



ALPHA PHI OMEGA SECTION IV STAFF GUIDE

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This section staff resource manual was inspired by Rick Bojko's "Job Descriptions for Section 89 Staff" and the "Sectional Resource Manual." Written for Section 4 Staff by Heather Lui and David Cohen with additions from Eleanor Gabrielli and Dominic Ielati October 1995. Updated June 1997, October 1998. Rewritten and updated July 2002 by Anna Ng. Rewritten and last updated July 17, 2005 by Jennifer Louie. Rewritten and last updated on March 10, 2010 by Sharon Cadag.

ALPHA PHI OMEGA

Alpha Phi Omega is a 501(c)(3) not-for-profit organization. The purpose of this fraternity is to assemble college students in a national service fraternity in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop leadership, to promote friendship and to provide service to humanity; and to further freedom that is our national, educational and intellectual heritage.

Alpha Phi Omega is the single most representative undergraduate intercollegiate organization in the United States of America. We take pride in this and want to be even larger. We determine to be larger only because, if what we are and what we represent are important and useful to students, then we should share what we have in order to further our common goals more effectively. We want to share with colleges and universities all across this great land the benefits that Alpha Phi Omega gives to students, their campuses and their communities.

VISION STATEMENT

*The National Board of Directors approved the vision statement on
February 8, 2003 based on recommendations of the 2002 National Convention.*

An all-inclusive collegiate Fraternity, Alpha Phi Omega is committed to being the foremost student-run fraternity in developing lifelong leaders, instilling lasting friendships, and fostering a lifetime of service to all people.

MISSION STATEMENT

*The National Board of Directors approved the mission statement on
February 8, 2003 based on recommendations of the 2002 National Convention.*

- To strengthen the presence of Alpha Phi Omega on college campuses and among its members;
- To support the spread of the Fraternity's principles and activities on college campuses and among its members;
- To provide opportunities for its members and college students to develop effective leadership skills
- To promote fellowship among all people;
- To provide service to humanity; and
- To further our acknowledged freedoms.

BYLAWS PERTAINING TO SECTION STAFF

On behalf of Section IV, thank you for becoming a member of our staff. The exciting job you are about to undertake is different from any other experience you have had with Alpha Phi Omega.

Through this guide, we strive to make you aware of your job and how it relates to the chapters, Section Chair, staff members and the National Office. It may not give you all of the information that you need, but it will point you in the right direction. Nothing but experience will help you gain confidence in your position.

The following are the bylaws that describe sections and staff and how they relate to each other:

SECTION 1. FORMATION AND PURPOSE OF SECTIONS

1. **FORMATION.** There shall be no greater than 100 geographic sections composed, as nearly as is practical and convenient to the active members of the Fraternity, of an equivalent number of chapters. Each Region shall have no more than ten (10) sections.

It shall be the duty of a Regional Director to set, with approval from chapters affected, the boundaries of sections within a region. The Regional Director shall give 60 days prior notice to chapters affected.

A Regional Director shall submit proposed sectional boundaries to all chapters of a region not later than 60 days following a National Convention at which the regional boundaries were re-aligned or considered for re-alignment.

2. **PURPOSE.** A section shall be a unified geographical area within a region established to facilitate chapter administration, inter-chapter conferences, leadership training, the formation of new chapters and the utilization of National Office and National Staff services.

SECTION 2. SECTION LEADERSHIP

1. **SECTION CHAIR.** The Section Chair shall be elected for a one-year term, or until his or her successor has been elected, by majority vote of those chapters belonging to that Section that are present and voting at a Section Conference.

In the event that the Section Chair is unable to complete his term, the Regional Director shall appoint an interim Section Chair to serve until the next Section Conference.

Results of elections shall be reported to the National Office within 15 days. The National Office shall report appointments to the chapters in the section within 15 days.

2. **SECTION VICE CHAIRS.** Section Vice Chairs may be appointed by the Section Chair to serve concurrently with the term of the Section Chair. The Section Chair shall assign the duties of Sectional Vice Chairs.
3. **SECTION REPRESENTATIVES.** Section Representatives shall be appointed by the Section Chair and approved by the chapter or chapters to whom they are assigned. Their terms shall be concurrent with the term of the Section Chair. A Section Representative may serve more than one chapter. The Section Representative shall assist chapters and provide the Section Chair with a report thereon.

4. **SECTION STAFF.** For administrative purposes section staff members may be appointed by the Section Chair to serve concurrently with the term of the Section Chair. The Section Chair shall define their duties.
5. **IMPEACHMENT.** Section officials may be impeached for misconduct or malfeasance in office. Charges shall be submitted in writing to the National Board of Directors. The National Board of Directors shall investigate and hear the charges. If two-thirds of the members of the National Board of Directors present and voting sustained the charges, the official shall be suspended and removed from office.

The National Board of Directors may impose any lesser penalty or take other appropriate action in lieu of impeachment where deemed appropriate. Actions constituting formal discipline such as censure or reprimand shall require the approval of two-thirds of those members present and voting.

Impeachment by the National Board of Directors of section officials may be appealed to the members of the section at the next Section Conference or National Conference. If two-thirds of the registered delegates from the section, present and voting, at the Section Conference or section meeting at said National Convention affirm the Board's action, the action shall be sustained. If the Board's action is not sustained, then the official shall immediately be reinstated for the remainder of the term of office.

SECTION 3. SECTION CONFERENCES.

A Section Conference shall be held at least annually at a time and place determined by the chapters in the section, subject to the approval of the Region Director. A Section Conference may formulate recommendations and propose amendments for the consideration of the National Convention or the National Board of Directors.

This gives you a general description of how each position on staff relates to each other. As you will soon realize, staff does a great deal more. You may have one or several jobs when working on staff. Whatever you choose, make sure you can meet the responsibilities of your job(s). Do not take on too much work!

Each section has its own staff and members. Staff can be comprised of the Section Chair, Vice Chair, Section Representatives, Service, Membership and Extension, Leadership, Alumni and Scouting Chairs. You can also work on committees run by the above staff members. You will have certain responsibilities as a staff member and guidelines and goals will be established at the beginning of your job, but your main goal is to act as a resource for the chapter and other staff.

SECTION STAFF ARE: (adapted from "Job Descriptions for Section 89 Staff" by Rick Bojko)

- **Communicators** - You are a link between the chapters and the National Fraternity. It is important that you keep chapters apprised of the "goings on" Nationally as well as keeping the Section Chair and the National Office apprised of the happenings in the chapters. It is also necessary to communicate effectively with the Section Chair: Remember, a large part of effective communication is listening.
- **Facilitators** - Staff will provide assistance to the chapters to further Leadership, Friendship and Service. This may include presenting workshops to chapters or at conferences, preparing written materials for chapters and organizing sectional events.
- **Resources** - This is often the most important role of staff. As your experiences are wide and connections throughout the section and Fraternity are greater than many student members', you provide a valuable source of information. Also encourage chapters to use ALL resources.
- **Counselors** - As you gain the respect and trust of brothers, you will be consulted for advice on a wide variety of topics. You may also be called upon to help with interpersonal conflicts within chapters. At times like these, you must foremost be sympathetic and caring. By carefully listening and providing a caring and experienced objective viewpoint, you can do a tremendous amount to diffuse problems before they become crises.
- **Brothers** - Even as a staff member, remember that we are all brothers and sisters.
- **Administrators** - This may be the unpleasant part of staff but it is your responsibility to make sure the chapters fulfill their obligations with the National Fraternity and comply with all rules, regulations and policies of the National Fraternity.

SECTION STAFF ARE NOT:

Section Staff are not active members of the chapters, experts on Alpha Phi Omega, nor a Section Representative for the same chapter. Remember your limitations and take advantage of the resources available to you and the chapters.

RESOURCES

The resources that are available to pass on to the chapters for their utilization are categorized into two sections. They are:

People:

- Section Chair and Staff Members
- Region Director and Staff Members
- Chapter Advisors
- Alumni
- Other Chapters
- National President, Vice President and Office Staff
- National Executive Director and National Legal Counsel
- Friends, Business Associates, Community

Things:

- Alpha Phi Omega Website (www.apo.org)
- Chapter Resource CD
- Staff Roster / Chapter Addresses
- National, Chapter and School Bylaws / Policies and Rules
- *APO IMPACT* Guide
- Chapter Assessment and Planning Session Handbook
- Spring Youth Service Day Handbook
- National Service Week Handbook
- *Torch and Trefoil* (National Newsletter)
- Various Fraternity Newsletters

STAFF POSITION DESCRIPTIONS AND RESPONSIBILITIES

1. Section Chair

The Chair is responsible for the maintenance and growth of Alpha Phi Omega within the Section, developing and giving leadership to programs that will assist Chapters in their operations, which will lead to the establishment of new Chapters.

- Maintains constant communication with the chapters and staff in Section IV
- Encourages participation in National Service Week and Spring Youth Service Day
- Promotes and attends the Fall / Spring Sectional Conferences and Regional Conference
- Promotes and attends the National Convention
- Visits all chapters as often as possible
- Attends as many chapters' Initiations and Banquets as possible
- Communicates with the Regional Director and National Office on issues of importance to the section
- Reports regularly to the Regional Director (RD) and performs other duties as instructed by the RD.
- Verifies with all chapters in the section that obligations have been fulfilled
- Maintains a roster of section staff, region staff and chapter officers and distributes it the section and staff
- Maintains the Section Staff Guide and makes sure each staff member has a copy
- Knows and upholds Alpha Phi Omega's National Bylaws, Standard Chapter Articles of Association, Membership Policies and Risk Management Policy
- Establishes and maintains an active relationship with every Chapter President
- Establishes and maintains an active relationship with every Chapter's Advisory Chair
- Recruits and develops a Section Staff
- Ensures that a Section Conference occurs at least annually and works with the host Chapter as a resource
- Signs all contracts associated with Section Conferences and Section-wide events
- Maintains records on the condition of each Chapter and petitioning group and keeps the Region Director informed of the status of each Chapter
- Ensures that each Chapter complies with the requirements established for it to be recognized as an active Chapter
- Communicates the concerns of the Chapters to the Region Director and the National President
- Assists Chapters with the resolution of specific problems, as required
- Encourages Chapters to conduct as well as complete the H. Roe Bartle Annual Chapter Program Review
- Fosters inter-Chapter activities
- Assists with the formation of new Chapters

2. Vice Chair

The duties are different from year to year and are assigned by the Section Chair. The Vice Chair is the back up for the Section Chair in case something comes up and they are not readily available. He/she is responsible for assisting the section chair in the maintenance and growth of Alpha Phi Omega within the Section at the Chapter level. The Vice Chair:

- Communicates with the Section Chair at least once a month
- Establishes and maintains an active relationship with half of the chapters within the Section.
- Ensures a continual flow of information between Chapters and in the Section
- Assesses the health and viability of each active Chapter and keeps the Section Chair informed
- Assists in providing opportunities for inter-Chapter activities within the Section

- Ensures that Chapters are abiding by the National By-Laws, Standard Articles of Association and other policies. Report any apparent infractions immediately to the Section Chair.
- Visits chapters he/she is responsible at least twice a term.
- Attends the initiation, activation, and banquets of chapters which he/she is responsible for
- Attends sectional/regional/national conferences
- Promotes attendance at Fall/Spring Sectional Conferences
- Promotes attendance at Regional/National Conferences
- Promotes Life Membership
- Encourages participation in National Service Week
- Prepares a written report for the Section Conference
- Attends Sectional/Regional/National Conferences
- Is responsible for additional tasks that may be assigned by the Section Chair

3. Leadership Chair:

Is responsible for assisting Chapters in conducting their own leadership development program. The Leadership Chair:

- Talks to chapters to find out what type of workshops they may want presented at their own meetings and schedule the workshop(s)
- Sets up workshops for individual chapters (each workshop should have one or two staff members who are comfortable in presenting them)
- Helps the Section Chair and the Section Representatives address chapter leadership issues
- Keeps a database of all workshops that staff can present
- Cooperates with the host Chapter of each Section Conference in planning the leadership development seminars (i.e. APO LEADS).
- Encourages Brothers to participate in programs offered by the National Leadership Development Committee, such as APO LEADS or the annual National Volunteer's Conference
- Encourages Chapters to utilize APO LEADS, APO *IMPACT* Guide, Chapter Assessment and Planning Session (CAPS); the H. Roe Bartle Annual Chapter Program Review and any other programs offered by the Fraternity
- Recruits and develops additional members to the committee as required
- Works with his/her counterpart on Region X staff
- Keeps the Section Chair and other staff members informed of committee membership and activity
- Prepares a written report for the Section Conference
- Attends section/region/national conferences
- Is responsible for additional tasks that may be assigned by the Sectional Chair

4. Membership Retention and Extension Chair:

Is responsible for assisting Chapters in realizing their membership growth and retention and for starting new chapters in the section. The Membership and Extension Chair:

- Establishes and maintains an active relationship with Chapter membership Vice-Presidents
- Recruits and develops additional committee members as may be necessary
- Develops programs to encourage membership recruitment and retention within the Section
- Keeps the Section Chair informed of committee membership and activity
- Sets up and maintains a membership retention guide for chapters' utilization
- Develops a mock rush team that can be used in presentations to chapters or at conferences
- Develops and maintains rush packets to share with all chapters in Section IV
- Obtains contacts at schools to re-charter or start a new chapter
- Works with his/her counterpart on Region X staff

- Prepares a written report for the Section Conference
- Attends section/region/national conferences
- Is responsible for additional tasks that may be assigned by the Section Chair

5. Service Chair

Is responsible for assisting Chapters in developing and maintaining an active, varied service program, incorporating all of the four main service areas. The Service Chair:

- Establishes and maintain an active relationship with Chapter service Vice-Presidents
- Sets up Section IV service projects for all chapters' participation with advanced notice
- Develops and maintains a database of different agencies in Section IV that need volunteers for service projects and provides information to chapters to further their service goals
- Provides a record of service as a Section
- Develops and implements an evaluation process for Section IV service projects
- Promotes participation in National Service Week and prepares a report for the Section Chair and the National Service Chair on the projects conducted by each Chapter
- Promotes the service theme of the year to all chapters in Section IV
- Helps host Chapter develop a service project in conjunction with the Section Conference
- Assists Chapters in developing inter-chapter service projects
- Recruits additional committee members as necessary and keeps the Section Chair informed of committee membership and activities
- Works with his/her counterpart on Region X staff
- Prepares a written report for the Section Conference
- Attends section/region/national conferences
- Is responsible for additional tasks that may be assigned by the Section Chair

6. Fellowship Chair:

Is responsible for assisting Chapters in developing and maintaining an active, varied fellowship program. The Fellowship Chair:

- Promotes inter-chapter activities among Section IV
- Promotes attendance at all conferences and conventions
- Promotes fellowship activities within a chapter
- Assists Chapters in developing inter-chapter fellowship events
- Sets up Section IV fellowship events for all chapters' participation with advanced notice
- Develops and maintains a database of different events that chapters can hold
- Prepare a written report for the Section Conference
- Attends section/region/national conferences
- Is responsible for additional tasks that may be assigned by the Section Chair.

7. Public Relations (Communications)/Historian:

Is responsible for Public Relations (communication) and history keeping within the section. The Public Relations officer:

- Creates the section newsletter and distributes it to section and staff four times a year
- Develops and maintains a system to distribute important information to the section in a timely manner
- Maintains a calendar of events in Section IV and distributes it to the section
- Attends events throughout the section to record and photograph events
- Develops a scrapbook/video of section IV activities and events
- Develops a public relations tools for Chapter use

- Prepares a written report for the Section Conference
- Attends section/region/national conferences
- Is responsible for additional tasks that may be assigned by the Section Chair

8. Awards Chair:

Is responsible for the implementation of the awards program. The Awards Chair:

- Updates the Section IV Awards forms and obtains completed form from chapters before the Spring Conference
- Reviews all submitted award forms and prepares a report of recommendations to staff
- Tallies travel for the Man Mile award at the Section Conferences
- Produces certificates for all awards and recipients
- Updates all awards
- Prepares a written report for the Section Conference
- Attends section/region/national conferences
- Is responsible for additional tasks that may be assigned by the Section Chair

9. Alumni Chair:

Is responsible for promoting the establishment and growth of alumni associations and encouraging Chapters to work with alumni. The Alumni Chair:

- Establishes and maintains an active relationship with Chapter alumni secretaries or their equivalent
- Assists Chapters in developing alumni involvement
- Explores the development of alumni associations and works with interested alumni to create them
- Recruits and develops additional committee members as necessary and keeps the Sectional Chair informed of committee membership and activities
- Works with his/her counterpart on Region X staff
- Prepares a written report for the Section Conference
- Attends section/region/national conferences
- Is responsible for additional tasks as may be assigned by the Section Chair

10. Secretary:

Is responsible for the maintenance of records within the section. The Secretary:

- Records and keeps minutes of all Section meetings (staff and conferences)
- Establishes and maintains an active relationship with all Chapter corresponding secretaries
- Maintains a correspondence file
- Attends section/region/national conferences.
- Is responsible for additional tasks that may be assigned by the Section Chair

11. Scouting and Youth Services Chair:

Is responsible for scouting efforts within the section. The Scouting and Youth Services Chair:

- Contacts BSA/GSUSA/Campfire and other youth organizations regarding volunteer opportunities for chapters and forward the information to all chapters in Section IV
- Keeps chapters updated on National Scouting and Youth Services matters
- Promotes scouting/youth service projects and exchange information within chapters
- Aids chapters in obtaining and utilizing scouting/youth services advisors
- Works with his/her nearest counterpart on Region X staff
- Attends sectional/regional/national conferences
- Prepares a written report for the Section Conference
- Is responsible for additional tasks that may be assigned by the Section Chair

12. Parliamentarian:

Is responsible for parliamentary procedure. The Parliamentarian:

- Organizes and hosts workshops regarding parliamentary procedure throughout the section
- Advises the chair and staff, committees, and members on matters of parliamentary procedure
- Assists chapters in maintaining and revising Chapter Bylaws and Constitutions.
- Attends section/region/national conferences
- Prepares a written report for the Section Conference
- Is responsible for additional tasks as may be assigned by the Section Chair

13. Webmaster:

Is responsible for the section website. The Webmaster:

- Maintains the section website
- Attends section/region/national conferences.
- Is responsible for additional tasks as may be assigned by the Section Chair

14. Section I and II Liaison:

Is responsible for maintaining communication with Section I and II. The Section I and II liaison:

- Maintains a healthy relationship with brothers in Section I and II
- Prepares a written report for the Section Conference
- Attends section/region/national conferences
- Is responsible for additional tasks as may be assigned by the Section Chair

15. Section Representatives:

Is one of the most important positions on staff, the "heart" of staff, if you will. This position helps the Section Chair keep in contact with individual chapters. This position is also mandated by the National Bylaws. According to the National Bylaws, Chapters must approve their appointed Section Representative before their term is active. The responsibilities of a Section Representative are to:

- Build trust and gain respect!!
- Talk to the President and inform them on what your purpose is as a Section Representative
- Attend chapter meetings at least once a month
- Attend a pledge meeting and/or executive meeting
- Attend Pinning/Initiation (Activation) ceremonies (when possible)
- Attend Banquets (money permitting)
- Encourage participation in National Service Week
- Inform/remind chapter of upcoming events, deadlines and dates
- Get to know chapter members and advisors
- Listen and watch for signs of problems/conflicts
- Report immediately to the Section Chair any apparent violations of Membership Policies or Risk Management Policies
- Help the chapters obtain/use advisors
- Attend chapter functions
- Keep in touch with president or other contact every two to four weeks via phone, e-mail, mail, etc.
- Prepare a bi-yearly report of the chapter
- Attend section/region/national conferences.
- Is responsible for additional tasks that may be assigned by the Section Chair
- Please refer to the "**Section IV Representative Checklist**" to ensure the chapter is in good standing by fulfilling all the necessary requirements as prescribed in the National Fraternity Bylaws

- Inform the president when you are attending an event

Other Positions As Needed

These positions are created when a situation arises and the Section Chair feels the need for a new created position (e.g. Members-at-Large, Inclusion/Diversity Chair, etc.) or special committee is necessary for the further development of the section and ultimately, the Fraternity.

You may have your own ideas on what you would like to accomplish as a staff member. When you make the decision to be on staff, talk with the Section Chair and discuss your ideas on how they will help the section.

Now that you know what each position does on staff, you may ask, "Where does section staff fit into the scheme of things?" Section staff is ultimately accountable to the student members of Alpha Phi Omega, the ultimate authority of the Fraternity.

Common Questions Asked By Staff

1. **How long is the commitment?** The commitment is for one year at the time the Spring Sectionals is held and it ends with the next Spring Sectionals. You are "dismissed" when a new Section Chair is elected. If the same person is elected, they may retain your services. If a new Section Chair is elected, offer your services.
2. **How "active" will I become during this time?** At no time are you to be "active" in the chapter. You are there for support and as a resource. You may attend functions and help at projects if they welcome you but at no time do you run the events.
3. **How much does it cost?** The money that you need is minimal. The main cost is gas money and the cost of attending any chapter functions and conferences, which involve money.
4. **How much time does it involve?** Your limitations are what you participate in currently i.e., work, school and your own social life. The recommendations are given in this guide and you will know at the beginning of your job what the expectations are from your Section Chair.
5. **What happens if I become staff and I realize that I do not have enough time?** Talk to your Section Chair. You may not have enough time to do your current job but there may be another position on a smaller scale that you can do.
6. **If I am asked a question, can I answer it or would that be overstepping my bounds as Section Staff?** You may answer the question if you feel comfortable in explaining your answer. If you are unsure, refer them to an advisor or staff who may help them.
7. **What "authority" do I have?** The "authority" that you have depends on what you and your Section Chair set up at the beginning of your job. In reality, you have no "authority" but you may gain some once you build confidence with the chapters. Remember that as a Section Representative, the members of the chapter vote to accept you as their representative.

"Teamwork...coming together is a beginning; keeping together is progress; working together is success."

CHAPTER VISITATIONS

When you plan to visit a chapter, make sure you know when and where the meetings take place. You can inform the president ahead of time or you can just show up. Your main objectives are to keep the chapters updated on what is happening with other chapters, socialize and meet the members, report problems to the Section Chair as well as to keep the chapters in good standing with the National Office.

Remember that you will not be an active member. Do not say "my chapter" or "when I was an active." If you do, you may not be removing yourself entirely from the situation. Also, chapters do not want to feel that you are pushing your past experiences on them. There are always several viewpoints as to how something may be done. Your chapter may have done it one way but it does not mean that somebody else's idea isn't just as good.

You will need to look at the overall program. By doing this, you can listen to what is happening, watch for what is and what is not happening and talk to the members and advisors to get a feel of how the chapter is running. When you are observing, do not go around looking for something wrong because the chapter will sense it and will not trust you. Some common questions to think about when you attend a meeting are:

- Do they have a good balance of fellowship / service events?
- Are there any problems / conflicts that need to be resolved or are they avoiding them?
- Are they adhering to all bylaws and policies?
- Are they integrating the pledges into the chapter?
- Are the officers delegating?
- Are they participating in conferences and workshops?
- Are they participating in inter-chapter activities?
- How involved ("active") are the alumni?

When you attend functions, get to know the members and advisors by talking to them one-on-one. This way, they will know you and in turn you them. There are some common areas of consideration to look for when visiting a chapter:

- **Executive committee:** Are they working together as a team?
- **Communication:** Are they communicating with themselves, other chapters, advisors, alumni, the Sectional Representative and the National Office?
- **Service:** Is the service program well rounded?
- **Membership:** Do they have a rush program? Do they have a pledge class? Do they have an alumni program? Do they have a membership retention program? Do they strive for a diverse membership?
- **Hazing:** Is there any mistreatment or hazing of pledges or actives?
- **Financial:** Does the chapter have a budget and are they operating by it? Do they have enough income to meet the expenditures?
- **Chapter contact information:** Does the chapter have a permanent mailing address, a website and a list server?
- **Events:** Do the chapters inform each other about events in a timely manner? Do they give out enough information regarding their events? Do they attend other chapters' functions?

- **Workshops:** Does the chapter participate in Chapter Program Workshops, Leadership Development Workshops, Chapter Program Planning Conference, Fellowship Development Workshops, etc.?
- **Campus Contacts:** Is the chapter in good standing with the campus?
- **Advisors:** Does the chapter have the required number of advisors (faculty and scouting)? Are they using the advisors?
- **National Office:** Has the chapter paid AAMD? Is the chapter in good standing with the National Office? Have they paid all bills? Have they updated the National Office records with current addresses, pledges dropping out, etc.? Do they encourage articles being written and sent to the Torch & Trefoil?
- **Calendar:** Does the chapter plan out their events for the semester / quarter? Do they send a copy to other chapters, Section Chair and the Regional Director?
- **Fellowship:** Do the members attend fellowship functions? Do they participate in interchapter activities?
- **National, Regional & Sectional Conferences:** Do they encourage attendance and participation? Are they interested in hosting a conference?
- **Banquets / Ceremonies:** Do they send out invitations to other chapters, the Section Chair and Regional Director with enough notice?
- **Gold Pans:** Has the chapter filled out the required Section IV Chapter Review for the Gold Pans? This is due at least 3 weeks before the Spring Conference.

Each Chapter of Alpha Phi Omega should:

1. Have a fund to assist delegates in attending Sectional, Regional and National conferences and conventions.
2. Have a fund to assist Brothers in participating in leadership development opportunities.
3. Conduct a Chapter Assessment and Planning Session on an annual basis at least
4. Have a minimum of 20 active Brothers and establish a goal each semester for growth.
5. Maintain an effective committee system.
6. Conduct an effective public relations program.
7. Have a leadership development program within the Chapter that gives every Brother the opportunity to develop his or her leadership skills to the fullest.
8. Keep the Sectional Chair and Regional Director informed of activities and programs within the Chapter
9. Submit an article to the National Fraternity for publication in Torch & Trefoil every year.
10. Participate in National Service Week the first full week of November every year.
11. Participate in Spring Youth Service Day every April.
12. Obtain President's Service Awards for all qualified members.
13. Have an active fellowship program that promotes unity and spirit within the Chapter.
14. Incorporate activities with Scouting and other youth programs into the service program.
15. Submit to the National Fraternity a report of their National Service Week events.

CHAPTER CHECKLIST

ACTIVITIES CONDUCTED	DATE DUE
PLEDGES Submit an "Application for Pledge Membership" for each new Pledge with \$32 (\$25 Pledge fee and \$7 Insurance Fee).	Submitted within 10 days of the ceremony
INITIATES Submit an "Application for Active Membership" for each new brother with \$35. Insure that each application is accurately completed, including the exact date of the activation ceremony and write names legibly.	Submitted within 10 days of the ceremony
CHARTER REAFFIRMATION & AAMD Review and complete the "Charter Reaffirmation" form (sent to chapters the first week in September) and return it to the National Office. Add the name of each active member and advisor not listed on the "Membership Roster", delete inactive members, and submit payment of Annual Active Membership Dues (AAMD)— \$32 (\$25 AAMD & \$7 Insurance fees for each active member - minimum of \$75 per chapter). Obtain signatures of the chapter president and Advisory Chair, certifying the chapter's compliance with the Fraternity's Membership and Risk Management Policies and Standard Chapter Articles of Association.	November 15th
NATIONAL SERVICE WEEK REPORT Submit the report for your National Service Week Project(s).	November 15th
SPRING YOUTH SERVICE DAY REPORT Submit the report for your Spring Youth Service Day Project.	May 1st
OUTSTANDING DEBTS Chapters are required to pay any outstanding debts to the National Office. Chapters can determine if they have any debts by contacting the National Office at accountant@apo.org	November 15th
CHAPTER OFFICERS LIST Complete the form twice a year (or when there is an officer change) and send it to the National Office.	October 1st January 31st
GRADUATING SENIOR LIST Submit a list of graduating seniors for the fall and spring semesters to the National Office.	June 1st
ANNUAL CHAPTER EVALUATION & H. ROE BARTLE AWARD Submit completed forms to the National Office.	November 15th
CHAPTER ASSESSMENT AND PLANNING SESSION Submit completed forms to the National Office.	Immediately after the Conference
CONTACT YOUR SECTIONAL CHAIR & REGIONAL DIRECTOR Inform your Sectional Chair & Regional Director of chapter events.	Regularly
ARTICLES FOR "TORCH & TREFOIL" Send information and photograph(s) of chapter projects for publication in the "Torch & Trefoil".	Following completion of activity
ANNUAL FINANCIAL AUDIT Submit verification of audit of previous year's financial records.	July 31 ST
CHAPTER BYLAWS Submit copy of revised Chapter Bylaws to the National Office.	Immediately after revision
ARTICLE IX, SECTION 8. CHAPTERS IN GOOD STANDING. A chapter in good standing is one which yearly meets its financial, administrative, and Annual Charter Reaffirmation obligations to the National Fraternity; is not more than 90 days delinquent in its financial accounts with the National Office; has confirmation of submission of a Spring Youth Service Day Report and a National Service Week Report; has at least one active member; and which has not been declared inactive or suspended, or had its charter revoked, or has not otherwise been deemed in violation of the policies or National Bylaws of Alpha Phi Omega; or of the rules, regulations, or policies of its school.	

SECTIONAL YEARLY SCHEDULE

Spring Conference <i>As soon as elected</i>	Section Chair (S.C.) is elected for a term of one year until the next conference Contact the national office and fill out necessary paperwork as the elected S.C.; sign and submit Risk Management form to the Executive Director for national office
	Obtain a roster of all chapter executive committee members and time/place of general chapter meetings
3/1 - 3/31	S. C. should complete spring Chapter visitation cycle by 3/31.
4/1 - 5/10	Follow-up on registration of spring pledges and initiates. Remember, schools often close early in May. S.C. or staff attends each Chapter's Chapter Program Planning Conference. S.C. attends Chapter initiations and banquets. Prepare Chapters for close of school year and plans for next year. Obtain names of new officers and summer addresses (as well as the address for the fall, if known).
5/1	Makes sure that chapters have submitted National Service Week reporting.
5/15 - 6/15	All staff members submit to the S.C. a written report covering their activities, goal attainment, and position evaluation for the year.
6/15 - 7/1	S.C. responds with a written report on the "State of the Section" with copies to the staff, Regional Director, National Office and the Chapters (summer addresses if available; if not, send in the fall).
SUMMER	It is IMPORTANT that each chapter submits a roster of newly elected officers!
7/1 - 8/15	S.C. and staff meet to set goals and develop action plan for the upcoming school year.
9/1 - 9/15	Staff establishes contact with each Chapter President and Advisory Chair within the first two weeks of the school year. Staff forwards names and addresses (snail and email) along with telephone numbers of Chapter President, Advisory Chair and other key contacts to S.C.
9/20	Welcome back letter from S.C. to Chapters and staff with new Sectional address list, important dates and plans for the upcoming year.
9/15 - 10/15	Staff visits assigned Chapters, gather fall pledge counts, and identify potential problem areas. S.C. begins fall Chapter visitation schedule
10/1 - 10/20	Chapter Presidents meets with staff and S.C. This can be done at a fall Sectional conference if one is scheduled.
11/15	S.C. should complete fall Chapter visitation cycle. AAMD, roster, HRB/Annual Chapter Program Review form due to the National Office from each Chapter.
11/21	S.C. contacts the National Office (or checks the confidential Perpetual Inventory on the national website) to obtain reporting status of each Chapter. Notifies assigned staff on any missing (late) items.
11/28	Chapters are contacted by staff/S.C. as to their reporting problems. This contact may be in person or by telephone. OBTAIN a planned resolution to the items.
12/1 - 12/31	All staff members write a report to the S.C. concerning their first-half activities.
1/1 - 1/31	S.C. reviews goals and status with each staff member individually. S. C. and staff begin working with Chapters to plan a Chapter Program Planning Conference.
2/1 - 2/28	S.C. begins spring Chapter visits. S.C. or staff MUST visit any Chapter that is still delinquent from reporting from Fall (AAMD, roster, HRB pledge and initiate registrations). Spring Chapter Presidents meet with staff and S C. Begin gathering spring pledge class counts.

Alpha Phi Omega
Region X, Section IV
Award Descriptions

Chapter Awards

Gold Pan Awards (Leadership, Friendship, Service, and Overall Program)

Purpose:

The purpose of the Gold Pans is to recognize chapters within Section 4 for exceptional efforts and/or achievements in the areas of Leadership, Fellowship, Service, and Overall Program. The Gold Pans intend to applaud a chapter's successful efforts to live the ideals of Alpha Phi Omega. They are a way of sharing the outstanding accomplishments of our fellow chapters.

Procedure:

All chapters within Section 4 are eligible for considerations for the Gold Pans. The stated criteria will be the ultimate formula for awarding the pans. However, since Section 4 staff may not be fully aware of the extent of every chapter's work in each program area, supporting documentation will be greatly appreciated. Information requested on the chapter review will assist Section Staff award the pans based on the stated criteria, rather than on what information is available. Please note that in order to recognize as many chapters as possible, **each chapter is only eligible for one gold pan per year.**

Criteria:

For each of the four awards, the following lists are guidelines for what will be taken into consideration when determining who will receive the Gold Pans. These lists are not necessarily exclusive; other factors may be considered.

LEADERSHIP - Chapter Gold Pan Award

1. Leadership development within the chapter
2. Leadership opportunities throughout the chapter structure
3. Participation in Leadership Advancement Program, Leadership Institute, Chapter Program Workshop, Leadership Development Workshop, Sectional Resource Weekend, and Sectional, Regional, and National Conferences
4. Hosting of events, especially inter-chapter events
5. Good communication within and outside of the chapter
6. Effective, well run meetings
7. Completion of the H. Roe Bartle and other national documentation

FELLOWSHIP - Chapter Gold Pan Award

1. Variety of activities promoting fellowship
2. Interchapter activities
3. Planning of all activities
4. Evaluation of all activities
5. Promotion of Brotherhood throughout chapters
6. Membership recruitment practices

7. Pledge program structure

SERVICE - Chapter Gold Pan Award

1. Service performed in all four areas
2. Chapter initiated projects
3. Service done with other non-APO groups, including groups on campus
4. Service with alumni and other chapters
5. Participation in national service programs (NSW, Spring Service Day, Youth Service America)
6. Number of members receiving President's Service Award (absolute number and proportion of chapter membership)
7. Incorporating new projects; balance of old and new
8. Planning of all projects
9. Evaluation of all projects
10. Sharing projects/ideas (i.e. Service Hotline, newsletters, etc.)
11. Challenging number of projects relative to chapter size
12. Chapter wide participation in projects
13. Leadership opportunities through the service program
14. Completion of National Service Week reporting.

OVERALL PROGRAM - Chapter Gold Pan Award

The criteria from all three of the above categories will be considered along with the following:

1. Balance between areas of program
2. New and innovative programs and approaches
3. Overall effectiveness of program

Man-Mile Award:

The Man-Mile Award is given to the chapter that has traveled the greatest distance to attend a conference. All chapters are eligible for this award. The number of members attending the conference is multiplied with the number of miles traveled to attend the conference. Please note that the chapter bringing the most members does not always receive this award if the chapter did not travel a long distance. A chapter bringing the least amount of people, but traveling the greatest distance may receive the award.

Most Improved Chapter Award:

Any active chapter may be nominated for this award. The criteria for this award include:

1. Whether the chapter has significantly increased the number of member, service, and fellowship activities, and types of innovative programs.
2. Whether the chapter has improved the strength of the three Cardinal Principles within the chapter.
3. Whether the chapter has participated in Section IV and inter-chapter events.

Interchapter Award:

The Interchapter (IC) Award is given to the chapter with the highest percentage of members that have visited the most chapters within one year. In order to be eligible, the chapter must be

responsible for recording the number of members (brothers and pledges) that attended, a brief description of the event attended, and the chapter that hosted the event.

DESCRIPTION OF INDIVIDUAL AWARDS

Sectional Distinguished Service Key (DSK)

This is the highest award presented (*the highest honor is membership itself*) to an individual by the Section. It recognizes people who have contributed significantly to Section IV in the areas of leadership, fellowship, and service. The award is rarely presented, and thus, the criteria are demanding. (The last three recipients of a Section IV DSK were Teri Sheets (1996), David Cohen (1998), and Craig Tanner (2001).

The Sectional DSK is awarded to individuals who have demonstrated exceptional commitment to Section IV through:

1. Long and distinguished service - not just "doing their job"
2. Continuous service - not just a single project or event
3. Service to the section - not just one or two chapters

The chapters of Section IV award the Sectional DSK. Thus, nominations must come from an active member of a chapter and the award is presented after 3/4 of the active chapters in good standing in the section vote in the affirmative to award the Key to the nominee.

Blake R. Boer Distinguished Leadership Award (Individual Leadership Award)

Chuck Cruz Distinguished Fellowship Award (Individual Fellowship Award)

Joel Holmes and Daniel Updegraff Distinguished Service Award (Individual Service Award)

Each of these awards is presented to an individual who has provided outstanding service to Section IV in one of the areas of leadership, fellowship, or service. The criteria for these awards are a demonstrated exceptional dedication and contribution to the Leadership, Fellowship, or Service programs in Section IV. Dedication and contribution to the programs of Section 4 can be demonstrated through work with and for the chapters of the section. Section IV staff presents these three awards, although anybody can present a nomination.

David A. Emery Distinguished Alumni Award

This award is presented to an alumni member of the section who has made outstanding contributions to Section IV.

The Bright Spot Award

This award is presented to individuals who have done something special on a sectional level. For example, individuals who may receive this award include members who have presented workshops at conferences, conference chairs, staff members, active alumni members, etc. This award allows for the section to recognize members who contribute their time to the section in their own way. These members are in a sense "Bright Spots" in our section because they show such great enthusiasm. Each chapter is asked to nominate members who are deserving of the award. Chapters are welcomed to talk to section staff and alumni and anyone else for help when coming up with nominees.

The Ocho Award

This is a new award created after the Spring 2006 conference at AAΞ. This award is presented to individuals who have participated in a minimum of 8 Alpha Phi Omega sponsored events within the nation. The visits should have occurred between Spring Section conferences, although all awards applications are due at the same time. The National Convention, Region and Section conferences, and National Volunteer conference are included. Attendance at all APO LEADS courses is included as well.

DESCRIPTION OF NATIONAL AWARDS

Dean Arno Nowotny National Service Award

A plaque is presented at National Conventions to the chapter judged to have the best overall service program based on the two year time period between Conventions. The Service Reference Committee selects, in session at the National Convention, from among chapters submitting materials for consideration.

Criteria:

- The chapter has conducted at least one project in each of the four areas of service:
 - ✓ Service to the Campus - service to the student body and faculty
 - ✓ Service to the Community - to the community as whole; and also to the youth of the community
 - ✓ Service to the members of the Fraternity
 - ✓ Service to the Nation as participating citizens
- The chapter has participated in National Service Week and has reported their project to the National Office.
- The chapter has conducted at least one additional project related to the National Program of Emphasis.
- The percentage of active participation in the chapter's service program is considered in the selection.
- Fill out the Award Application

Josiah Frank Historian's Award

A plaque featuring the first fraternity pin awarded at National Conventions to the Chapter compiling and maintaining the best Chapter history which records and perpetuates the principles and traditions of Alpha Phi Omega. The Awards Committee selects among Chapters submitting materials for consideration. Applications must be received by the National Awards & Appreciation Reference Committee prior to the opening session of the National Convention.

Criteria:

The perpetuation and maintenance of:

- Chapter traditions such as service projects, founder's day celebrations, etc.
- A visual chapter history, such as a scrapbook.
- A complete chapter administrative history, such as minutes of meetings, project reports, treasurer's records, etc.
- A written chapter history
- Fill out the Award Application

M.R. Disborough Service to Scouting National Award

Awarded to recognize those chapters with exceptional service to Scouting as an integral part of their overall service program. The Scouting Reference Committee, or other appropriate Reference Committee selects in session at the National Convention, from among chapters submitting materials for consideration.

Criteria:

- Requires service to be performed by a chapter for Scouting
- Service should have a lasting effect
- Service performed may be through a continuing program or through a single outstanding project
- Service performed by the chapter must incur direct involvement with youth registered in any division of the Scouting Movement
- The number of youth served by the chapter's program or project will be considered
- The number of active members of the chapter involved with the program or project will be considered
- Fill out the Award Application

Earle M. Herbert Friendship Award

The Earle M. Herbert Friendship Award is presented at the National Convention to the chapter who has the best overall membership program. The criteria for the award will include training activities, as well as fellowship activities, conducted by the chapter for the pledge and active members. Named in honor of Past National President Earle M. Herbert, the award is intended to honor chapters whose program best meets the needs of the members in maintaining their affiliation with the Fraternity. Presentations may be written, verbal or visual; VHS videotape, 15 minutes in length. The Awards & Appreciation Committee selects in session at the National Convention, from among chapters submitting materials for consideration.

Criteria:

- Chapter growth and retention
- Fellowship activities
- Pledge, alumni and advisor involvement
- Rush Program
- Awards & Recognitions given by the chapter
- Attendance at inter-chapter events (i.e. Section, Region and National Conventions)
- Participation in leadership and membership development programs
- Fill out the Award Application

Chapter of Excellence Award

The purpose of the "Chapter of Excellence" program is to recognize those chapters whose programs of Leadership, Friendship and Service promote growth and longevity. It is also designed to promote better communication within the chapter and among the Section, Region and Nation through regular reporting of chapter activities. Chapters must achieve 10 of the 12 requirements, including those indicated as mandatory requirements, in order to receive designation as a "Chapter of Excellence". The requirements must be completed during the current reporting period (September 1 through August 31), which corresponds with the Fraternity's fiscal year.

Completion of the requirements must be verified and documented by the Section Chair, Region Director, or other designated staff member. The chapter president should be in contact regularly with the appropriate staff mentioned above to monitor the chapter's progress during the reporting period. Most of the requirements are things that chapters already do on a regular basis, particularly in the area of membership and service reporting. In fact, many chapters will have no problem achieving many of the requirements, the key is timely reporting.

All chapters in good standing with the Fraternity are eligible for the "Chapter of Excellence Award". If you are not sure of a chapter's standing, contact the Section Chair, Regional Director or Judy Mitchell, Director of Chapter Services at the National Office at chapter.services.dir@apo.org. Chapters earning this achievement will be recognized at National Conventions and at Regional Conferences. Any questions may be directed to the National Membership Director at membership.director@apo.org. Check the national website for more information on specific requirements.

Alpha Phi Omega

CHAPTER OF EXCELLENCE AWARD CHECKLIST

CATEGORY	LEVELS OF EXCELLENCE: <u>BLUE Level</u> -must complete all 8 numbered items in Required category, plus an additional 3 items, one from each of the other three categories (Development, Reporting, Service) <u>GOLD Level</u> -must complete all 8 numbered items in Required category, plus an additional 6 items, two from each of the other three categories (Development, Reporting, Service) <u>DIAMOND Level</u> -must complete all 8 numbered items in Required category, plus an additional 9 items, three from each of the other three categories (Development, Reporting, Service)
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	ACTIVITIES CONDUCTED Each numbered item represents one of four categories: Required, Development, Reporting, Service	DUE DATE	DATE COMPLETED
Required	1. Required Annual Paperwork submitted complete and on time* ☐ Submitted Annual Charter Reaffirmation Form (including roster of members and signed compliance of Fraternity policies) AND ☐ Submitted payment of Annual Active Membership Dues (AAMD) of \$25 per active member (minimum \$75 per chapter) AND ☐ Submitted payment of Insurance Fee of \$7 per active member listed on roster (Proof of check request from school is acceptable)	November 15th November 15th November 15th	
Required	2. Annual Service Projects Completed and Reports submitted on time* ☐ Conducted a service project in conjunction with o National Service Week AND o Spring Youth Service Day	November 15th May 1st	
Required	3. Pledge and Active Applications and Fees* ☐ Submitted Pledge Applications, Pledge Fee of \$25 per Pledge and Insurance Fee of \$7 per pledge AND ☐ Submitted Active Applications and Active Fee of \$35 for each new member (Proof of check request from school is acceptable)	Submitted within 10 days of each respective ceremony	

Required	4. Officer Transition ☐ Held an orientation/training session for all new chapter officers AND ☐ Held an annual orientation/training for advisors (submit a short description of the orientation/training in writing to the Section Chair, Region Director or designated alumni volunteer)	No later than July 31 st	
Required	5. Alumni ☐ Hosted a chapter alumni event OR Published an alumni newsletter (submit a short description of the event or a copy of the newsletter to the Section Chair, Region Director or designated alumni volunteer)	No later than July 31 st	
Required	6. Conferences ☐ Hosted or attended (by at least one active voting delegate): o Annual Sectional Conference AND o Regional Conference or National Convention (contact Region Director/Section Chair for dates)	No later than July 31 st	
Required	7. Chapter Assessment & Planning Session (CAPS) and Annual Chapter Evaluation & H. Roe Bartle Award ☐ Conducted a CPPC or other planning activity AND ☐ Submitted Annual Chapter Evaluation & H. Roe Bartle Award form (chapter does not have to qualify for H. Roe Bartle Award to submit form) (submit a short description of the results of the CPPC in writing to the Section Chair, Region Director or designated alumni volunteer)	CAPS: Immediately following conference Annual Chapter Evaluation: November 15 th	
Required	8. Annual Financial Audit ☐ Verified audit of chapter's previous year's financial records	No later than July 31 st	

LEADERSHIP DEVELOPMENT

The Fraternity has developed many leadership development opportunities.

1. **APO LEADS:** The APO LEADS program consists of five individual modular components of leadership development. Each of these modular components focus on skills that will help the participant become a successful leader and team member in Alpha Phi Omega and in life. At the completion of the series of courses, the participant will have a set of transferable skills that are applicable to Alpha Phi Omega, to the working world, as well as to leadership in other organizations. Launch is a prerequisite for Explore, Achieve, Discover, and Serve. *(See APO LEADS Brochure in Appendix)*

The five components of the **APO LEADS** program are:

- LAUNCH: Launching your leadership development
- EXPLORE: Exploring your leadership strengths and potentials
- ACHIEVE: Achieving success through teams
- DISCOVER: Discovering personal strengths and success skills
- SERVE: Serving the Fraternity by using management skills in your chapter

2. **Chapter Assessment and Planning Session (CAPS):** This is a four to six hour session, which is designed for the entire Chapter. It can be led by the Chapter President, someone designated by the President, an Advisor or Section volunteer. It should be conducted at the end of the academic year. The purpose is to evaluate the current Chapter program and develop goals for the coming year. By involving the entire Brotherhood in this process, it both strengthens their sense that the Chapter depends on their involvement and ensures that the Chapter programs meet the needs and interests of the Brothers. Some chapters complete a CPPC at the end of each officer term.
3. **H. Roe Bartle Award/Annual Chapter Program Review:** This is an evaluation device, which is best completed as part of the Chapter Program Planning Conference. However a Chapter chooses to complete this process, it should not be done by one or two people alone. While Chapters are required by our Bylaws to complete the review and return it to the National Office, the primary purpose of this procedure is to encourage every Chapter to conduct a thorough self-evaluation.
4. **Conferences:** Utilize the leadership development programs at your Section conference to meet the needs of the Chapters. If you've determined, for instance, that several Chapters have weak financial administration, schedule a seminar on Chapter finance. Chapter Roundtables often provide chapter officers will valuable networking opportunities. Region Conferences are held every other year opposite the National Convention years (odd-numbered years).
5. **National Convention:** An extensive selection of workshops is offered at every convention. These are especially geared toward non-voting delegates. Encouragement of Chapters to send several Brothers to conventions and attend these workshops is recommended. By encouraging participation in these programs and doing everything possible to see that they are made available to your Section, you will be performing a vital service to the Fraternity and its brothers. Voting delegates participate directly in the legislative process of our fraternity, which is an outstanding leadership development opportunity.
6. **National Volunteer Conference (NVC):** The National Volunteer Conference is an opportunity for alumni volunteers to revive their own batteries, build skills that will help them in their volunteer roles, and connect with other alumni. It is held annually over the summer.

Several key features of this program:

- Skill-based tracks – pick area to concentrate in or pick and choose from the many presented

- Basic Presentation & Basic Facilitation skills - for those interested in improving their presentation skills and/or becoming an APO LEADS Facilitator
- Opportunities for National Committees and Regional Staffs to meet
- Opening session that will inspire and set the stage for the weekend - Where is Alpha Phi Omega headed in the next 10 years?
- Opportunities for formal and informal discussions around important Fraternity issues
- Focus groups to help improve the programs of Alpha Phi Omega
- Visits to the National Office
- Closing banquet
- Great fellowship and fun

ALPHA PHI OMEGA MEMBERSHIP POLICY

- I. Pledge Ritual: The Pledge Ritual remains an effective statement of Fraternity policy regarding treatment of pledges during their preparation for active membership.
- II. Initiation Ritual: The Initiation Ritual remains an effective statement of Fraternity policy regarding conduct of members of Alpha Phi Omega.
- III. Other Policies: In addition to statements in these rituals, it is the policy of Alpha Phi Omega that:
 - A. Membership shall be granted only by members of an active chapter, or by the National Board of Directors in the case of National Honorary membership.
 - B. Because all people have the potential to be of service and to be leaders and friends, active membership is open to all students and should represent a cross section of the student body. Chapters have the right to determine their own membership. Active membership shall be granted only within the context of the National Bylaws, the Standard Chapter Articles of Association, and the rules and regulations of the school involved.
 - C. Chapter membership requirements may be adopted that are not in conflict with state and local law, the National Bylaws and Standard Chapter Articles of Association of Alpha Phi Omega, or the rules and regulations of the school at which the chapter is located; and that conform with the philosophy and policy of Alpha Phi Omega as outlined in the National Pledge Standards.
 - D. The purpose of a pledge program is to make it possible for pledges to acquire the knowledge and skills necessary to function as effective active members of this National Service Fraternity. Therefore, the ultimate aim of every pledging period is to teach the worth of human dignity, promote academic scholarship, instill a commitment to continuing service, provide opportunities to participate in leadership development experiences, and cultivate friendship among the pledges and with the active members. Pledge programs should also ensure that pledges become thoroughly familiar with the principles, ideals, and heritage of Alpha Phi Omega.
 - E. All pledging activities must have a reasonable positive benefit, be consistent with the principles and spirit of Alpha Phi Omega, and involve no risk of humiliation or injury to any person.
 - F. Those preparing for active membership (as one of the seven types of membership in Alpha Phi Omega) are representatives of Alpha Phi Omega. As such, they shall be treated with the same degree of respect as active members and shall participate in, or be asked to participate in, only those activities that are consistent with the membership policies of Alpha Phi Omega. Of course, enumeration of these specific activities does not imply that all other practices are consistent with the membership policies of Alpha Phi Omega. All Membership activities and pledging requirements must be measured against the criteria set forth in this membership policy.

Practices that may be inconsistent with the membership policies of Alpha Phi Omega, depending on the facts and circumstances of each, include restrictive formation, dress requirements, and the manner in which pledges are addressed.

Examples of Practices that do not meet this standard include:

1. Subjection to physical mistreatment such as road trips, kidnapping, paddling, branding, beating, forced activity, and confinement of any kind;
 2. Participation in activities not directly related to their preparation for active membership such as physical conditioning or personal services for active, advisory, alumni, or honorary members;
 3. Participation in activities that restrict such normal social functions as eating, social contacts, or personal hygiene;
 4. Subjection to mentally or emotionally stressful situations as an integral part of their pledge activities;
 5. Blindfolding, except as part of the Pledge or Initiation Rituals; and
 6. Subjection to informal ceremonies, traditions, rituals or initiations that is contrary to the policies or Bylaws of Alpha Phi Omega.
- G. Active members are responsible for maintaining chapter membership practices involving any members of the Fraternity, including actives, in strict accordance with the policies of Alpha Phi Omega and its stated purpose in keeping with the principles of the Boy Scouts of America.
- H. Advisory, honorary, and alumni members of Alpha Phi Omega participate in supporting, but not dominating, roles to active chapters, enabling the active chapters to fulfill the purpose of Alpha Phi Omega. It, therefore, is not the function of members other than active members to direct the supervision of pledges or to direct the establishment of pledge or active member programs and policies in any chapter.

IV. Enforcement: The National Fraternity, through its National Board of Directors, shall take appropriate action when inconsistencies or infractions of membership policies occur.

ALPHA PHI OMEGA

National Service Fraternity

Statement of Purpose for the Policy of Risk Management

Alpha Phi Omega, National Service Fraternity is dedicated to a quality fraternity experience and therefore urges brothers and chapters to adopt and implement a comprehensive risk management policy.

Risk Management, a phrase that has never been heard by most of the older generation, is rapidly becoming the common term in campus and chapter conversations. Risk Management is just plain responsible behavior. It is the willingness of Alpha Phi Omega members to provide a safe fraternal environment, taking care of one another, taking care of our guests, planning carefully all aspects of our programs, abiding by the laws of our fraternity, our campus, our community and our nation. Simply put, it is the basic respect for our fraternity, people, property, and laws.

Brotherhood, human dignity and respect serve as the foundation of Risk Management and as we plan our activities we should be aware of this at all times. Risk Management means taking a few extra precautions, being more imaginative when planning events, and preparing for the well being of everyone.

In matters of this fraternity, all actions taken by our members must adhere to the standards of conduct, which our community demands. Individuals are required to act in a manner as a reasonable person of ordinary prudence would act under similar circumstance. As a general rule, it is useful to ask yourself two questions when concerned about liability and safety. **One** - Is it possible that, given the arrangements we have for this event, some injury may result? **Two** - Did we do all that a reasonable person would deem appropriate to avoid accidents? More often than not, when organizations sponsor events, the answers to these two questions are incriminating.

Alpha Phi Omega members must abide by the:

1. The laws of our nation;
2. The laws of the state in which they reside;
3. The local laws of the municipalities they operate within;
4. The rules and regulations of the sanctioning educational institute they operate in; and
5. The rules and regulations of this fraternity.

Alpha Phi Omega has established guidelines previously that serve as a starting point for Risk Management Policies

- Membership Policies Statement;
- National / Convention Alcohol Policy; and
- Bylaws pertaining to Hazing and Housing

A comprehensive Risk Management Policy shall also include, but not be limited to, standards addressing:

- Drugs / Substance Abuse
- Sexual Abuse / Harassment / Discrimination
- Individuals with Disabilities
- Contractual / Financial Issues
- Transportation Issues
- Advisors
- General Health and Safety
- Personal Property
- Risk Management Education

As of this writing, over 60 National fraternities and sororities have adopted risk management policies. Adoption and implementation of these risk management policies affirm that the organizations are living up to their responsibility to protect their members from harm and ensure the good reputation of the fraternal world.

The Alpha Phi Omega National Office stands ready to assist in the development of your individual risk management policy. We recommend a proactive approach with your campus, your volunteer advisors, your Sectional Chair and your Regional Director to aid in your development process.

The Standard Policy of Risk Management

Alpha Phi Omega National Service Fraternity

HAZING

No fraternity member shall take part in hazing activities. Hazing activities are defined as (but not limited to):

Any action taken or situation created, intentionally, whether on or off fraternity premises or during fraternity functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcoholic beverages; paddling in any form; branding; creation of excessive fatigue, physical or psychological shocks; quests; treasure hunts; scavenger hunts, road trips; or any other such activities carried on in the name of the fraternity; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws.

SEXUAL HARASSMENT / ABUSE / DISCRIMINATION

The fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status or sexual preference. This is to include any actions, which are deemed to be demeaning to all but not limited to date/gang rape or verbal harassment.

CONTRACTUAL and FINANCIAL ISSUES

No chapter, alumni association, section, or region shall enter into a contract or financial agreements using the specific name of Alpha Phi Omega. Qualifying statements as to which chapter, alumni association, section, or region must accompany all agreements entered into for the purposes of supporting fraternity functions. This includes, but is not limited to, such agreements as leases, contracts, hold harmless agreements, liability releases, account agreements, purchase orders, and hotel or banquet contracts.

ALCOHOL and DRUGS (SUBSTANCE ABUSE)

The possession, use and/or consumption of Alcoholic Beverages, during any fraternity event, any event that an observer would associate with the fraternity, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and institution of higher education. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any fraternity sponsored event, or at any event that an observer would associate with the fraternity, is strictly prohibited. Chapters, Interest Groups and Petitioning Groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages as part of their

membership recruitment "rush" or pledge education programs. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity.

PERSONAL PROPERTY

Use of personal property in fraternity activities shall be strictly voluntary and the sole responsibility of the owner. Alpha Phi Omega shall not assume liability for personal property used in conjunction with fraternity activities, nor for any damages resulting from said use.

TRANSPORTATION ISSUES

Any individual who drives or otherwise provides transportation in conjunction with Alpha Phi Omega activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance, and the transportation and consumption of alcoholic beverages.

Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Alpha Phi Omega shall not assume liability for personal vehicles used in conjunction with fraternity activities, nor for any damages resulting from said use.

GENERAL HEALTH AND SAFETY

All activities planned in conjunction with Alpha Phi Omega shall take into account the health and safety of all participants. Planning of Alpha Phi Omega projects and activities will include appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with Alpha Phi Omega activities will be in good working condition and will be used in a safe manner.

ADVISORS

Advisors and alumni serving Alpha Phi Omega on behalf of their employer or respective volunteer agency (educational institution, youth service organization, etc.) will do so in accordance with the policies of said entity, including but not limited to risk management and personal liability. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the fraternity when engaging in fraternity related activities. Advisors and alumni shall recognize the appropriate authority of elected or appointed Officers, representatives or employees of the fraternity in questions of policy and shall not engage in activities designed to circumvent fraternity policies.

EDUCATION

All reasonable efforts will be made to insure each student member, pledge, associate member, advisor, alumnus, and honorary member shall be instructed on the Risk Management Policies annually. Active Chapters, alumni associations, and sectional, regional, and national volunteers will indicate their understanding of and compliance with the Risk Management Policy statement on an annual basis. Organizers of fraternity events will reasonably inform guests (including non-members, alumni, advisors and visiting members) of applicable policies.

Affirmation of Compliance with Risk Management Policies

Alpha Phi Omega places a high value on the dignity and worth of a human being. Therefore, I, the undersigned, have read the Risk Management Policies of Alpha Phi Omega. I hereby affirm my acknowledgment of these Risk Management Policies and its recognition that noncompliance of any of these policies has no place in Alpha Phi Omega.

Signature

Position

Printed Signature

Date

Region

Section

RISK MANAGEMENT RATIONALE

The Standard Risk Management Policy is extremely important for a national service fraternity as well as the individual chapters of Alpha Phi Omega. A risk management policy provides the chapters, sections, regions, and national fraternity with the ability to protect their members, to maintain the high reputation of Alpha Phi Omega, and to assist members in assessing their individual responsibilities.

ESTABLISHMENT OF INDIVIDUAL CHAPTER RISK MANAGEMENT POLICIES

The Standard Risk Management Policy is a minimum policy, which the chapters must follow. Chapters will face unique challenges that will require individual attention. They may choose to adopt a policy above and beyond these standards. This policy is intentionally broad, and it is the intent that chapters individualize, through discussion, the policy beyond the scope of the minimum standards.

The major focus is to educate all Brothers in Risk Management. Adoption of this policy will provide a program of education within the chapters, sections, regions, and on a national level.

Signing the Standard Risk Management Policy should not be done without careful consideration. It is your affirmation and commitment to the Standard Risk Management Policy. Much time and effort has been dedicated to making this policy as encompassing as possible for all members of Alpha Phi Omega, National Service Fraternity.

Section IV ★ Active Chapter Roster

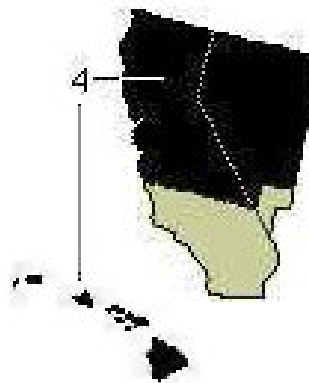
<u>Chapter</u>	<u>School</u>
1. Zeta	Stanford University
2. Gamma Beta	San Jose State University
3. Gamma Gamma	University of California - Berkeley
4. Iota Phi	University of California - Davis
5. Kappa Sigma	California State University - Sacramento
6. Mu Zeta	San Francisco State University
7. Omicron Zeta	California State University - East Bay
8. Alpha Alpha Xi	University of the Pacific
9. Alpha Gamma Nu	University of California - Santa Cruz
10. Alpha Epsilon Nu	University of San Francisco

Region X

<u>Section</u>	<u>Territories</u>
1	South Central California
2	Arizona, Southern California and Clark County, Nevada
4	Northern California, Hawaii and Nevada except Clark County
13	Utah



Region X



Section 4

LINKS AND RESOURCES

The National Website	http://www.apo.org
Section 4 Website	http://www.aposection4.org
APO Impact	http://www.apo.org/pages/show/National_Programs/Leadership/APO_IMPACT
APO LEADS	http://www.apo.org/pages/show/National_Programs/Leadership/APO_LEADS
CAPS	http://www.apo.org/show/National_Programs/Leadership/CAPS
Chapter of Excellence	http://www.apo.org/show/About_Us/Awards/Chapter/Chapter_of_Excellence
John Mack Scholarship	http://www.apo.org/site/site_files/john_mack_application.pdf
Membership Academy	http://www.apo.org/show/National_Programs/Membership_and_Extension/Membership_Academ
National Calendar	http://www.apo.org/show/Conferences_and_Events/Calendar_of_Events
National Service Week	http://www.apo.org/show/National_Programs/Service/Programs/National_Service_Week
Publications & Forms	http://www.apo.org/show/Publications_and_Forms
Spring Youth Service Day	http://www.apo.org/show/National_Programs/Service/Programs/Spring_Youth_Service_Day
Torch and Trefoil	http://www.apo.org/show/Publications_and_Forms/Torch_and_Trefoil
Youth Service Grant	http://www.apo.org/pages/show/National_Programs/Service/Programs/Youth_Service_Grant
1925 Club	http://www.apo.org/show/Support_APO/1925_Club