

Appendix E
Extension Requirements of Alpha Phi Omega

REQUIREMENTS

Outlined below are the requirements which must be fulfilled to become a chapter.

I.) A potential chapter must become an interest group.

In order to become an Interest Group, the following requirements must be fulfilled:

1. The Fraternity must be contacted by a student or faculty/staff member at the campus to express interest in starting a chapter; or, on behalf of the Fraternity, a Regional Director and the National Membership & Extension Program Director agree to target a campus.
2. Written permission from an appropriate school official to conduct an extension effort on the campus must be received by the appropriate Fraternity official as designated by either the National Executive Director or the National Membership & Extension Program Director.
3. Before an extension effort may proceed, the Fraternity's written permission must be received.
4. A Fraternity orientation must be completed with interested students and faculty/staff members by a designated Fraternity Official.
5. An extension process orientation must be completed with interested students and faculty/staff members by a designated Fraternity Official.
6. There must be students on the campus who have confirmed that they want to move forward with the process of creating an Alpha Phi Omega Chapter.
7. All members, students and advisors, of the group must sign an affirmation of compliance with the Fraternity's Risk Management Policy and Membership Policies.

II.) An interest group must become a petitioning group.

In order to become a Petitioning Group, the following requirements must be fulfilled.

1. The group must have first met requirements for, and been designated as an Interest Group.
2. The group must have five (5) or more students.
3. The interest group must have a permanent campus mailing address.
4. A Fraternity orientation must have been completed with the students and faculty/staff members who have joined the effort since Interest Group status was obtained.
5. An extension process orientation must be completed with interested students and faculty/staff members who have joined the effort since Interest Group status was obtained.

6. The group must submit Petitioning Group fees for all students and advisors and a completed application for Petitioning Group status signed by all students members of the group.
7. All members of the group, students and advisors, must sign an affirmation of compliance with the Fraternity's Risk Management Policy and Membership Policies.

III.) A petitioning group must become a chartered chapter.

In order to charter or re-charter a chapter the following requirements must be fulfilled:

1. A Petitioning Ceremony must have been conducted for all Petitioning members.
2. The group must have been engaged in the Petitioning process for no less than twenty (20) and no more than forty-five (45) weeks. Extensions may be granted by the Membership and Extension Director. "Weeks" is defined as weeks when school is in session.
3. The group must have defined leadership positions and responsibilities, filled those positions, and reported the information to the National Office.
4. The group must have developed an officer transition plan.
5. The group must have gone through at least one transition of the leadership positions.
6. The group must have participated in at least two (2) leadership development activities where:
 - a. at least one (1) pertained to the Fraternity's program of leadership development
 - b. at least one (1) involved members from an active chapter or another extension group.
7. The group must have conducted, at least annually, a Chapter Assessment and Planning Session (CAPS) or similar Fraternity approved process.
8. The group must have developed a plan for identifying and organizing ongoing leadership development opportunities and trainings.
9. The group must have held at least four (4) fellowship activities where:
 - a. at least one (1) event must have been participated in by at least 50% of the group
 - b. all events must have been participated in by at least 50% of the group or 12 members whichever is smaller.
 - c. at least one (1) activity must have involved members of an active chapter or another extension group.
10. The group must have developed a plan for identifying and organizing ongoing fellowship opportunities.
11. The group must have prepared and submitted all appropriate reports on national fellowship programs required of active chapters during the Petitioning Phase of its Extension Program.
12. The group must have participated in at least twelve (12) service projects. These projects must be diversified so that: No more than two (2) projects of the 12 minimum may be of the same type or nature with the same organization.

- a. At least one (1) project must have involved members of an active chapter or another extension group.
 - b. All projects must have been participated in by at least 25% of the group or twelve (12) members whichever is less.
 - c. At least one (1) of the projects must have been participated in by at least 75% of the members of the group
 - d. At least 6 projects must have been planned and executed by the group.
13. The group must have participated in all national service programs and performed the reporting required of active chapters during the group's Petitioning Phase.
14. The group must have developed and implemented a plan for identifying and organizing an on-going service program.
15. The group must have engaged in a continuous recruitment program during each academic term during the Petitioning Phase and
 - a. Have twenty five (25) or more students who are members of the group at the time of the chartering. All of those students must have gone through the petitioning member ceremony and have submitted the appropriate registration to the National Office within 10 business days of the petitioning ceremony.
 - b. have no fewer than twenty (20) student members scheduled to return for the following academic term.
 - c. recruited four (4) or more advisors which conform to the requirements for chapters in good standing in the National Bylaws.
16. The group must have developed and implemented for all Petitioning Members a Fraternity education program which includes the following elements (at a minimum):
 - a. History and background of the Fraternity
 - b. Chapter History, in the case of a re-chartering effort
 - c. Fraternity structure (Nation, Region, Section)
 - d. Acknowledgement and affirmation of compliance with the Fraternity's Standard Chapter Articles of Association, Risk Management, Membership Policies and Pledging standards
 - e. Any other requirements defined by the National Pledging Standards
17. The group must have developed and implemented a Chapter Advisor orientation for new Advisors
18. The group must have developed an outline for recruitment, education, and retention of future members
19. The group must have developed and documented the following administrative items:
 - a. Chapter bylaws, which must have been formally adopted by the group, and approved by the Region Director or appropriate designee
 - b. A budget, which must have been formally adopted by the group
 - c. Systems to facilitate communication with and distribute information to all student and advisory committee members outside of official meetings
 - d. Registration with appropriate government and/or regulatory agencies for financial purposes.
 - e. A roster of student and advisory committee members and their contact information

- f. Appropriate record keeping practices to perpetuate the continued offering of program and operation of administrative functions.
 - g. Appropriate campus approvals to operate on the campus
- 20. Written permission from an appropriate school official to operate as a chapter the campus must have been received by the designated Fraternity official.
- 21. All students and advisors involved with the group have signed an affirmation of compliance with the Fraternity's Risk Management Policy and Membership Policies.
- 22. Approval of the Section Chair
- 23. Approval of the Regional Director. An affirmative vote of the chapters in the Section in accordance with the requirements in the National Bylaws.
- 24. All pertinent information and requirements documentation is submitted to the National Office and Membership & Extension Committee for review and approval.
- 25. Approval by a vote of the National Board of Directors in accordance with the requirements in the National Bylaws.