

## ALPHA PHI OMEGA

### SERVICE REQUIREMENTS AND CONDITIONS - Spring 2003

*Note: It will be assumed that you have read and understood the entire contents of the service guidelines.*

#### Hour and Project Distribution

Actives: 15 hours & 5 Different Projects		Pledges: 20 hours and 5 Different projects
Service		
Community:	1 project min	1 project min
Campus:	1 project min	1 project min
Chapter:	1 project min	1 project min
Country:	1 project min	1 project min

#### WILD CARDS

Wild cards are used to replace 1 **missed field of service**, and can only be **used once**.

Active wild card = 4 extra hours of service from any of the 4 C's.

Pledge wild card = look at Toy class Requirements.

#### **ANNOUNCING A PROJECT**

Projects must be reviewed and approved by the service VP's. They must be announced two weeks in advance of the event at PLEDGE and GENERAL meetings. Alpha Phi Omega's 3<sup>rd</sup> Annual Family Service Project will be held in May of 2004, before requirements are due. More detail will come.

#### **SIGNING UP FOR A SERVICE PROJECT**

In order to receive full credit you must sign up for the service project at least 48 hours in advance of the event. (i.e. If the event is scheduled for Sunday at 2:00 p.m., you must sign up by Friday, 2:00 p.m., in order to receive full credit. Anything after that time will be awarded ½ the hours.) Exceptions may be made only with the approval of both of the Service VP's. Remember to check-in with the Chairperson at the event, signing in and out of the Service Project.

DISTRIBUTION OF CREDITS	
Sign up Time	Credit Awarded
48 hours in advance of event	Total hrs. worked
<48 hours before the event	½ the total hours

**NOTE:** When you sign up for a project, please complete the register form in its entirety, providing your e-mail address, the shift you want, if you can provide transportation, and whether you are a pledge or an active member. Service VP's and Project Chairpersons are not responsible for contacting you if your information is incomplete, inaccurate or not legible. Make certain you arrive at the event on time or earlier and stay your entire shift. 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 Service VP's.

#### **REMOVING YOURSELF FROM A SERVICE PROJECT OR CHAIRMANSHIP POSITION**

In the event you are unable to fulfill your commitment and you need to excuse yourself from a project, you must inform a Service VP as soon as possible. If this is accomplished five days or more from the date of the project, there is no consequence. If less time is given, you are responsible for finding a replacement. 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. Again, we require five days notice for ***Chairs*** to be removed from a project.

#### PENALTY IF TASK IS INCOMPLETE

Time	Task	Penalty
5 days or more before event to the hour.	Nothing	None
<5 days before event	Find a replacement	Subtract total project hours

#### THE CHAIRPERSON'S RESPONSIBILITIES

1. The Chairperson must contact everyone signed up for the project at least two days prior to the date of the event. At least three days prior to the event starting you will get a signup sheet from one the service VP's. After this 3 day deadline, the SVPs will dock hours from the chair, so make sure you get the papers from us before the 3 day period. You can download sign up & evaluation sheets online.
2. The Chair must get in touch with the contact person for the event. Should there be any mandatory training meetings; the Chair is responsible for making certain all those involved attend these sessions. The Chair will be the MAIN contact person representing Alpha Phi Omega and the contact group.
3. Chairs will need to keep a record on who came to the event, noting any late/no shows or early departures. (*Abbreviations for these can be seen in the upper section on the sign-in form.*) The chair will also be responsible for coordinating rides, and making sure everyone who signed up, gets to the event.

4. The Chair must complete the tracking form within three days of the of the project's completion, unless previous arrangements have been made. The due date is determined from the date the event ended. After that you will have 72 hours to have the check-in sheet and evaluation sheet (a pink colored form) completed and handed back to the Service VP's either in person or e-mail. (i.e. If the event ends on Friday at 4:00 p.m., you will have until that Monday at 4:00 p.m. to ensure that the forms are *received by the Service VP's.*) **No exceptions will be made.** Should you choose to let someone turn it in for you and they fail to do so, there is nothing that we can do. So make sure you don't lose any of the papers.

#### PENALTY IF TASK IS INCOMPLETE

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

5. If the information on the sheets are inaccurate it will not be tolerated and the chair will be given severe punishment, in addition, any people that signed up for the project will not get credit until the chair has done the job properly.

6. As a chair, you are the *leader* of the group. If there is an individual(s) that is not working and putting effort like the others, it is the *chair's responsibility as a leader to ensure everyone's participation*. To avoid a deduction of hours, the *Chair must make sure that EVERYONE is working*. No credit will be given to those that are not working.

**Note:** *If you are interested in becoming a chairperson, contact the Clayton at his phone numbers/e-mail address on the attached page.*

#### WHAT THE CHAIR'S ARE NOT RESPONSIBLE FOR

They will not know the actual hours that you can credit for on a project, only the service VP's will know for sure, so anything that *the chair may say cannot be counted on*. This will avoid any discrepancy that could emerge when you count up the number of hours completed. If you want to know each projects maximum number of hours to get credit for, see one of us. (In the case of the capping of hours, our policy will be on a case to case situation, you will be notified in advance with the exception of a last minute emergency that should come up. Additionally, some hours maybe lost because our use at the event may have ended early, should that be the case and people are just standing around doing nothing, you *will not* get any credit for that.) Every week, we Additionally, *allocation of any funds* raised through an A-phi-O service project that will be used to raise money for a service related event e.g. Santa for kids, Spring fling, etc can only be done so with *the advance knowledge prior to an official meeting and with the approval* by both of the service VP's after that it can be taken to a committee and voted on in the presence of the rest of excom.

#### THINGS TO REMEMBER WHEN REPRESENTING ALPHA PHI OMEGA

- Please remember that when you are at a service project, you are representing all of us, for some events this may be the first time we are working with them, for other events we may have had a long history with them, regardless of the case, we should act in ways that will represent Alpha Phi Omega in all of it's ideals, this isn't to lecture anyone, but just as a reminder.
- When you are going in a car on a service event that is far away and someone is giving you a ride please be courteous to the driver. This is not a rule which is written in stone, but you should do something to compensate the driver in some way, whether it is gas, food or something else, just to show your appreciation.
- When you leave an event early, let the chair know, and make sure that the chair checks you out, it is *both of your responsibilities*. Should incidents like this become a problem with individuals, you will *not* get full credit.

#### ALPHA PHI OMEGA IS GOING DIGITAL!!!!

1. To make things easier for everyone, and to ensure that tracking can be always up to date, you now have the option to send us the sign up forms and evaluation forms to us online. The templates for both can be downloaded from the Iota Phi website, where they will be in a Microsoft word and excel format. After completing it, print up a copy for your personal records should anything happen and send a copy of the forms to service by attaching the file to an e-mail.

**Note:** *You can still give us the sign-in form and evaluation form to us in person if you prefer to do so.*

2. Should anyone sign-up for the event and contacts one of us after the chair has the paper, we will give you the number for the chair of that project and you will sign up with them.

3. Now, there is a new procedure to keep in mind, you can still download, print out and complete both forms and hand them to one of us by the due date. If you want as stated earlier you can also download the files, fill them out in the computer, print out a copy for yourself, and send it to us via e-mail. Keep in mind that should something happen where the e-mail was not received, nor could be opened, or is sent after the due date, you will have the same penalties as seen above in the pervious sections. We do check our e-mail in the evening so should we be unable to open the file, you will be asked to send it immediately to us through e-mail, AIM or delivering a hard copy to us. It will be *your responsibility* as a chair to do this.
4. The reason why we are doing this is so that membership VP's, fellowship VP's, service VP's and Pledge parents can all keep in close communication and the necessary information can be shared between the offices. For instance, the pledge's service info is needed for the membership, service and pledge parents. Even though we are going digital, we still need hard copies to be on the safe side, so that is why we made the sheets different colors to help with tracking, and to lower the chance of a paper being misplace while it is being handled.

**GOT QUESTIONS????? CONTACT YOUR SERVICE VPs:**

<i>Michelle Jaromay</i>	<i>1.530-297.5051 (Home)</i>	<i>1-916-715-5963((cell)</i>	<i>service@iotaphi.org</i>
<i>Clayton Luu</i>	<i>1-530-758-2447 (Home)</i>	<i>1-510-209-5911(cell)</i>	<i>service@iotaphi.org</i>