ Call everyone in your shift and remind them about the service project.◦ Arrange rides and remind everyone to call the driver.◦ If no one can drive, consult the SVP's.✓ DAY BEFORE<ul style="list-style-type: none">◦ Copy down the project coordinator's contact information.◦ Write down directions to the event AND information on parking.◦ CALL everyone in your shift to finalize details.
During	<ul style="list-style-type: none">✓ ARRIVE ON TIME.✓ Introduce yourself to the coordinator as members of APO.✓ Sign people in as they arrive. Note time in/out and whether they drove people to do service.✓ MAKE SURE PEOPLE ARE DOING SERVICE!
After	<ul style="list-style-type: none">✓ Remind passengers to pay their drivers.✓ BOTH website and e-mail tracking must be done within 3 DAYS of the service project.✓ HOW TO TRACK ONLINE<ul style="list-style-type: none">◦ Go onto iotaphi.org◦ Hover over the "Calendar" tab and click "Tracking".◦ Click on the event.◦ Track everyone during your shift in the following format: "Time In: XX:XXam ; Time Out: XX:XXpm", then submit!✓ HOW TO DO E-MAIL TRACKING<ul style="list-style-type: none">◦ Send an e-mail to service@iotaphi.org with:◦ Date/Name of the Event◦ List of Volunteers that showed up with time in and out◦ List of no-shows.◦ Any comments about the event. We <3 feedback!✓ Evaluate the project using the survey link on the calendar.

IF YOU DON'T CHAIR CORRECTLY

You will **not** receive Chairing credit and will have to Chair an ADDITIONAL service project on top of your original Chairing requirement.