

Fall 2008 Service Guidelines

Section I. Requirements

- Actives and pledges are required to fulfill a minimum of 18 hours of service, from at least 5 different projects. They must also participate in at least one project from each of the four fields of service.

Hours and Project Distribution

Actives: 18 hours & 5 Different Projects		Pledges: 18 hours and 5 Different projects
<u>Field of Service</u>		
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

- WILDCARDS:
 - Wildcards can be used to replace only **ONE** of the four fields of service.
 - Wildcards will be awarded as follows:
Actives: 5 extra hours of service
Pledges: as stated by the Pledge Requirements
- FOR PLEDGES:
 - **Group service projects must be reviewed and approved by SVPs and PPs by _____.**
 - The project must be announced to the ENTIRE chapter **a week before the actual project.**

Section II Project Sign-Up

- **Sign up for projects online unless it is a Featured Project. Featured Project sign ups will be at Pledge, Active, or Combo meetings as announced in emails, forums, and announcements.**
- You have 48 hours to sign up for online service project sign ups. If you are interested in signing up for a project and are not able to sign-up online, please contact SVPs and you will be added to the project.
 - Crashing a service project = no hours; you **MUST** be signed up for the project in order to receive credit!
 - When you arrive at the service project, check-in with the chair. If you fail to do so, it may result in receiving no credit for the project.
- **Sign up for Featured Projects may only happen at meetings. If you are unable to attend the meeting, advance notice to the SVPs is necessary. If you**

need to drop a project signed up at meetings, notify SVPs immediately so we may replace you.

- Attendance
 - **Notify by calling SVPs AND clicking replacement 48 hours before project. Failure to do so will result in docked hours**
 - Find replacement = no docked hrs
 - No Call + No Show = Negative 1.5x hours
 - Call + No Show = Negative 1.0x hours
 - Not going to a project when you are the shift chair will also results in docked hours as well as 1 negative chairing credit.
- **If a project does not have a chair 3 days before the event, the I-Robot will randomly assign a chair from the group and he or she will be notified through e-mail.**

Section III.

Responsibilities of all Brothers:

If you sign up to volunteer for a project, you are responsible to be professional, to work hard, and to represent Alpha Phi Omega with pride. Please take into account these responsibilities before you choose to sign up for a project:

If you...

- Sign up for a project, you better be sure you can find a ride yourself, just in case you are the only one signed up.
- Sign up for a project, you are responsible to stay the entire time; however, if you have to leave early, you MUST notify the chair and SVPs.
- Sign up for a project and you do not show up, but notify SVPs and chair that you're not going at least 48 hours before the project, you are going to get docked 1.0x the number of hours that is on the project.
- Sign up for a project and you do not show up, AND don't notify SVPs and chair that you're not going at least 48 hours before the project, you are doing to get docked 1.5x the number of hours that is on the project.
- Click on the "request a replacement" button, this does not mean you are automatically replaced, nor does it mean you contacted the SVPs. Check the calendar regularly. Actively try to find a replacement. If nobody replaces you, you are responsible to go. Failure to do so will result in negative hours.

- Have to miss a service project because of some emergency, please tell the chair, and contact the Service VPs ASAP. Service VPs will deal with those situations on a case by case basis.
- Have any questions regarding a service project that you have signed up for, please address the chair of the project FIRST. If the chair doesn't know the answer to your question, he or she will do some research to find out for you.
- **If you are not driving, you must be ready by the time that the driver specifies.**
- **If the driver does not contact you with a reasonable amount of time of when and where they will be picking you up, you contact the driver yourself and find out. If they do not pick up, contact the chair first, then SVPS, and they will figure something out for you.**
- **Only sign up for projects that you will not flake on last minute. Be certain that you can go before you sign up.**

Section IV.

Responsibilities for Drivers:

If you are driving, plan on arriving 15 minutes early to the project to assure enough time to park and find you way.

- **Call everyone that you are driving at least a day before the project and notify your passengers when and where you will be meeting them.**
- **Drivers must have the contact number of the chair, their passengers, and the coordinator. The driver must also have directions to the location.**

Section V.

Specific Responsibilities of the Chair:

If you sign up as a chair for the project, it means that you are the “go to” person. Essentially, this is where you will be expected to display and develop your leadership abilities. Therefore, you have a huge responsibility to your group to get everything arranged. Your specific duties include these tasks:

- Contact everyone signed up for the same project AT LEAST 2 days in advance.
- Chair must arrange rides, tell the drivers that they must also contact their passengers, tell the passengers who their driver is, and get correct directions to project. **This includes exact location of the project as well as potential places to park. Must also have contact numbers of all volunteers on hand including the coordinator's number.**

- Contact Service VPs or contact the Project Contact if you have any questions. It is **SUGGESTED** that you find out exactly the details of the project by contacting us or the Project Contact, and effectively communicating this with your group. It is up to you to figure out how to effectively communicate the details to the group. E-mails, phone calls, fax, knock on their doors and tell them personally, whatever.
- Download a tracking sheet from the website, track at the project, and **submit an online tracking as well as an email tracking 3 days after the project. If you don't do this, chair will be docked 1 hour everyday until it is turned in. The maximum docked hours will be the hours of the service project.**
- Evaluations are not required although they may be requested by the SVPs.
- If you sign up to chair for a project and you flake, but you contact the SVPs you're going to get docked 1.0 times the number of hours that is on the project, as well as negative chair credit.
- If you sign up to chair a project and you fail to attend AND contact the SVPs you will get docked even 1.5 times the number of hours, **as well as negative chair credit.** (see Section II paragraph 4)
- If you request a replacement, and some one replaces you, **THEY TAKE ON THE RESPONSIBILITY OF BEING CHAIR**, so let them know.
- **Chairs are responsible of taking care of the volunteers at the projects. To make sure everyone is doing something, to take initiative to ask coordinators questions, etc.**

Things You Should NEVER do:

NO talking **nor texting** on cell phones (unless you are the chair and in contact with another person who is supposed to be at that project and they need help getting to the project), ipods, sleeping, reading, homework, taking excessively long breaks, whining, shit talking, cussing, horse playing around, crashing service projects (you won't get hours), **talking about things that relate to risk management or will break risk management.**

Pledges: During a project, especially when there is down time, **do not bring your binder to the service project** to do signatures/interviews (leave them in the car or at home).

Other

Service time will be given to drivers as follows

- **The driver will receive 5 minutes of service for every person he/she drives excluding himself/herself.**
- **The driver can receive up to 1 hour max. of driving service time to go towards their requirement of 18 hours of service.**
- **After the 1 hour max., the driving service time may be used for Vigorous Sapling/Sturdy Oak.**