**Service Comm Requirements**

1. **Attend one service committee meeting a week**
   1. You must stay for the entire meeting for that to count
2. **Find two new service projects**
   1. You will be responsible for one of those projects. This includes contacting the coordinator and putting it on the calendar.
3. **Help with Spring Fling**
   1. Must attend at least one shift for Spring Fling
4. **Be a service dog for at least three service events**
   1. Service dog will be monitoring brothers, making sure that they are doing service correctly and will submit an extensive report to Service VPs
   2. Only one service dog per event (if service event has more than 10 people there may be another service dog), communicate and talk with your brothers to make sure you don’t do the same event
5. **Gather reviews/surveys from volunteers on service projects**
   1. Communication on gathering the reviews/surveys can be done by:
      1. Talking to the volunteer in person
      2. Texting
      3. Calling
      4. E-mail
      5. Private facebook messaging
         1. Do not create a mass private message on facebook.
         2. Just you and the other person in those messages
   2. Must have at least four people’s response
   3. Deadline for surveys: a week from when the service project occurred
   4. Each member will be in charge of half a week and will rotate
6. **Publicize service projects that need more volunteers**
   1. Each member will be in charge of a week and monitor the events on the calendar, if there is a service project that needs to be publicized
   2. Must at least publicize up to 3 service projects that need more volunteers

**Survey Questions**

1. What did you think of the service?
2. Was the number of volunteers appropriate for the service?
3. What did you think of the coordinator?
4. What could be changed about the project to make it better?
5. Did you enjoy this project?
6. Ask to shift members: Did the chair chair properly?
7. Ask to chair: Were all the members of your shift well-behaved and on task?

**What to Include in Service Dog Report**

1. What did you think of the service?
2. What did you end up doing during the service?
3. What did you think of the coordinator?
4. What could be changed about the project to make it better?
5. Did you enjoy this project?
6. Did the chair chair properly?
7. Who were the members in your shift?
8. List some of the tasks other members did for service
9. Were all the members of your shift well-behaved and on task?

**Membercomm:**  
  
Complete Option 1 or 2, AND 2 other Options for a total of 3, by fulfilling all sub points

1. Host 1 workshop with a partner. No groups.

a. Must be approved by MVPs

b. Must be 1 hour minimum

2. Contribute to the workshop binder by adding 2 workshops to the binder

a. Look through the calendar for CLW and MVP/active hosted workshops

b. Call the presenter(s) and ask for how the workshop is performed

c. Create information sheets for 2 workshops to include into the binder

3. Attend all Membercomm meetings (held bi-weekly)

4. Help Spirit Chairs

a. Making LFS Tokens

b. Record 1 instructional video for ALL IPHI CHANTS

c. Must create new ideas and dress for all themed meetings

**Pantscomm**

Requirements will be based on a long-term goal system, with several criteria for fulfillment.  
  
Members of the committee shall be split into pairs (also subject to change), and each pair shall find an organization to do long-term collaboration with and create events with. Pairs may choose fundraiser collaborations (business) or friendship outreach collaborations (all other organizations).   
  
There will be a strict schedule to be followed; each pair will be given a standard time period for which to complete their requirements.

* Events shall include: service, fellowship, etc. and can be separated into two categories:
  + Original events: these events are completely new to both organizations and are created for the express purpose of establishing a continued relationship with a third party organization.
  + Grafted events: these events are already standard in the repertoire of either Alpha Phi Omega or the other organization, and consist of us or the other organization "tacking on" to the others' event.
* Fundraisers shall be divided into two categories:
  + Sponsorships: long term collaborations with organizations that explicitly fund our chapter.
  + Fundraisers: individual events that fund our chapter in
* "Successful" shall be defined as: at least 10 people from both parties attend the event; or at least 30 dollars in fundraising is earned for Alpha Phi Omega; or another event is later independently created by either party that falls under the prior guidelines of "successful".

The schedule of committee requirements shall be as follows:  
Week 1: all members enter respective committees. PantsComm requirements officially begin.  
Week 2: Finals Week.  
Week 3: Spring break. By the end of Spring break, pairs MUST have chosen an organization and have established basic contact with them.  
  
At this time, the two requirements split off:   
Original Events and Sponsorships: (one event requirement)  
By Week 5: one event to have been planned.  
By Week 7: event well into finishing planning  
By Week 9: event completed.   
  
Grafted events and fundraiser: (total 3 event requirement)  
By week 5: Created one event  
By week 7: Created two events  
By week 9: Created three events  
  
Upon creation of at least one of these comm requirements, the pairs shall be given comm credit.  
OR

1. Buying Press Secretary an approved pair of pants. (5 points)

Under unique circumstances, requirements can also be fulfilled by:

* However, it should be noted that the below will NOT be available unless a member of PantsComm is specifically requested by Press Secretaries to fulfill these requirements.

1. upon special completion of RRComm (Rush Review Comm). Details to be specified below.
2. upon special waiver by Press Secretaries

These requirements are reflective of the purposes of the Press Secretary post-rush week; the establishment of contact with other organizations is essential to the job of the publicity arm of the executive committee; the continued affiliation with the organization is essential to healthy relations between Alpha Phi Omega and the relevant party; and the outreach to businesses is essential to the continued financial well being of the fraternity. All of these are relevant to the Press Secretary and as such serve a dual purpose:

1. Being to serve as an introduction and education of the duties of the Press Secretary post-rush, so that committee members may be properly trained to succeed as Press Secretaries if they so choose to, and
2. To further the ends of this fraternity (which for S2K13 would appear to be specifically biased towards relations outside of Iota Phi), and for the general well-being of the fraternity, which necessarily relies on 3rd parties in order to effectively spread awareness of Alpha Phi Omega and its activities as well as for continued relevance within campus, community, state and national cultures.

**RRComm:**

Rush Review Comm will be staffed by 3 (subject to change) PantsComm members whose sole purpose will be to examine and analyze rush week and to recommend changes for the next instance of rush week.  
  
This will be staffed by actives who have experience with rush week.  
  
The main task of RRComm shall be to improve and document (which shall include, but not be limited to): pre-rush deadlines (the reservation of tables, locker, flyers, room dates, etc.), rush chairs and comm and usefulness as well as the allocation of duties, rush week efficiency (various improvements on set-up, flyering shifts, etc.), rush week budget, effective flyering techniques, seeking rushees interested in the right reasons for APO, review of rush week events and their efficacy, and to ensure the general smoothness of rush week and reduction of stress on all parties during rush week and to maximize rushee turnout.  
  
This task shall be completed through a comprehensive review of Rush Week as a whole (and the times immediately preceding and thereafter) using both deductive and inductive analysis as well as empirical data obtained from anecdotes and statistics from actives and pledges. Reports shall be sent in every week regarding recommended changes as well as reasons for recommendation to Press Secretaries.  
  
At the end of the term, a document shall be made about rush week with all of the approved recommended changes in the form of a complete chronological checklist for rush week relevant events, and literature for descriptive purposes.  
  
This second part of requirements fulfills the second part of Press Secretary duties, that is to handle rush week. The duties of Press Secretary are notably distinct in nature, though bound by a weak publicity tie.  The advantages of the RRComm would manifest in greater scrutiny of rush week and would result in an objectively better rush week because of a lengthier gestation period and review.  
  
To begin then, as RRComm is a new instatement, rush will be examined from the ground up, deriving a standard to judge from the cardinal principles of LFS. Rush week shall then be measured against these derived standards and so on and so forth to ensure that rush week meets the measured standards derived from LFS and then optimized to maximized efficiency. Apart from this base, RRComm shall be free to conduct as they will.  
  
  
Recommended members: 13-15. With a minimum of 3 actives and recommended 8 actives. 3 members minimum for RRComm and preferably 1 active paired with a pledge for general comm requirements.  
  
**Alumni Committee:**  
**Brothers of older brothers (BOOB comm.)**  
  
Requirements:

1. Everyone on BoOB must contact, interview, and create an alumni spotlight to be presented at a meeting in pairs. Alumni be a recent graduate.

**Reasoning**: Helps them see how important alumni are to the chapter, how to contact alumni, makes them reach out to alumni that could promote brotherhood as well as gives them leadership experience through contacting and interviewing an alumni brother

**Details:** The Alumni Spotlight will include at least 1-2 PowerPoint slides or a 2 minute video with information collected from interviewing an alumnus. Video would be ideal. Questions for the interview should not be generic and should help the active body know more about the alumnus.

1. As a group they must help plan one BBQ, mixer or other alumni centered event (service project, class reunion, etc.) Duties would include: food, preparations, advertising to the chapter, advertising to the alumni, set up and clean up of event, organization of the activities during the event

**Reasoning:** Leadership experience as well as working together through planning and organizing the event. Great way to interact and meet alumni through the actual fellowship.  They will learn lots of organizational skills and see how much planning is involved with a relatively large event for the chapter.

**Details:** We will already have budgeted for the BBQs/Mixers. Members must help advertise event to alumni and encourage actives and pledges to attend. Members must also help collect money at BBQs. Afterwards the committee will help clean up the event.

1. Weekly meetings to discuss upcoming events later in the week.

**Reasoning:** To keep them organized as well as on track to finish committee requirements without rushing through them.

**Details:** We will meet every Tuesday of the week.

1. Members must help bake goods for one general meeting.

**Reasoning:** To build teamwork and to build leadership skills by having them meet deadlines. Baking goods will get them to contribute to the chapter.

**Details:** We provide all ingredients and materials. Baking sessions will be held in North or South Davis every other week the day before meeting.

1. Together they must come up with at least one fundraiser and help promote that event.

**Reasoning:** Helps build leadership and gives them responsibility. Good way of bringing money to the chapter and to possibly do more for Alumni. Making money while at the same time having fun.

**Details:** We will have them set a goal for how much money they will raise. We will work as a committee to implement their ideas.

1. Each member must work in pairs to prepare one throwback slideshow for general meeting.

**Reasoning:** Help pledge class familiarize themselves with Alumni faces and past pledge classes. We are also hoping this will bring back more Alumni.

**Details:** Throwback slideshows can be comprised of old videos or pictures. Each general meeting will be dedicated to one pledge class starting with CPZ and working backwards.

**S2K13 Historian Committee Requirements:**  
**Histo-comm** (15 members- 3 actives, 12 pledges)  
  
Intro Sessions:  
·One required session( between the week of 3/10-3/16, exact times tba)  
oHow to take photos and requirements will be discussed  
Histo-comm Meetings:  
·One meeting required per a week (held every Monday and Wednesday from 2-3pm, will be adjusted by need)  
oWill include time to work on scrapbooking  
Weekly Photos:  
·25 photos, in addition to one video (10-30 seconds of testimonial) must be turned in every week by Saturday at 5pm  
Slideshow Sessions:  
·One session is required throughout the whole term ( cap of three members per session, will be held every Saturday, times tba)  
Scrapbooking: (one chair + 14 members)  
·Five pages total (front and back=10 pages)  
·         Must be completed by the end of the  5/19/13 meeting or weekend  
·         Supplies and materials will be provided by Historians  
  
**Wiki-Comm** (one chair + three members (1 active, 3 pledges)  
·         Pledge wiki pages with sponsors must be updated within the first three weeks of the beginning of pledging term  
·         Family and Big Bros must be updated for each pledge within two weeks of Big Bro Revealing  
·         Link Histo-comm Youtube account to wiki  
o   Add new slideshows on a weekly basis  
o   Collect and add older videos by 4/13/2013  
\*\*\* One strike will occur to each member for every week after the deadline has passed  
\*\*\*wiki-comm is required to complete all the regular histo-comm requirements **except** the weekly       photos requirement  
  
General Histo-comm Strikes Policy:                                            Three strikes = No committee credit  
Ø  One strike for an unexcused histo-comm meeting/ unexcused slide show session  
o   there are caps for each **slide show session** and this **is a requirement,** you will **not be given priority** if you miss the session you sign up for (i.e. you won’t be able to sign up again until everyone else has completed a session)  
Ø  Half strike for any unexcused tardiness (more than 10 minutes) to any histo-comm related meetings/sessions  
Ø  One  strike for missing weekly photos deadline  
o   **Must be on time** with **at least 25 photos and 1 video** **(ALL  or *NONE*)**  
Ø  Three strikes for not attending one intro session  
Ø  Three strikes for not turning in five scrapbooking pages (all or none)  
Ø  Three strikes for not completing one slideshow session  
  
\*\*\* One pass for one histo-comm meeting may be given once for each of the following:

§  finding an old award, or APO related artifact

§  attending two slide show sessions

§  three extra pages of scrapbooking (front and back- 6 total)

--------------(Only a maximum of two meetings can be covered with these passes- tardiness or unexcused)  
  
  
**CORRSEXY COMM :D**  
Committee Requirements: (Cap: 4actives, 4  pledges)

1. Participate in making 1 IC promotional video
2. Attend at least 1 CORRSEXY comm hangout to bond with the committee
3. Attend CORRSEXY comm biweekly meetings to discuss video goals and discuss hangout dates
4. Help plan the IC BBQ potluck (w/Kappa Sigma): choose date, location, food, activities, music with supervision/approval of Corresponding secretaries

**FVP COMM REQUIREMENTS**  
  
General Committee Cap: Cap Unlimited with a set deadline to sign up.

* Committee members will be split up into 6 groups (This is tentative depending on how many people are in our committee.)
* Each group will be in charge of one week of fellowship/boat events
  + There must be at least one event per number of people in the group
  + At least 2 of these events must be fellowboats
* Each group must promote their week’s events during the general meetings via a skit, video, etc
* Committee will assist with big fellowships

Requirements for Sheep:

* Create, promote, and organize He-Man
* Help Fellowship VPs brainstorm and plan ExComm vs. PlexComm week
  + Sheep will run one of the events

**SAA COMM**  
  
1. Attend all SAAcomm meetings and make up any missed meetings unless otherwise stated.  
2. Must host 1 Robert’s Rules Workshop with a partner in SAAComm and with at least 1 SAA in attendance.  
3. Help Sergeants-At-Arms compile a short but detailed document giving an introduction to all the basics of Robert’s Rules.

a. Each member of SAAComm will be assigned a common rule from Robert’s Rules

i. Rephrase the formal rule into a more simplified statement.

ii. Provide a sample scenario for each rule in which it can be utilized

4. Assist with any further tasks as requested by the Sergeants-At-Arms.