

**HOW
TO
CHAIR
PROPERLY**



What is a chair, you ask?



Chairs are *essential* to the smooth operation of each service project. Being a chair means you are the “go-to” person of each service event.

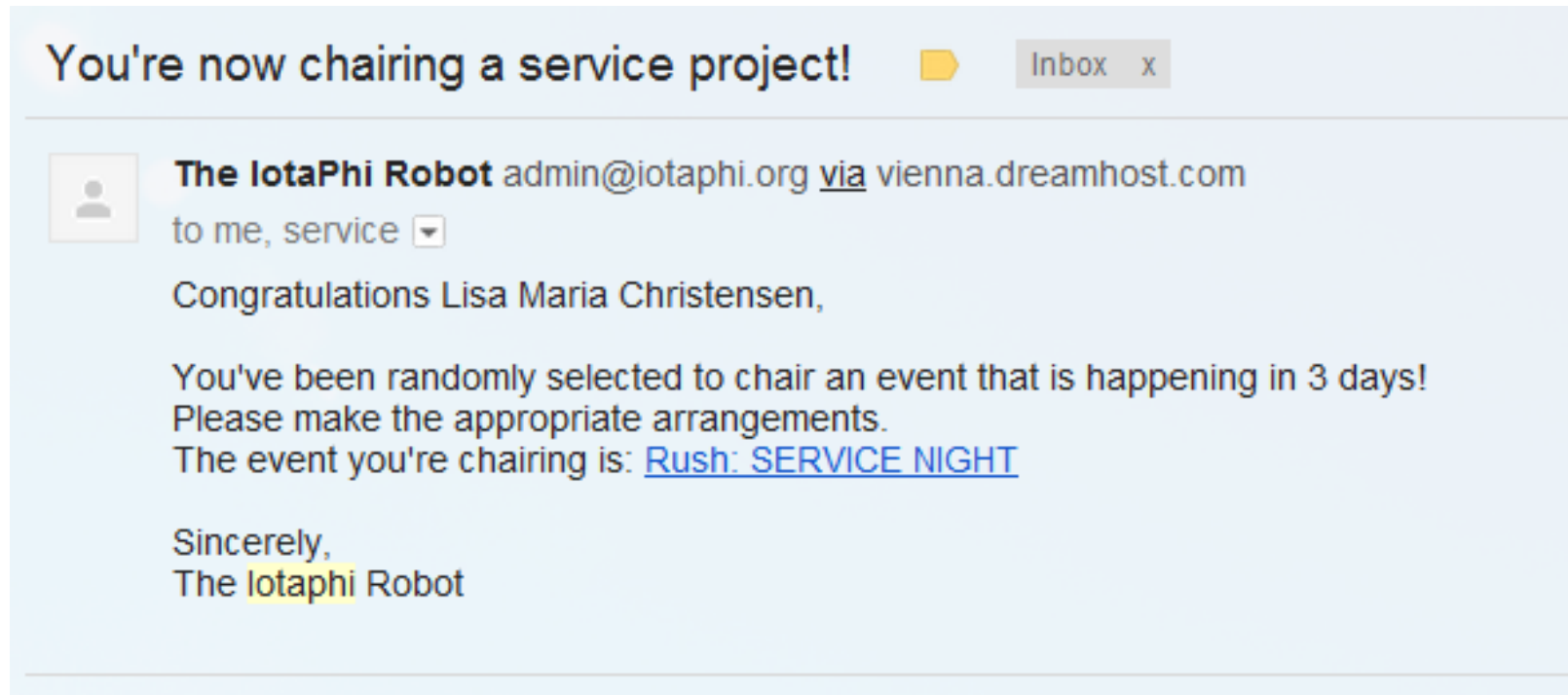
One chair is assigned for every 10 people signed up for a service project.

Chairs are responsible for the following:

- Tracking (website & e-mail)
 - Arranging rides
- Contacting everyone in your shift 2 days prior
- Making sure everyone is actively doing service

BUT HOW DO I KNOW IF I AM THE CHAIR?

If no one selects themselves as chair, the IotaPhi robot will automatically assign one prior to the service event. You will receive an e-mail that looks like this:



Event Information

Name	SERVICE IS SEXY
Type	Service
Four C's	Chapter
Date	Friday March 9th, 2012
Time	3:00 pm - 5:00 pm
Location	EVERYWHERE.
Trip Miles	0 miles
Shifts	3:00 pm - 4:00 pm 4:00 pm - 5:00 pm
Chair Tools	Chair Signin Sheet
Description	I LOVE SERVICE. YES I DO. I LOVE SERVICE. HOW ABOUT YOU? [this is just an example to illustrate how to chair properly]
Event Contact	LISA & CHRISTINA :)
Emails	Show Emails
Options	Modify Delete Add Shift

**HEY LOOK,
I AM THE
CHAIR :D**

Shift 3:00 pm - 4:00 pm (Cap: 2)						Add to Calendar	Modify	Delete
Name	Chair	Driving	Camera	Needs Ride	Options			
1) Christina So	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	Remove	1	Move
2) Lisa Maria Christensen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	Remove	2	Move

Shift 4:00 pm - 5:00 pm (Cap: 2)						Add to Calendar	Modify	Delete
Name	Chair	Driving	Camera	Needs Ride	Options			
1) Christina So	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	Remove	1	Move
2) Lisa Maria Christensen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	Remove	2	Move

PREPARATION

2 DAYS BEFORE

- Call, text (check to make sure they can text), or e-mail everyone in your shift – *make sure you get a response* – and remind them that they signed up for service.
- Arrange a rides list and e-mail it out to everyone in your shift. Remind passengers to bring gas money for their drivers.
- Keep an eye out for any special instructions from SVPs

PREPARATION

1 DAY BEFORE

- Know the directions and the location of the project in addition to any parking information.
- Have the contact numbers of the service coordinator and all volunteers on hand.
- Finalize any details and make sure you have contacted all volunteers and received a response.

AT THE SERVICE PROJECT

- BE. ON. TIME.
- Sign people in as they arrive, make a note of who drove people and if anyone arrived late.
- Locate the coordinator and introduce yourself and the group as members of Alpha Phi Omega.
 - Remind passengers to pay their drivers.
- **MAKE SURE EVERYONE IS ACTIVELY DOING SERVICE!**

BUT HOW DO I REPORT ALL OF
THIS?

**THE WONDERS OF
TRACKING**

Within 3 days of the service
project you should submit
both website

AND

e-mail tracking.

WEBSITE TRACKING

ALPHA PHI OMEGA IOTA PHI CHAPTER

Elyson Serrano Term

Hi Lisa Maria Christensen! [\[logout\]](#)

[HOME](#) [CALENDAR](#) [ROSTER](#) [PHOTOS](#) [FORUMS](#) [DOCUMENTS](#) [ABOUT US](#) [FEEDBACK](#) [WIKI](#) [XPRESSIONS](#)

Tracking

Upcoming Events

- Filipino Food!
- DINNER WITH IC BROS
- Pledge Meeting #2
- Executive Committee Meeting #4 (Open)
- General Meeting #5
- SNR: Quicklys
- PublComm First Meeting
- Invisible Children 'Kony 2012' Screening
- AVP: Eating Contest
- Davis Adult School

Most Service Hours

Rank	Name	Hours
1	Kelley Leong	41
2	Van Chu	32.5
3	Brandon Le	20.25
4	Timothy Mascarinas	20
5	Chisa Koda	19
6	Swegin Wu	18.5
7	David Upton	18
8	Lisa Maria Christensen	18
9	Dennis Wong	18
10	Vicki Lee (z)	17.5

Most Fellowships

Rank	Name	Events
1	Brandon Le	10
2	David Upton	8
3	Michael Choe	8
4	Cody Harper	7
5	Kevin Ta	6
6	Swegin Wu	6
7	Kristina Mae Catli	6
8	Evan Chen	5
9	Jason Bayquen	5
10	Patrick Nguyen	4

Recent Forum Posts

- [\[Iota Phi Discussion\] Re: WORKOUT HOURS TRACK HERE](#)
Lynn Ngoc Nguyen 03/10/12 12:00 pm-2:00pm 2 hourssss
- [\[Iota Phi Discussion\] Re: WORKOUT HOURS TRACK HERE](#)
Sorry, I came back late last night and forgot to log this in Wilbur Chan, 03/09/2012 , 8:30 pm -...
- [\[Iota Phi Discussion\] Re: WORKOUT HOURS TRACK HERE](#)
If you don't know how to track properly:

CLICK HERE

General Announcements

S2K12 Elyson Serrano Term

Posted on 02-27-2012 by president

Come out to support the new Pledge class and Pledge Parents for Rush week! Represent our Chapter proudly, show people what we are all about, and meet your potential Sponsors/Lil Bros!

PAY DUES HERE: <http://www.iotaphi.org/dues/> OR use the "Home" tab and select "Pay Dues!"

ALPHA PHI OMEGA IOTA PHI CH

Elyson Serrano Term

Hi Lisa Maria Christensen! [lo

HOME CALENDAR ROSTER PHOTOS FORUMS DOCUMENTS ABOUT US FEEDBACK WIKI XPRESSION

My Chaired Events

Date	Event	Submitted
03/07/12	KVIE Phone Bank TIME CHANGE	2012-03-08 01:45:58

**Find your event
here and click on it**

Track & Tracking

Date	Type	Event	
02/09/12	Service	Human Trafficking Conference	(no chair)
02/18/12	Service	Central Park Gardens-gardening	(no chair)
02/21/12	Service	RUSH Tabling	excomm
02/23/12	Fellowship	Badminton @ ARC Pavilion	chair (Man (Leo) Yeung)
02/29/12	Service	Davis Senior Center-Wii Program	chair (Eric Nguyen)
03/02/12	Service	RUSH Silo Flyering	(no chair)
03/02/12	Service	Initiation	chair (Lynn Nguyen, Sunny Wang, Eileen Shiu, April C. Gatpayat, Clara Sze, Evan Chen, Junsup Justin Ahn)
03/03/12	Service	Village Harvest	(no chair)
03/06/12	Service	Davis Adult School	(no chair)
03/08/12	Fellowship	Tennis @ UCD Court :D	excomm
03/10/12	Service	Arboretum Plant Sales	excomm
03/10/12	Service	Arbor Day at Strawberry Creek	(no chair)
03/10/12	Service	Arbor Day at Laguna Creek	(no chair)
03/10/12	Service	Davis Petco Adoptions	chair (Allison Ast)
03/10/12	Service	Parents' Night Out	chair (Karena Shum, Jennie Yau, Chloe Grinberg)
03/10/12	Fellowship	Flag Football	excomm
03/11/12	Service	Shamrock'n Half Marathon DATE CHANGED	chair (Sherry Chen, Deborah Han)

[Old Tracking Page](#)**Add People**

Enter part of a person's name to see matches, and click on the names to add them.

[Christina So](#)

1) Enter the names of the people in your shift

2) In the comments section note down the sign in/out times, whether they did a good job, if they were drove, were late, had a replacement, etc.

03/07/12 KVIE Phone Bank TIME CHANGE

Name	sign in/out time, comments, etc.	Driving People / Miles	Options
Allison Ast	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Chloe Grinberg	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Clara Sze	In: 8:15 (GOT SUPER LOST) Out: 10:30 GREAT JOB		(Remove)
David Luong	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Dennis Wong	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Heidi Pao	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Henry Mu	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Jonathan Johnson	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Kaycee Calip	In: 8:15 (GOT SUPER LOST) Out: 10:30 GREAT JOB		(Remove)
Lisa Maria Christensen	In: 8:15 (GOT SUPER LOST) Out: 10:30 GREAT JOB, CHAIR		(Remove)
Tiffany Robertson	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Wilson Moy	In: 7:45 Out: 10:30 GREAT JOB		(Remove)

[Submit Tracking](#)

***PLEASE NOTE: If you mess up (maybe enter the wrong person) and click remove, IT WILL RESET THE ENTIRE PAGE AND YOU WILL HAVE TO START OVER – BE CAREFUL.**

[Old Tracking Page](#)

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Jonathan Johnson	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
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Tiffany Robertson	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Wilson Moy	In: 7:45 Out: 10:30 GREAT JOB		(Remove)

**REMEMBER
TO SUBMIT**



[Submit Tracking](#)

This concludes website tracking ☺

E-MAIL TRACKING

In order for your hours to be tracked by SVPs, you must submit e-mail tracking.

Your hours will not be tracked until both e-mail tracking and website tracking are submitted.

E-mail tracking is essentially taking all the information you put on the website and sending it to SVPs via e-mail.

You will:

- 1) Send it to service@iotaphi.org
- 2) Include the date and name of the service project in addition to the word 'TRACKING' in the subject line.
- 3) Put all the information from website tracking (names of everyone in your shift, times in/out, and general comments) in the e-mail.

THIS IS WHAT CORRECT E-MAIL TRACKING LOOKS LIKE:

Sent to right address

Body includes names of everyone in the shift, times in/out, and general comments (make sure you mark down that you were the chair). The easiest way to do this is copy/paste what is on the website tracking but you can enter this information manually as well.

The subject has the date, name of service event, and that it is tracking

To: service@iotaphi.org
Add Cc Add Bcc

Subject: 3/7/12 KVIE Phone Bank - Tracking
[Attach a file](#) [Insert: Invitation](#)

03/07/12 KVIE Phone Bank - Tracking

Name	sign in/out time, comments, etc.	People / Miles	Options
Allison Ast	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Chloe Grinberg	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Clara Sze	In: 8:15 (GOT SUPER LOST) Out: 10:30 GREAT JOB		(Remove)
David Luong	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Dennis Wong	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Heidi Pao	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
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Jonathan Johnson	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Kaycee Calip	In: 8:15 (GOT SUPER LOST) Out: 10:30 GREAT JOB		(Remove)
Lisa Maria Christensen	In: 8:15 (GOT SUPER LOST) Out: 10:30 GREAT JOB, CHAIR		(Remove)
Tiffany Robertson	In: 7:45 Out: 10:30 GREAT JOB		(Remove)
Wilson Moy	In: 7:45 Out: 10:30 GREAT JOB		(Remove)

Keep in Mind

Often, one service event will have multiple chairs.

However, all the chairs will fill out and can contribute to one website tracking page.

When sending e-mail tracking, please only send information from the shift that YOU chaired.

After the Event

- After submitting tracking, you should receive a reply e-mail from service VPs indicating your hours have been tracked.
- Please remind everyone in your shift to fill out the survey listed at the bottom of the service event (in the comments section).

DO

- SERVICE ACTIVELY
- BE RESPECTFUL
- ACTIVELY ASK THE COORDINATORS IF THERE IS ANYTHING YOU CAN DO
- FOLLOW THE DRESS CODE – WEAR YOUR PIN
- LOOK UP DIRECTIONS BEFORE HAND
- HAVE FUN

DO NOT

- BREAK RISK MANAGEMENT
 - SHOW UP LATE
- TEXT OR TALK ON THE PHONE (UNLESS YOU ARE THE CHAIR AND ARE CALLING FOR SERVICE REASONS)
 - BE LAZY
 - DO INTERVIEWS
 - STEAL (YES, REALLY)
- DRESS INAPPROPRIATELY
 - WHINE
 - CUSS
 - SLEEP
 - READ
- DO HOMEWORK

Chairing incorrectly or poorly will result in no chairing credit for that project.

Please refer to the service guidelines for further information.

If you have *any* trouble or questions regarding tracking please do not hesitate to contact service VPs. We are here to help!