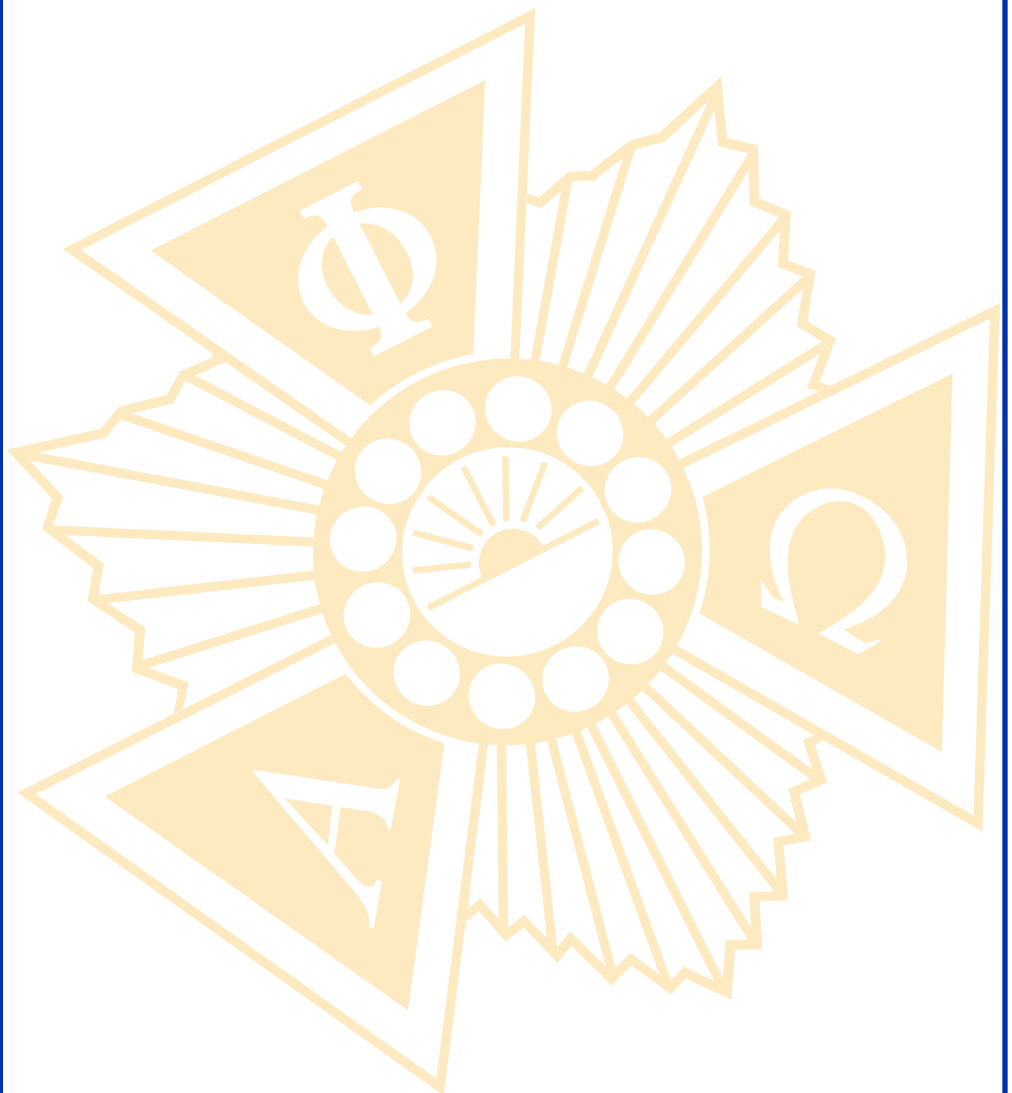




SAME PAGE 2011-13

A guide to help chapter officers meet fraternity reporting requirements and to keep your chapter in good standing.



14901 East 42nd Street South
Independence, MO 64055

Phone: 816-373-8667
Fax: 816-373-5975

www.apo.org

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Alpha Phi Omega CHAPTER CHECKLIST

ACTIVITIES CONDUCTED	DATE DUE
<p><u>PLEDGES</u> Submit an Application for Pledge Membership for each new pledge with \$30 (\$25 pledge fee and \$5 insurance fee).</p>	Submitted within 10 business days of the ceremony
<p><u>INITIATES</u> 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.</p>	Submitted within 10 business days of the ceremony
<p><u>CHARTER REAFFIRMATION & AAMD</u> 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)—\$30 (\$25 AAMD & \$5 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.</p>	November 15
<p><u>NATIONAL SERVICE WEEK REPORT</u> Submit the report for your National Service Week project(s).</p>	November 15
<p><u>SPRING YOUTH SERVICE DAY REPORT</u> Submit the report for your Spring Youth Service Day project.</p>	May 1
<p><u>OUTSTANDING DEBTS</u> 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</p>	November 15
<p><u>CHAPTER OFFICERS LIST</u> Submit a list of officers twice a year (or when there is an officer change) online at www.apo.org</p>	October 1 January 31
<p><u>GRADUATING SENIOR LIST</u> Submit a list of graduating seniors for the fall and spring semesters online at www.apo.org</p>	June 1
<p><u>ANNUAL CHAPTER EVALUATION & H. ROE BARTLE AWARD</u> Submit completed forms to the National Office.</p>	November 15
<p><u>CHAPTER ASSESSMENT AND PLANNING SESSION</u> Complete online form at www.apo.org</p>	Immediately after the Conference
<p><u>CONTACT YOUR SECTIONAL CHAIR & REGIONAL DIRECTOR</u> Inform your sectional chair and regional director of chapter events.</p>	Regularly
<p><u>ARTICLES FOR TORCH & TREFOIL</u> Send information and photograph(s) of chapter projects for publication in <i>Torch & Trefoil</i>.</p>	Following completion of activity
<p><u>ANNUAL FINANCIAL REVIEW</u> Submit verification of review of previous year's financial records.</p>	July 31
<p><u>CHAPTER BYLAWS</u> Submit copy of revised chapter bylaws to the National Office.</p>	Immediately after revision
<p>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.</p>	

CHAPTER/MEMBER GRANT AND RECOGNITION OPPORTUNITIES

YOUTH SERVICE GRANT

Submit application to the National Office no later than February 1

JOHN MACK SCHOLARSHIP

Submit application to the National Office no later than May 1

FALL PLEDGE CLASS NAMESAKE HONOREE

Submit nominations to the National Office no later than May 1

BANC (Build a New Chapter) GRANT

Submit application to the Director of Chapter Services for activities to promote membership development and recruitment for extension groups and "at-risk" chapters

* Pledges:

- Submit pledge applications and \$30* fee per person to the National Office (submitted within 10 business days of pledge ceremony) *\$25 pledge fee and \$5 insurance fee

- Forms can be ordered online at: www.apo.org/market/show_detail/146/71

Fall - Sent to National Office on: _____

Spring - Sent to National Office on: _____

Alpha Phi Omega APPLICATION FOR PLEDGE MEMBERSHIP

To the National Fraternity: I hereby make application for Pledge Membership in _____ Chapter of the Alpha Phi Omega National Service Fraternity and I am bound to abide by every ordinance in service to humanity through this program. I understand that my \$25.00 pledge fee is in accordance with the National Bylaws of the Fraternity.

I am currently enrolled as a student of _____ College/University.

Signature of Applicant: _____

INFORMATION FOR THE NATIONAL OFFICE (TYPE OR PRINT LEGIBLY)

Name of Applicant in Full: _____

School Residence: _____ State: _____ City: _____ Zip: _____

Home Address: _____

Telephone (School): () _____ (Home): () _____ () _____

Age: _____ College/University Class: _____ Social Security #: _____

Approval by Chapter Officers: This officer's statement of information is accurate and correct to the best of our knowledge. The Official Ritual was administered to this applicant on: _____, 20____.

Signatures: _____ Date: _____

E-Mail: _____

Alpha Phi Omega APPLICATION FOR ACTIVE MEMBERSHIP DUE WITHIN 10 DAYS OF INITIATION

To the National Fraternity: I hereby make application for Active Membership in _____ Chapter of the Alpha Phi Omega National Service Fraternity. I am in agreement with the principles and the obligations, purposes, and regulations of this National Service Fraternity. My National Initiation Fee of \$35.00 is transmitted herewith.

Signature of Applicant: _____

INFORMATION FOR THE NATIONAL OFFICE (TYPE OR PRINT LEGIBLY)

Full Name as desired on Membership Certificate: _____

Male / Female (circle one) Date of Birth: _____ Anticipated Graduation: _____

Permanent Home Address: _____

Telephone (School): () _____ (Parents): () _____

Email: _____ Parents Names: _____

I understand that once my fee and application are received at the National Office I will receive member credentials in approximately 4 weeks. Must Be Filled in by Chapter Officers. NOTE: Membership Credentials Cannot Be Issued Without Ritual Date. The Official Ritual was or will be administered on (date): _____, 20____.

Signatures: _____

* Initiates:

- Submit active applications and \$35 fee per person to the National Office (submitted within 10 business days of initiation ceremony)

- Forms can be ordered online at: www.apo.org/market/show_detail/146/72

Fall - Sent to National Office on: _____

Spring - Sent to National Office on: _____

* Membership Transfer:

- Submit membership transfer forms as necessary (no fee is required)

- Forms can be ordered online at: www.apo.org/market/show_detail/146/155

Alpha Phi Omega NATIONAL SERVICE FRATERNITY MEMBERSHIP TRANSFER

To the National Fraternity: I hereby make application for transfer of my Alpha Phi Omega membership from _____ Chapter located in _____ to _____ Chapter located at _____.

Date: _____

Signature: _____

INFORMATION FOR THE NATIONAL OFFICE (TYPE OR PRINT LEGIBLY)

Name in Full: _____

Permanent Home Address: _____

Telephone () _____ (City of address or former chapter): _____

Acceptance by New Chapter: We accept _____ as an _____ (active, advisory, honorary) member of _____ Chapter, with all the rights, benefits and privileges of this chapter, subject to verification of membership in Alpha Phi Omega.

Date: _____ Signature: _____

Alpha Phi Omega REGISTRATION FOR CHAPTER ADVISORS OR HONORARY MEMBERS

To the National Fraternity: I hereby accept the invitation of _____ Chapter of the Alpha Phi Omega National Service Fraternity to serve as an _____ (advisory/honorary) member. I am in agreement with the purposes, programs, policies, and obligations of this National Service Fraternity. *Membership fee is \$25.00 fee for Honorary membership. (There is no fee for Advisory membership.)

Date: _____ Signature: _____

INFORMATION FOR THE NATIONAL OFFICE (TYPE OR PRINT LEGIBLY)

Full Name as desired on Membership Certificate: _____

Office Address: _____

Home Address: _____

Telephone () _____ () _____ () _____ () _____ () _____

Profession or Business: _____ (Please use APO Affiliation, if any)

To be filled in by the Chapter: This is to certify that _____ chapter has chosen _____ to serve in this chapter as (check one below):

Quality or Administration Advisor Bonding or Youth Services Advisor Community Advisor Honorary Member (\$25.00 fee)

The official ritual (will be) has been administered on the _____ day of _____, 20____.

Officer: _____ Chapter President or Vice President

* Chapter Advisors and Honorary Members:

- Submit chapter advisor registration form as soon as advisor is chosen (no fee is required)
- Submit honorary member registration form as necessary with \$25 fee

- Forms available at: www.apo.org/show_detail/146/159

WHY IS THIS IMPORTANT? No one is a pledge, or new brother, or advisor or honorary member, or transfer member until the proper paperwork is submitted. All members receive membership credentials after their forms and fees are received and processed.

* WATCH WWW.APO.ORG FOR ANNOUNCEMENTS REGARDING THESE FORMS MOVING TO AN ELECTRONIC PROCESS.

* Charter Reaffirmation:

- Submit completed signed form to the National Office (**due November 15**) (Each chapter must list at least four advisors — two faculty/administration/ staff, one scouting/youth services, and one community)
- Charter reaffirmations are mailed to chapters the first week of September

Sent to National Office on: _____

National Bylaws

ARTICLE IX, SECTION 6. ANNUAL CHARTER REAFFIRMATION.

Each chapter shall annually reaffirm its charter by November 15 by submitting a roster of the active members, a roster of the advisory members, payment of Annual Active Membership Dues, and certifications that the chapter is in compliance with the Membership and Risk Management Policies of the Fraternity and is in compliance with the Standard Chapter Articles of Association.

The image shows two overlapping forms. The top form is the 'Membership Roster' (Chapter # 007) with a table for listing members. The bottom form is the 'Alpha Phi Omega National Service Fraternity CHARTER REAFFIRMATION' (Chapter # 007), which includes fields for chapter information, advisor signatures, and membership dues.

WHY IS THIS IMPORTANT? The Fraternity needs current contact information for all chapters and to confirm that they are in compliance with Fraternity policies, as well as which members are active and how to contact chapter advisors. This is a requirement for a chapter to remain in “good standing.”

This form is titled 'Annual Active Membership Dues (AAMD) & Annual Insurance Fee'. It includes a section for calculating dues based on the number of active members, a section for payment methods (check, credit card, or American Express), and a section for cardholder information. It also contains an annual audit notice and optional chapter bylaws information.

Annual Active Membership Dues (AAMD):

- Submit payment of \$30* for each active member after the list is updated on the charter reaffirmation form (**due November 15**) *\$25 AAMD and \$5 insurance fee
- Charter reaffirmations are mailed to chapters the second week of September (**Last page of charter reaffirmation is shown**)

Sent to National Office on: _____

National Bylaws

ARTICLE VIII, SECTION 6. ANNUAL ACTIVE MEMBERSHIP DUES.

Annually by November 15, each chapter shall submit to the National Office a roster of active members, together with the Annual Active Membership Dues of twenty-five (\$25) dollars per active member regardless of Society of Life Member status. The minimum annual dues per chapter shall be equal to the sum of the Annual Active Membership Dues for three (3) active members. A chapter, to remain active and in good standing, must meet the above requirements by yearly paying all dues.

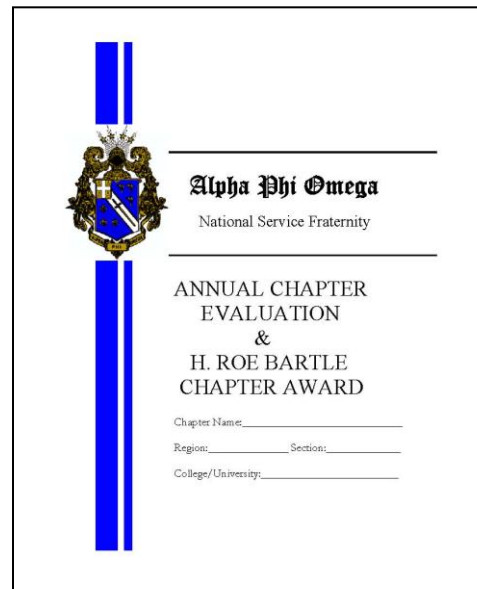
ARTICLE VIII, SECTION 14. ANNUAL INSURANCE FEE. Annually by November 15, each chapter shall submit to the National Office a roster of active members, together with an annual insurance fee not to exceed seven (\$7) dollars per active member. Payment for the annual insurance fee shall be sent for each pledge member not later than ten (10) business days after the Pledge Ritual is conducted. The amount of the annual insurance fee shall be set each year by the National Board of Directors on or before August 1. A chapter, to remain active and in good standing, must meet the above requirements by paying the fee when due.

WHY IS THIS IMPORTANT? Annual Active Membership Dues (AAMD) provides about 45 percent of the Fraternity’s operating budget. These revenues cover the costs of many of the national services and programs provided to assist chapters. This is a requirement for a chapter to remain in “good standing”.

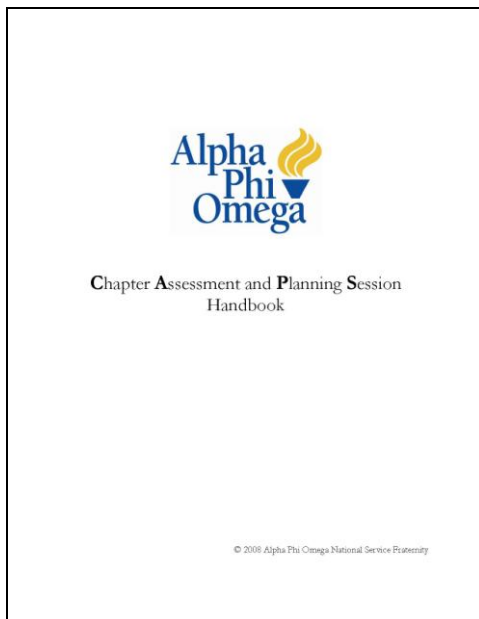
* WATCH WWW.APO.ORG FOR ANNOUNCEMENTS REGARDING THESE FORMS MOVING TO AN ELECTRONIC PROCESS.

Annual Chapter Evaluation & H. Roe Bartle Award:

- Submit completed form to National Office (due November 15)
- Forms available at: www.apo.org/site/site_files/h_roe_bartle_award.pdf
- And from chapter mailings from the National Office.
- Sent to National Office on: _____



WHY IS THIS IMPORTANT? The Annual Chapter Evaluation is to be used for evaluating a chapter's past performance and helping to plan for the coming year. Completion of the evaluation enables a chapter to determine if it has earned the H. Roe Bartle Award.



Chapter Assessment and Planning Session (CAPS):

- Submit completed form online (due immediately after the conference)
 - Available at: www.apo.org/show/National_Programs/Leadership/CAPS
- Submit on: _____

WHY IS THIS IMPORTANT? The Chapter Assessment and Planning Session (CAPS) allows a chapter to review its current program and identify possible areas of improvement to strengthen and expand their programs.

National Service Week Report:

- Submit report to National Office (due November 15)
- Report online at: www.apo.org/show/National_Programs/Service/Project_Database/Service_Project_Report_Form
- Report "No Project" online at: www.apo.org/show/National_Programs/Service/Project_Database/No_Project_Report_Form

Submitted on: _____

Contact Name: (Coordinator)	<input type="text"/>
Contact Email:	<input type="text"/>
Project Type:	Select the type of project <input type="button" value="v"/>
Project Title:	<input type="text"/>
Project Date:	<input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/>
Project Location:	<input type="text"/>
Project Description:	<input type="text"/>
Project Results:	<input type="text"/>
Area of Service:	Service to the Nation <input type="button" value="v"/>

Spring Youth Service Day Report:

- Submit report to National Office (due May 1)
- Report project online at: www.apo.org/show/National_Programs/Service/Project_Database/Service_Project_Report_Form
- Report "no project" online at: www.apo.org/show/National_Programs/Service/Project_Database/No_Project_Report_Form

Submitted on: _____

Contact Name: (Coordinator)	<input type="text"/>
Contact Email:	<input type="text"/>
Project Type:	Select the type of project <input type="button" value="v"/>
Project Title:	<input type="text"/>
Project Date:	<input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/>
Project Location:	<input type="text"/>
Project Description:	<input type="text"/>
Project Results:	<input type="text"/>
Area of Service:	Service to the Nation <input type="button" value="v"/>

WHY IS THIS IMPORTANT? The Fraternity needs to know how many chapters are participating in these key national service events. By knowing the level of participation, the types of projects being performed, and how many participated, it allows the National Service Committee to gauge its effectiveness and identify possible areas of improvement. It also enables our membership, external and marketing efforts to promote the great things our chapters are doing, to those outside of APO. If a chapter was not able to participate in these events it must still file a report stating so and the reason why since this information is important for those planning the events. These are a requirement for a chapter to remain in "good standing."

List of Chapter Officers:

- Complete online form (by October 1 and January 31 or immediately after elections)
- Online form available at:
[www.apo.org/show/Chapter_Resources/Report New Officers](http://www.apo.org/show/Chapter_Resources/Report_NewOfficers)

Submitted fall officers on: _____

Submitted spring officers on: _____

Alpha Phi Omega: National Service Fraternity | Report New Officers Page 1 of 4



Home | Contacts or Submit Info | Site Map

Home > Chapter Resources > Report New Officers

Report New Officers

Use this form to report new officers to the National Office, as well as local Region and Section Staff, upon election. This form should be filled out immediately upon election of new officers, and no later than **October 1** of the Fall Semester or **February 1** of the Spring Semester. The form should be completed by either the Chapter President or Recording Secretary.

To complete the form, fill in the details for all of the officer positions listed below that your chapter has elected. If one of the officer positions listed below does not exist in your chapter, you may leave it blank.

At a minimum, the form requires that the **Chapter President**, **Membership Vice President**, **Chapter Treasurer**, and **Chapter Advisory Chair** be filled in.

Report New Officers

Contact Name: _____
 [First Name] [Last Name]
 (Name of person completing this form)

Contact Email: _____

Chapter@GIG: _____

Chapter Mailing Address: _____

City: _____


State: _____

Zip Code: _____ (format: 12345-0000)

Home | About Us | How to Start a Chapter | National Programs | Conferences and Events | Chapter Resources | Chapter Information | Leadership Series | National Fees | Pledging Resources | Report Graduating Seniors | Report New Officers | Report Service Project | Service Project Database | Submit Alumni List Request | Submit Photo Contest Entry | Update Chapter Information | Alumni Resources | Publications and Forms

WHY IS THIS IMPORTANT? By submitting a current listing of officers each semester it enables the National Office to provide information to chapters in a timely manner and to reach specific officers when the need arises. Be sure to also include your chapter's email address.

Alpha Phi Omega: National Service Fraternity | Report Graduating Seniors Page 1 of 4



Home | Contacts or Submit Info | Site Map

Home > Chapter Resources > Report Graduating Seniors

Report Graduating Seniors

As Brothers finish their collegiate career and begin a professional career, Alpha Phi Omega would like to send them a small token of appreciation (gratitude) that this form is received by June 1. Please take the time to complete this form and provide us with updated contact information for your chapter's graduating seniors.

This form should be filled out by June 1 (for Spring graduates) or January 1 (for December graduates).

Note 1: If possible, please try to provide us with each brother's national membership number (links here for an example). This helps the National Office identify and process your list more efficiently. However, if you do not know this information or cannot obtain it for some reason, leave the field blank and our system will attempt to perform an automatic lookup of the numbers.

Note 2: If a graduate is moving from their school address after graduation, please provide the permanent address (parent's address) so that mail will not be returned.

This form can handle up to ten (10) graduates. Do you need to report up to 25 graduates?
 Click here.

Contact Name: _____
 [First Name] [Last Name]
 (Name of person completing this form)

Contact Email: _____

Chapter@GIG: _____

Graduation Date: _____

Home | About Us | How to Start a Chapter | National Programs | Conferences and Events | Chapter Resources | Chapter Information | Leadership Series | National Fees | Pledging Resources | Report Graduating Seniors | Report New Officers | Report Service Project | Service Project Database | Submit Alumni List Request | Submit Photo Contest Entry | Update Chapter Information | Alumni Resources | Publications and Forms | Supporting APO | Additional Resources

Welcome Julie
 My Profile
 Member Directory
 My Calendar

http://www.apo.org/show/Chapter_Resources/Report_Graduating_Seniors 8/7/2007

List of Graduating Seniors:

- Complete online form (by June 1)
- Available at:
[www.apo.org/show/Chapter_Resources/Report Graduating Seniors](http://www.apo.org/show/Chapter_Resources/Report_Graduating_Seniors)

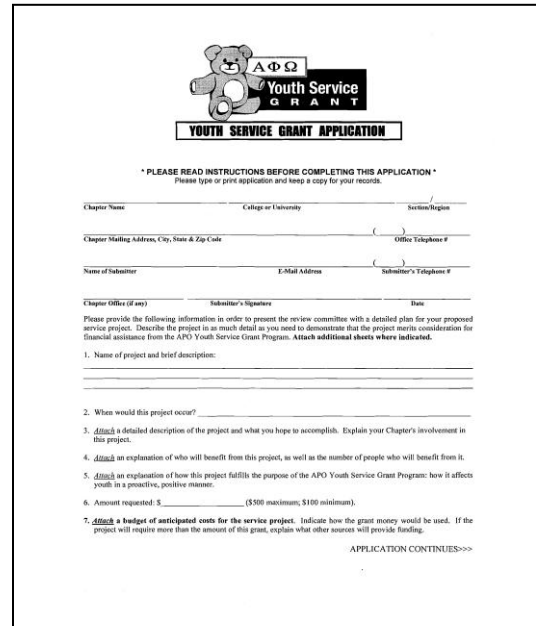
Submitted on: _____

WHY IS THIS IMPORTANT? This enables the National Office to officially change graduating senior's status to alumni when their collegiate career is over. It also allows the Fraternity to send each alumnus a small token of appreciation.

Youth Service Grant:

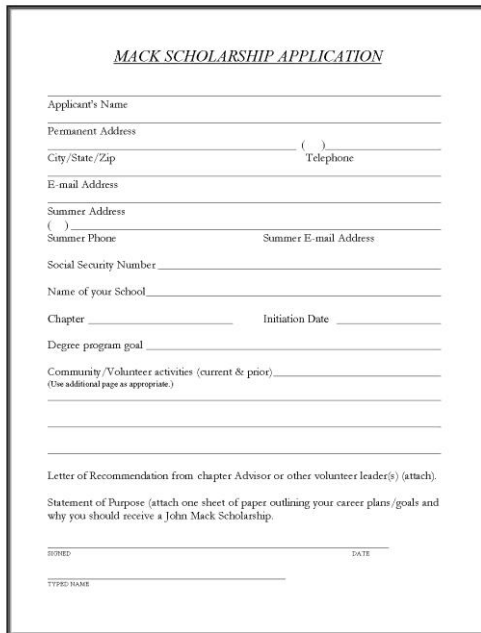
- Submit application to the National Office no later than February 1 (report due within two weeks of completed project or no later than November 15, whichever comes first)
- Information and application available at: www.apo.org/download/forms/youth-service-application.pdf

Sent to National Office on: _____



The image shows the 'YOUTH SERVICE GRANT APPLICATION' form. At the top, there is a logo featuring a teddy bear and the Greek letters Alpha Phi Omega. Below the logo, the text reads 'YOUTH SERVICE GRANT APPLICATION'. A note says '* PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION * Please type or print application and keep a copy for your records.' The form includes fields for Chapter Name, College or University, Section/Region, Chapter Mailing Address, City, State & Zip Code, Office Telephone #, Name of Submitter, E-Mail Address, Submitter's Telephone #, Chapter Officer (if any), Submitter's Signature, and Date. Below these fields, there are seven numbered questions to be answered, such as 'Name of project and brief description', 'When would this project occur?', and 'Attach a budget of anticipated costs for the service project.' The form ends with 'APPLICATION CONTINUES>>>'.

Youth Service Grant - Grants are awarded to qualifying Alpha Phi Omega chapters to conduct a service project that relates to socially positive programs for pre-college-age youth.



The image shows the 'MACK SCHOLARSHIP APPLICATION' form. The title is underlined. The form includes fields for Applicant's Name, Permanent Address, City/State/Zip, Telephone, E-mail Address, Summer Address, Summer Phone, Summer E-mail Address, Social Security Number, Name of your School, Chapter, Initiation Date, Degree program goal, and Community/Volunteer activities (current & prior). It also has sections for 'Letter of Recommendation from chapter Advisor or other volunteer leader(s) (attach)', 'Statement of Purpose (attach one sheet of paper outlining your career plans/goals and why you should receive a John Mack Scholarship)', and a signature line with 'SIGNED' and 'DATE' labels, and a 'TYPED NAME' line.

John Mack Scholarship Application:

- If applicable, submit application to the National Office (by May 1)
- Requirements and application available at: www.apo.org/download/forms/john_mack-application.pdf

Sent to National Office on: _____

John Mack Scholarship - Grants are awarded and paid directly to the school, to enrolled college students who are members of Alpha Phi Omega who exhibit volunteerism and unselfish service to others and significant participation and leadership in extracurricular activities to benefit individuals in need and/or charitable and/or humanitarian organizations.

Fall Pledge Class Namesake Honoree:

- Submit nominations to the National Office (due May 1)
- Information available at: <http://www.apo.org/articles/show/106>

Sent to National Office on: _____

PLEDGE CLASSES

A pledge class is indeed a very special and important part of Alpha Phi Omega. Our pledges are the Fraternity's lifeblood and future. It is therefore fitting that each fall pledge class be named specifically for someone who was special and important to the Fraternity.

The idea of the fall pledge class dedication began very quietly. It started on the back page of the October 1946 *Torch & Trefal*, which announced that the fall 1946 pledge class was to be dedicated in honor of our National President, Dr. H. Roe Bartle. Each chapter was asked to accept a quota as its share in accumulating a class of 1,000 members. It was to each chapter's opportunity to say thanks for the services rendered by the National President.

Throughout the past 60 years, every fall there has been a pledge class dedication. Most often it was a brother who had a great effect on the Fraternity, but once in awhile it was to someone outside the Fraternity, or even to a special group of noteworthy individuals. But each time the fall pledge class dedication was announced, everyone knew that it would be long remembered in the history of our Fraternity.

Fall Pledge Class Namesake Honorees

1946 Dr. H. Roe Bartle	1983 Dr. R.L. Brittain
1947 J. Edgar Hoover	1984 Irwin H. Gerst
1948 World War II Memorial Class	1985 Phyllis Churchill Tenney
1949 James E. West	1986 Dr. James William Dunn
1950 The Founder's Class	1987 Paul D. Aronad
1951 Dr. Ray O. Wyland	1988 Warren Lazmdler
1952 Don Arno Nowotny	1989 Carl J. Long
1953 James Stanley Leedom	1990 Lerin A. Jurvia
1954 Professor Daniel Dan Uyl	1991 Dr. Kenneth E. McDiffitt
1955 President Dwight D. Eisenhower	1992 Joseph J. Scendon Memorial
1956 General Carlos P. Romulo	1993 Earle M. Herbert
1957 Lord Robert Baden-Powell	1994 Alex. M. Lewandowski
1958 Dr. Albert Schweitzer	1995 Philip H. Finnoe
1959 Dr. Arthur A. Schusck	1996 Thomas H. Kesu
1960 Joseph H. Eremton, Jr.	1997 Fr. William T. Cunningham
1961 President John F. Kennedy	1998 Joseph F. Kushta
1962 Dr. H. Roe Bartle	1999 Dr. Stan Carpenter
1963 Don Arno Nowotny	2000 Robert C. Barkhurst
1964 Herbert G. Horton	2001 Robert J. Hilliard
1965 Dr. Lester R. Stoig	2002 George L. Daey
1966 Frank Reed Horton	2003 Dr. V. Ray Hancock
1967 Captain James A. Lowell	2004 Secretary Tago Dennis West, Jr.
1968 Dr. Tom T. Galt	2005 Gerald A. Schroeder
1969 E. Ross Forman	2006 Kate Farrell Westlake
1970 Sidney B. North	2007 Jack C. Jemel
1971 Dr. Glen T. Nygreen	2008 Wilfred M. Kressek
1972 Aubrey B. Hamilton	2009 Jack A. McKenzie
1973 J. Franklin S. McMullan	2010 Slim Chandler
1974 Dr. H. Roe Bartle Memorial	
1975 Joseph J. Scendon	
1976 LTC Laetius E. Young, Ret.	
1977 Life Member Pledge Class	
1978 Don Lewis N. Jones	
1979 Howard E. Patton	
1980 M.R. Disborough	
1981 Dr. Lawrence L. Hirsch	
1982 George F. Cahill	

Pledge Class Honoree - Chapters have the opportunity to submit nominations for the Fall Pledge Class Namesake Honoree for someone they feel are/have been special and important to the Fraternity.

Build a New Chapter (BANC) Grant Application:

- If applicable, submit application to the National Office (describe in detail the activities planned)
 - Application available at: www.apo.org/site/site_files/BANC_Application.pdf
 - Email: chapter.services.dir@apo.org
- Sent to National Office on: _____

BANC (Build a New Chapter) - BANC funds can be used for activities promoting membership development and recruitment for APO extension groups or "at risk" chapters. If you feel your chapter qualifies as an "at-risk" chapter you can contact your regional director and/or sectional chair to see if you are eligible for these funds.

Alpha Phi Omega

CHAPTER OF EXCELLENCE AWARD (COE)

&

PLEDGE PROGRAM OF EXCELLENCE AWARD (PPOE)

The purpose of the **Chapter of Excellence (COE)** and **Pledge Program of Excellence (PPOE)** awards is to recognize those chapters whose programs of Leadership, Friendship and Service promote growth, retention and stability for the active chapter, while providing a positive, inviting and educational environment for prospective and new members. These awards are also designed to promote better communication between chapter, sectional, regional and national leadership through regular and timely reporting of chapter activities.

Each award has three levels of achievement (**BLUE**, **GOLD**, and **DIAMOND**) which have a corresponding number of requirements that must be met in order to achieve each level of excellence.

In each award, there are a certain number of **required** and **optional** elements that every chapter must meet in order to qualify for a given level of excellence. The purpose of the specific categories in the **COE** is to ensure that a chapter has a well-rounded program that includes not only the required (mostly reporting) elements, but also good chapter programs in the areas of development and service. The purpose of the required elements in the **PPOE** is to ensure chapter compliance and familiarity with the National Pledging Standards.

The requirements for each award must be completed during the annual reporting period of August 1 through July 31, which corresponds to the Fraternity's fiscal year. A chapter may only achieve one level of excellence in each award per year (the highest level based on the number of requirements completed), but may qualify for both awards in the same fiscal year.

COE and **PPOE** recipients will be recognized at the National Convention in even-numbered years and at regional conferences in odd-numbered years.

Requirements need to be signed off by the sectional chair, regional director, or other designated alumni volunteer. The chapter president should be in contact regularly with the sectional chair and regional director (and their alumni volunteers) to monitor the progress of the chapter during the reporting period of August 1 through July 31 each year.

All chapters in good standing are eligible for these awards. See the Chapter Checklist on page 2 for the definition of "good standing."

These programs have been created, and will be administered, by the Membership & Extension Committee in partnership with the Board of Directors and sectional chairs.

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	DATE DUE	DATE COMPLETED
Required	1. Required annual paperwork submitted complete and on time* <ul style="list-style-type: none"> ○ 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 \$5 per active member listed on roster <p style="text-align: center;">(Proof of check request from school is acceptable)</p>	November 15 November 15 November 15	<hr/> <hr/> <hr/>
Required	2. Annual service projects completed and reports submitted on time* <ul style="list-style-type: none"> ○ Conducted a service project in conjunction with <ul style="list-style-type: none"> • National Service Week AND • Spring Youth Service Day 	November 15 May 1	<hr/> <hr/>
Required	3. Pledge and active applications and fees* <ul style="list-style-type: none"> ○ Submitted pledge applications, pledge fee of \$25 per pledge and insurance fee of \$5 per pledge AND ○ Submitted active applications and active fee of \$35 for each new member <p style="text-align: center;">(Proof of check request from school is acceptable)</p>	Submitted within 10 business days of each respective ceremony	<hr/> <hr/>

Required	<p>4. Officer Transition</p> <ul style="list-style-type: none"> ○ Held an orientation/training session for all new chapter officers <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ○ Held an annual orientation/training for advisors <p>(submit a short description of the orientation/training in writing to the sectional chair, regional director or designated alumni volunteer)</p>	No later than July 31	<hr/> <hr/>
Required	<p>5. Alumni</p> <ul style="list-style-type: none"> ○ Hosted a chapter alumni event <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ Published an alumni newsletter <p>(submit a short description of the event or a copy of the newsletter to the sectional chair, regional director or designated alumni volunteer)</p>	No later than July 31	<hr/>
Required	<p>6. Conferences</p> <ul style="list-style-type: none"> ○ Hosted or attended (by at least one active voting delegate): <ul style="list-style-type: none"> • annual sectional conference <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • regional conference or National Convention <p>(contact regional director/sectional chair for dates)</p>	No later than July 31	<hr/> <hr/>
Required	<p>7. Chapter Assessment and Planning Session (CAPS) and Annual Chapter Evaluation & H. Roe Bartle Award</p> <ul style="list-style-type: none"> ○ Conducted a CAPS or other planning activity <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ○ Submitted Annual Chapter Evaluation & H. Roe Bartle Award form (chapter does not have to qualify for H. Roe Bartle Award to submit form) <p>(submit a short description of the results of the CAPS in writing to the sectional chair, regional director or designated alumni volunteer)</p>	CAPS: Immediately following conference Annual Chapter Evaluation: November 15	<hr/> <hr/>
Required	<p>8. Annual Financial Review</p> <ul style="list-style-type: none"> ○ Verified review of chapter's previous year's financial records 	No later than July 31	<hr/>
Development	<p>9. Leadership Development</p> <ul style="list-style-type: none"> ○ Attended or hosted at least two leadership development events or activities, at least one of which must be fraternity affiliated (such as an APO LEADS course or a chapter or section leadership day) 	No later than July 31	<hr/>

Development	<p>10. Retention</p> <ul style="list-style-type: none"> ○ Performed a survey at start of each semester to determine the needs of the chapter <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ Developed a plan of action to achieve retention and recruitment goals established during the chapter CAPS <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ Achieved membership retention rate of at least 75 percent (National Fraternity’s goal) for the year <p>(submit a short description of the survey/plan in writing to the sectional chair, regional director or designated alumni volunteer)</p>	No later than July 31	_____
Development	<p>11. Pledge Program</p> <ul style="list-style-type: none"> ○ Conducted a pledge program in which pledges are educated in fraternity history and functions <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ○ Both actives and pledges participated in a pledge-planned project 	No later than July 31	_____ _____
Development	<p>12. Interchapter Relations (Friendship)</p> <ul style="list-style-type: none"> ○ Attended at least one fellowship activity with another chapter, not to include sectional, regional, or national events. 	No later than July 31	_____
Reporting	<p>13. Community Publicity</p> <ul style="list-style-type: none"> ○ Maintained chapter website, Facebook, or MySpace <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ Obtained local media coverage about a chapter service project or activity (notified sectional chair about local media coverage) 	No later than July 31	_____
Reporting	<p>14. Fraternal Publicity</p> <ul style="list-style-type: none"> ○ Submitted an article/photo for <i>Torch & Trefoil</i> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ Submitted an article/photo to national, regional, or sectional website 	No later than July 31	_____
Reporting	<p>15. Chapter Officer List*</p> <ul style="list-style-type: none"> ○ Submitted once per year (if elections are annual) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ Submitted twice per year if (elections are biannual) 	Submitted within 10 days after taking office	_____
Reporting	<p>16. Graduating Seniors*</p> <ul style="list-style-type: none"> ○ Submitted list of graduating seniors to the National Office. 	No later than June 1	_____

Service	17. Youth Service Grant Application* <ul style="list-style-type: none"> ○ Submitted Youth Service Grant Application for a pre-college-age based service project 	February 1	
Service	18. Letter of recommendation from chapter advisory chair <ul style="list-style-type: none"> ○ Submitted letter from the chair outlining the chapter’s service on campus during the year 	No later than July 31	
Service	19. Alpha Phi Omega’s National Partners <ul style="list-style-type: none"> ○ Involved in a project or program with one of the following: <ul style="list-style-type: none"> ● America’s Promise ● Boy Scouts of America ● Campfire USA ● Girl Scouts of the United States of America ● President’s Student Service Awards ● USA FreedomCorps ● Youth Service America 	No later than July 31	
Service	20. Four Fields of Service <ul style="list-style-type: none"> ○ Conducted at least 4 different projects in each of the four fields of service <ul style="list-style-type: none"> ● Fraternity ● College ● Community ● Nation 	No later than July 31	

Requirements need to be signed off by the sectional chair, regional director, or other designated alumni volunteer. The chapter president should be in contact regularly with the sectional chair and regional director (and their alumni volunteers) to monitor the progress of the chapter during the reporting period (August 1 through July 31 of each year).

All chapters in good standing are eligible for this award. See the Chapter Checklist on page 2 for the definition of “good standing”.

*Chapters will be allowed to miss one of the timed deadlines in Requirements 1,2,3 and 7 and still qualify for the **BLUE** level if they eventually fulfill that requirement by July 31.*

*Chapters must meet all of the timed deadlines in Requirements 1,2,3 and 7 in order to qualify for the **GOLD** and **DIAMOND** levels.*

Verified by: _____

Date: _____

Alpha Phi Omega

PLEDGE PROGRAM OF EXCELLENCE AWARD CHECKLIST

CATEGORY	LEVELS OF EXCELLENCE:
	BLUE Level - must complete all 12 of the Required category, plus an additional 2 items, from the Optional category
	GOLD Level - must complete all 12 of the Required category, plus an additional 4 items, from the Optional category
	DIAMOND Level - must complete all 12 of the Required category, plus an additional 6 items, from the Optional category

	ACTIVITIES CONDUCTED	DATE DUE	DATE COMPLETED
	<p>The award is given annually based on the chapter meeting these requirements for each pledge class within that school year.</p> <p>Each numbered item falls into one of two categories: Required and Optional</p>		
Required	1. Pledge and Active Applications and Fees Submitted on time <ul style="list-style-type: none"> ○ Submitted pledge applications, pledge fee of \$25 per pledge and insurance fee of \$5 per pledge <li style="text-align: center;">AND ○ Submitted active applications and active fees of \$35 per new member (Proof of check request from school is acceptable.) 	Within 10 business days of each respective ceremony	<hr/> <hr/>
Required	2. Instruction in APO Heritage <ul style="list-style-type: none"> ○ Pledges are educated on... <ul style="list-style-type: none"> • Purpose of Alpha Phi Omega • National History (Bylaws, Articles of Association, National, Regional and Sectional Officers) • Chapter History (Bylaws, Officers, Advisors, Key Campus Officials) • Chapter's program of Leadership, Friendship and Service 	No later than July 31	<hr/> <hr/>
Required	3. Big Brother / Little Brother <ul style="list-style-type: none"> ○ Big Brother/Little Brother Program or other mentoring program <li style="text-align: center;">AND ○ Developed requirements for the Big Brother/Mentor to fulfill, including attending pledge meetings/activities 	No later than July 31	<hr/> <hr/>
Required	4. Development of Leadership <ul style="list-style-type: none"> ○ Election of pledge officers <li style="text-align: center;">OR ○ Pledges participate in chapter planning functions <li style="text-align: center;">AND ○ Pledges participate in at least 1 leadership development experience 	No later than July 31	<hr/> <hr/>

Required	5. Rituals/Wearing of Insignia <ul style="list-style-type: none"> ○ Pledge Ritual performed for pledges AND ○ Initiation Ritual performed for new members AND ○ Pledges are encouraged to wear the official pledge pin at all appropriate times 	No later than July 31	
Required	6. Pledge Program Length <ul style="list-style-type: none"> ○ Pledge period lasts between 6 and 10 weeks (unless otherwise specified by university/school policy) 	No later than July 31	
Required	7. Service Requirements <ul style="list-style-type: none"> ○ Pledge service requirements are equivalent to that of active members AND ○ Completion of pledge-planned service project under the leadership of the pledge class 	No later than July 31	
Required	8. Pledge Program Review/Evaluation <ul style="list-style-type: none"> ○ At least 1 opportunity at the conclusion of the pledge program for constructive evaluation of the program (could be done during CAPS) 	No later than July 31	
Required	9. Pledges in Chapter Meeting <ul style="list-style-type: none"> ○ Pledges must attend 1 or more (enough to allow pledges the direct observation of the decision making process) active chapter meetings 	No later than July 31	
Required	10. Pledge Requirements <ul style="list-style-type: none"> ○ Pledge requirements are developed in advance of each pledge period AND ○ Pledge requirements are written and provided to each interested individual at informational meetings 	No later than July 31	
Required	11. Promote Friendship/Interchapter Relations <ul style="list-style-type: none"> ○ Pledges participate in at least one chapter fellowship event AND ○ At least 10 percent of pledges participate in interchapter relations such as conferences, interchapter APO LEADS courses, visiting another chapter, or similar activities 	No later than July 31	
Required	12. Pledge Books <ul style="list-style-type: none"> ○ Each pledge maintains a permanent record which documents successful completion of the pledge program requirements 	No later than July 31	
Optiona	13. Pledge Planned Events <ul style="list-style-type: none"> ○ Completion of pledge-planned fundraising project OR ○ Completion of pledge-planned fellowship event 	No later than July 31	

Optional	14. Pledge Trainer/Educator Handbook <ul style="list-style-type: none"> ○ Pledge Trainer/Educator creates (updates already existing) supplemental handbook for future pledge Trainers/Educators that is passed on to successor 	No later than July 31	_____
Optional	15. Retention <ul style="list-style-type: none"> ○ At least 85 percent of pledges become active members 	No later than July 31	_____
Optional	16. Four Fields of Service <ul style="list-style-type: none"> ○ Pledges are required to perform at least 1 hour of service (and/or 1 project) in each of the four fields of service <ul style="list-style-type: none"> ● Fraternity ● College ● Community ● Nation 	No later than July 31	_____
Optional	17. Pledge Handbook <ul style="list-style-type: none"> ○ Chapter or pledge trainer/educator developed Pledge Handbook to supplement the National Pledge Book to assist pledges in their APO education 	No later than July 31	_____
Optional	18. Diversity <ul style="list-style-type: none"> ○ Diversity of pledge class is consistent with that of the university <li style="text-align: center;">OR ○ Actively recruiting and working towards obtaining a diverse pledge class consistent with that of the university 	No later than July 31	_____
Optional	19. Recruitment Program <ul style="list-style-type: none"> ○ Recruitment period includes at least 2 meetings at different times and days <li style="text-align: center;">AND ○ A service project <li style="text-align: center;">AND ○ A fellowship event 	No later than July 31	_____ _____ _____
Optional	20. Publicity for Recruitment <ul style="list-style-type: none"> ○ Chapter uses at least 4 different methods for publicizing recruitment to the campus/community 	No later than July 31	_____

Required items are in accordance with the National Pledging Standards.

Requirements need to be signed off by the sectional chair, regional director, or other designated alumni volunteer. The chapter president should be in contact regularly with the sectional chair and regional director (and their alumni volunteers) to monitor the progress of the chapter during the reporting period (August 1 through July 31 of each year).

*Chapters will be allowed to miss one of the timed deadlines in Requirement 1 and still qualify for the **BLUE** level if they eventually fulfill that requirement by July 31.*

*Chapters must meet all of the timed deadlines in Requirement 1 in order to qualify for the **GOLD** and the **DIAMOND** levels*

Verified by: _____

Date: _____

PUBLICATIONS/RESOURCES

The following publications and resources can be found on the Fraternity's website at www.apo.org.

ALPHA PHI OMEGA

www.apo.org

NATIONAL BYLAWS AND STANDARD ARTICLES OF ASSOCIATION

www.apo.org/site/site_files/bylaws.pdf

PLEDGE MANUAL (LEADERSHIP, FRIENDSHIP, SERVICE)

www.apo.org/site/site_files/pledgemannual.pdf

ADVISOR GUIDE

www.apo.org/site/site_files/advisorsguide.pdf

APO IMPACT GUIDES

www.apo.org/show/National_Programs/Leadership/APO_IMPACT

OFFICER TRANSITION PROGRAM

www.apo.org/site/site_files/leadership/officer_transition_program.pdf

IN SEARCH OF AN ADVISOR

www.apo.org/site/site_files/advisor_search.pdf

OTHER LINKS

The Service Committee website is available for chapter service reporting and information, contacts, and ideas relating to APO's service programs.

www.apo.org/show/National_Programs/Service

The Leadership Development Program website provides information on LEADS and other leadership programs that are available to active members.

www.apo.org/show/National_Programs/Leadership/

**Please note: Links subject to change as these Web pages are updated.

NATIONAL OFFICERS & PROGRAM DIRECTORS

Please forward all mail for the following national officers, to the following address:

Attention: _____
Alpha Phi Omega National Office
14901 East 42nd Street
Independence, MO 64055

NATIONAL OFFICERS

Mark Stratton National President Home: 317-773-8223
Cell: 317-979-5631
email: *president@apo.org*

John Ottenad National Vice President Home: 636-227-2247
Cell: 314-609-9002
email: *vice.president@apo.org*

PROGRAM DIRECTORS

John Strada Alumni & Internal Volunteer Home: 859-396-3790
email: *alumni.director@apo.org*

Carla Moran Finance & Operations Home: 617-479-5870
Cell: 617-512-0084
email: *finance.director@apo.org*

Ed Richter Leadership Director Cell: 513-594-5546
email: *leadership.director@apo.org*

Marilyn Mims Membership & Extension Home: 603-292-6438
Cell: 508-243-8419
email: *membership.director@apo.org*

Rob Coop Risk Management Home: 317-867-5651
Cell: 317-370-1805
email: *risk.management.director@apo.org*

Glen Kinder Service Cell: 618-521-3988
email: *service.director@apo.org*

REGION AND SECTION CONTACTS



NATIONAL OFFICE STAFF – WHO SHOULD I TALK TO?

ADMINISTRATIVE ASSISTANT EXT. 10 admin@apo.org

National Office Receptionist, APO LEADS Tracking, Supports Executive Director, Alumni Support

ANNUAL GIVING ASSISTANT EXT. 24 development.admin@apo.org

Gift Entry & Mailings, Tax Letters, Donor & Annual Fund Support

CHAPTER SERVICES ASSISTANT EXT.17 chapter.admin@apo.org

Charter Reaffirmations, Chapter Requirements, Awards, Extension, Chapter Updates

DIRECTOR OF CHAPTER SERVICES EXT. 13 chapter.services.dir@apo.org

Chapter Chartering & Extension (new & existing), Membership Issues, Chapter Reporting, BANC Program

DIRECTOR OF COMMUNICATIONS EXT. 20 director.communications@apo.org

Internal/External Publication Development & Updates, Graphic/Style Standards, Trademarks, Social Media

DIRECTOR OF EDUCATIONAL PROGRAMS EXT. 22 heather@apo.org

Coordinates Field Staff Travel & Training, APO LEADS, Membership Academies, APO IMPACT program

DIRECTOR OF FINANCE EXT. 12 accountant@apo.org

Finances, Chapter Billing, Chapter Receivables, Chapter Suspense, BANC Program, National Budgets, Federal ID Number Requests, Convention Support

DIRECTOR OF TECHNOLOGY EXT. 15 webmaster@apo.org

Website Content and Design Administrator, Technology & Database Administration, Liaison to the Web and Database Providers, Online Calendar, National Convention and National Volunteer Conference Website & Support

EXECUTIVE DIRECTOR EXT. 11 executive.director@apo.org

National Goals, National Office Support, T&T, Convention, Board of Directors, Affinity Programs, Publications, Vendors, Partnerships, Fraternity Finances, Spirit & Standards, Annual Fund, Torchbearer Status, Alumni Receptions, Annual Report, Society of Life Members

FINANCE ASSISTANT EXT. 21 development.admin@apo.org

Finances, Chapter Membership, Chapter Suspense, Credit Card Issues

FIELD REPRESENTATIVE EXT.19 field.rep@apo.org

Chapters Support, Recruitment Training for Chapters, Membership Issues, Officer Transitions, Chapter Consultations

FIELD REPRESENTATIVE EXT. 18 extension@apo.org

Extension Group Support, Extension Sponsor Training, Start New Extension Efforts, Recruitment Training for Extension Groups, After Care for Recently Chartered Chapters.

REGISTRAR EXT. 14 registrar@apo.org

Membership Database Entry & Processing, Membership Certificates & Cards, Life Membership Certificates & Cards, Honorary Membership Certificates & Cards, Advisory Membership & Cards, Chapter Rosters

STORE & MAIL CLERK EXT. 16 supplies@apo.org

Chapter Supplies & Merchandise Orders, Shipment Tracking, Workshop Materials, Online Store, Mail Clerk

IMPORTANT CHAPTER DATES

Fall rush week is_____.

Fall pledging ceremony is_____.

Date of fall active initiation ceremony is_____.

Date of fall sectional conference/events are_____.

Dates of other special fall chapter events are_____.

Dates of fall chapter alumni event is_____.

Fall APO LEADS courses in Section/Region ____ are _____.

Date of chapter elections for next semester are_____.

Last meeting of semester is_____.

Spring rush week is_____.

Spring pledging week is_____.

Date of spring active initiation is_____.

Date of spring sectional conference/event is_____.

Dates of other special spring chapter events are_____.

Date of spring chapter alumni event is_____.

Spring APO LEADS courses in Section/Region ____ are _____.

Date of Chapter Elections for next semester are_____.

Last meeting of semester is_____.

NOTES...

NOTES...

SUPPLIES LISTING

Applications	Weight (oz)	Limited Qty	Qty Needed
Active Application Pad (comes 20 apps/pad)	3.9		
Chapter Advisor Member Application (come in ones)	1		
Honorary Member Application (come in ones)	1		
Life Membership Enrollment Application (come in ones)	1		
Pledge Application Pad (comes 20 apps/pad)	3.8		
Transfer Application (come in ones)	1		
Guides/Brochures			
APO LEADS Guide			Web Only
Advisor Guide	8	Limit 25	
Alumni Service Brochure	1	Limit 25	
Annual Chapter Evaluation			Web Only
An Opportunity For You Brochure	8		
Growing Pains			Web Only
How to Start an Alumni Association			Web Only
In Search of an Advisor Handbook			Web Only
Leadership Series			Web Only
Life Membership Brochure		Limit 25	
National Bylaws & Standard Articles of Association		Limit 10	
NSW Handbook			Web Only
Pledge Manual (# requested should match # Pledges)			
Q&A Booklet	8	Limit 10	
Ritual Book	1.9	Limit 9	
Same Page Booklet			Web Only
Scouting Brochure	1	Limit 100	
Spring Youth Service Day Handbook			Web Only
Survival Guide for Small Chapters			Web Only
Promotional Materials			
Chartering Requirements	3		
Clip Art Page	1	Limit 2	
Coat of Arms Card	2		
In the Beginning Booklet	7	Limit 50	
Key Card	2		
Rush Materials			
Census Card	1	Limit 100	
Leave College w/ More Than A Degree Pamphlet	1	Limit 100	
Make College Life More Enjoyable	1	Limit 100	
Rush Poster	6	Limit 100	
Schedule Card	1	Limit 100	
Ugly Man Wants Your Vote Poster	1	Limit 50	
Ugly Man on Campus is Coming Poster	1	Limit 50	
Certificates			
Chapter Outstanding Service Certificate	2	Limit 10	
DSK Certificate ONLY (Chapter, Section, Region) (Certificate goes along with award found on Merchandise list)	4		
Regional Certificate of Appreciation (Alumni Staff ONLY)	2		
Scouting Certificate	2	Limit 10	
Sectional Certificate of Appreciation (Alumni Staff ONLY)	2		

Supplies are free, but you are responsible for shipping as well as any expedited shipping charges incurred.

Shipping is determined by weight*.

*See chart on front page.

Many of the frequently used Publications and Forms are available on our website at:

http://www.apo.org/pages/show/Publications_and_Forms

DATES TO REMEMBER 2011-12

AUGUST 2011

1 Beginning of Fiscal Year

NOVEMBER 2011

6-12 National Service Week
15 NSW Report Due
15 Annual Charter
Reaffirmation due
15 AAMD & Annual
Insurance Fee Due

FEBRUARY 2012

MAY 2012

1 SYSD Report Due
1 John Mack Scholarship
Application Due
1 Pledge Class Namesake
Nominations Due

SEPTEMBER 2011

DECEMBER 2011

MARCH 2012

15 Absolutely Incredible
Kid Day

JUNE 2012

1 Graduating Senior
List Due
22-24 Board Meeting
Anaheim, California

OCTOBER 2011

1 Chapter Officer List Due

JANUARY 2012

27-29 Board Meeting
Charlotte, North Carolina

APRIL 2012

20-22 Spring Youth Service Day

JULY 2012

31 Final Paperwork for
"Chapter of Excellence"
and "Pledge Program of
Excellence" Due
31 End of Fiscal Year

DATES TO REMEMBER 2012-13

AUGUST 2012

1 Beginning of Fiscal Year

NOVEMBER 2012

4-10 National Service Week
15 NSW Report Due
15 Annual Charter
Reaffirmation due
15 AAMD & Annual
Insurance Fee Due
15 Deadline for Early
Convention Registration

FEBRUARY 2013

MAY 2013

1 SYSD Report Due
1 John Mack Scholarship
Application Due
1 Pledge Class Namesake
Nominations Due

SEPTEMBER 2012

30 Deadline to Submit
Legislative Proposals
for National Convention

DECEMBER 2012

27-30 National Convention
Anaheim, California
30 Board Meeting
Anaheim, California

MARCH 2013

21 Absolutely Incredible
Kid Day

JUNE 2013

1 Graduating Senior
List Due
28-30 Board Meeting
(tentative)

OCTOBER 2012

1 Chapter Officer List Due

JANUARY 2013

25-27 Board Meeting
(tentative)

APRIL 2013

19-21 Spring Youth Service Day

JULY 2013

25-28 National Volunteer
Conference
31 Final Paperwork for
"Chapter of Excellence"
and "Pledge Program of
Excellence" Due
31 End of Fiscal Year