

Section I: Requirements

- Hours: Distribution and Procurement
 - Actives and pledges need 18 hours from at least 4 projects, with at least 1 project in each field of service (Community, Campus, Chapter, Country)
 - If you are unable to attend service:
 - Call Service Vice Presidents (SVPs) *and* the chair
 - Click "Replacement." Actively find a replacement. Do not email the entire chapter. If no one replaces you, you still need to go
 - Failure to do the above will result in loss of hours:
 - You...
 - Find replacement who goes = -0.0x hours
 - Call + Don't Go = -1.0x hours
 - Don't Call + Don't Go = -1.5x hours
 - Your replacement...
 - Calls + Doesn't Go = -1.0x hours for both you and replacement
 - Doesn't Call + Doesn't Go = -1.5x hours for both you and replacement
 - If you are the event's chair and you cannot attend...
 - Call + Don't Go = -1.0x hours
 - Don't Call + Don't Go = -2.0x hours
- Wildcards
 - Wildcards can be used to replace only ONE missing field of service.
 - Wildcards will be awarded as follows:
 - Actives: as stated by the Active Requirements
 - Pledges: as stated by the Pledge Requirements
- Pledge group service projects
 - Projects must be reviewed and approved by SVPs and PPs
 - Projects must be announced to the chapter at least one week before the project

Section II: Responsibilities of all Brothers

Sign up for projects online. If you cannot sign up online, contact SVPs. Signing up to volunteer for a project means you are expected to work hard, be professional, and to represent APO with pride.

- Before signing up for a project, be sure you can go and have a way to get there
- At service, do service! Do not do interviews, use cell phones (or any other portable electronics), sleep, do homework, whine, fool around, break risk management, etc.
- Do not attend service projects you did not sign up for. You must be signed up for a project in order to get credit! You are not signed up if you are waitlisted

- If you are getting picked up, coordinate times with your driver. Be ready in time for pickup. If any problems arise, contact the driver, then the chair, then SVPs
- You must stay for the full duration of a service project you attend. If you need to leave early, notify the chair and SVPs
- If you replace a chair, you then take on the duties of chair
- Upon arrival at a service project, check in with the chair to receive credit
- If you have any questions about a project you signed up for, contact the chair first

Section III: Responsibilities of the Chair

Being the chair means you are the “go-to” person of the event

- One chair is required for every 10 Brothers signed up for a project. If there is no chair three days before a project, the I-Phi Robot will randomly assign a chair from the group. He/she will be notified through e-mail
- Contact everyone signed up for the project at least 2 days in advance to remind them of service and to arrange rides
 - Know the exact location of the project as well as potential places to park. Have contact numbers of project coordinator(s) and all volunteers on hand
 - If someone replaces you, let them know they are to perform the duties of a chair.
 - Take care of volunteers at projects: ensure that everyone is being productive, taking initiative to ask coordinators questions, etc.
 - Submit online & email tracking up to 3 days after the project. Chair will have -1 hour every day (up to the number of hours of project) until they are submitted. SVPs will not track any event the chair has not tracked (online *and* e-mail)
 - Evaluation form for the project is required in e-mailed tracking.
 - Contact SVPs or contact the Project Contact if you have any questions. Find out the exact details of the project and communicate them effectively to your group

Section IV: Responsibilities of Drivers

- If you are driving, plan to arrive 15 minutes early to the project to assure enough time to park and find your 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.