

Spring 2009 Service Guidelines

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 notify 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 additional required hours**
 - **You:**
 - **Find replacement who goes = +0 hours**
 - **Call + Ditch = +1.0x hours**
 - **Don’t Call + Ditch = +1.5x hours**
 - **Your replacement:**
 - **Calls + Ditches = +1.0x hours for both you and replacement**
 - **Doesn’t Calls + Ditches = +1.5x hours for both you and replacement**
 - Driving
 - Those who sign up to be a “Service Shuttler” will receive **15 minutes** of service if they drive at least once to a service they did not sign up for.
 - Drivers will receive:
 - 20 minutes of service for driving to/from Sacramento
 - 5 minutes of service for driving within Davis
 - 1 minute per mile for all other cases
 - A maximum of **1.5 hours** of driving service time can count towards required hours. Max **3 hours** for Service Shuttlers.
 - There is no limit to the number of driving hours that can be used towards Vigorous Sapling/Sturdy Oak.
 - See Section V for responsibilities of drivers.
- Wildcards
 - Wildcards can be used to replace only **ONE** missing field of service.
 - Wildcards will be awarded as follows:
 - Actives: 10 extra hours of service
 - 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** a week before the project.

Section II

Project Sign-Ups

- All Brothers
 - **Sign up for projects online.** If you cannot sign up online, contact SVPs.
 - See Section III for responsibilities of all Brothers.
- Chairs
 - One chair is required for every 10 persons signed up for a project.
 - If there is no chair 3 days before a project, the **I-Robot will randomly assign a chair** from the group. He/she will be notified through e-mail.
 - See Section IV for responsibilities of chairs.
- Featured Project sign-ups may be at meetings. If you are unable to attend the meeting, notify SVPs in advance. To drop a project, notify SVPs immediately.

Section III.

Responsibilities of all Brothers:

- *Signing up to volunteer for a project means you are expected to work hard, be professional, and to represent Alpha Phi Omega 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 music players, sleep, do homework, whine, fool around, break risk management, etc.
- Please do not crash service projects. **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 go to. If you need to leave early, notify the chair and SVPs.
- If you replace someone who is 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 IV.

Responsibilities of the Chair:

- *Signing up to be a chair means you are the “go to” person. This is where you will display and develop your leadership abilities.*
- 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.**
- **Failure to show up to a project will result in additional hours as well as 1 negative chairing credit.**
- 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 # hours of project) until they are turned in.**
- Evaluations are not required although they may be requested by the SVPs.
- 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 V.

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.**