

Alpha Phi Omega, Iota Phi Chapter
Service Guidelines
Fall 2005 Term

*You Are Expected To Read These

SECTION I: Service Basics

- Requirements: 18 hours, 5 projects.
- 1 project from each of the 4 fields of service (Chapter, Campus, Community, Country.)
 - You may use a wildcard to replace 1 of the 4 C's (see Active and Pledge requirements for Wildcard requirements).
- All projects must be approved by SVP's.
- Sign up for projects online (see online section) at least 48 hours before a project. After that point, contact SVP's to add yourself to a project.
- If you miss a project you are signed up for, you will receive minus hours equivalent to the number of hours you should have worked.
- Common Sense (stuff that we should not have to remind you of):
 - Arrive 15 minutes early, stay the whole time, behave, look for things to do during down time, do not sleep, do not whine, do not leave early unless instructed to do so. And pay your drivers! (a project in Sac is roughly \$8 of gas)

SECTION II: Responsibilities of the Project Chair

- Contact SVP's three days before the event
- Contact everyone signed up for the project to arrange rides
- Be the leader of APhiO at the event
- Note the time that people arrive and leave the project for tracking purposes
- Make sure that people stay on task
- Submit tracking online within five days of the end of the project
 - Late tracking will result in no hours for ALL project participants
 - Check 'Tracking of Tracking' to make sure that the project chair submitted tracking and if he/she did not, gently remind him/her that your hours are at stake as well.

SECTION III: New and Improved: Online Service!

- Sign up on iotaphi.org, on a first come, first serve basis
- Projects will be opened for signups no earlier than one month before the project date
- How to remove yourself from a project:
 - You may remove yourself from a project five days in advance (iotaphi.org will let you simply click 'remove')

- If you can no longer remove yourself from a project, you may put in a replacement request (click 'replacement request')
- Replacements will automatically fill from the waitlist until 48 hours before the project, at which point all replacement requests will be dealt with manually by the SVP's
- Add yourself to a project waitlist the same way you would add to a project
- Your place on the waitlist will depend upon your requirements, as follows:
 - First Priority: Missing hours and C
 - Second Priority: Missing hours
 - Third Priority: Missing C
- Project tracking will be submitted online
- SVP's will contact the project chair for feedback on the project

Any Questions, Comments, Concerns, etc? Contact Service VP's at service@iotaphi.org or:

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