

NATIONAL CHAPTER BULLETIN

Alpha Phi Omega National Service Fraternity
14901 East 42nd Street – Independence, MO 64055
816-373-8667 Fax 816-373-5975

APO Celebration

The 39th Biennial Convention was a huge success. There was plenty of fellowship, learning and business as Brothers discovered Unbridled Service in Kentucky. With over 80 workshops offered many members left Louisville eagerly wanting to implement the ideas they had gathered from around the country. There were over 20 changes to our National Bylaws. Remember that Bylaw changes take affect at the conclusion of the Convention unless they are related to finances or fees, in which case they will take affect on August 1 when our next fiscal year begins. You can find update bylaws under the publications area of our website at www.apo.org.

“SAME PAGE”

Your Chapter President, Membership VP, Service VP and Treasurer will soon be receiving a copy of the new **“SAME PAGE”** guide. This guide will help Chapters determine what forms and fees are to be submitted and the due dates. The new guide was created to keep everyone on the **“SAME PAGE”** so that Chapters will be in “good standing” with the National Fraternity.

Life Memberships

Life Memberships are now available for purchase online at http://www.apo.org/pages/show/Supporting_APO/Life_Membership. If you have any questions, please call Stuart Hoffman at the National Office.

Inside this issue:

Who, What, When & Where
New Chapter Officers Form
Supply/Merchandise Order Form
Youth Service Grant
Application/Instructions (4 pgs.)

Spring semester! Everyone is back in class and now is the time to plan schedules to accomplish a very important aspect of Fraternity life—new membership. We hope your Chapter is planning a spring pledge class. You can order materials for your Spring Rush from the National Office. The only cost to the Chapter is for shipping. Fill out the supply order form (included in this mailing or order from the website, www.apo.org). Remember, fees and forms are due 10 days after each ceremony.



Registrations are now open for three APO LEADS SERVE courses in 2007!

- * February 16-18, 2007: San Francisco, CA
- * June 22-24, 2007: Cleveland, OH
- * June 29-July 1, 2007: Baltimore, MD

The SERVE course registration form is available on the national Web site, starting from the SERVE course Web page: <http://www.apo.org/show/National_Programs/Leadership/APO_LEADS/Courses?id=5

SPRING YOUTH SERVICE DAY: April 20-22, 2007 "Service projects with youth. Service projects for youth."

Start planning your Spring Youth Service Day (SYSD) service project! APO's Spring Youth Service Day (which can also be thought of as "Spring Youth Service Weekend") is scheduled for **April 20-22**, *but you may do a SYSD project another date this spring that allows your Chapter to fully participate*. You can engage youth in service (clean up a park together), do something directly with youth (take a Scout troop to the zoo and learn about conservation), or do something benefiting youth (organize a fundraiser for a local youth based organization)—it's up to you! SYSD is APO's way of participating in the largest service event in the world—more coming soon on www.apo.org and in the handbook coming out with the next chapter bulletin. **All SYSD reports are due May 1, 2007**; report via the service database on apo.org.




HINT—See pictures/descriptions of a variety of fantastic service projects Chapters have done: http://www.apo.org/show/National_Programs/Service/Featured_Service_Projects
Hit refresh to see additional projects

YOUTH SERVICE GRANT APPLICATIONS DUE FEBRUARY 9TH



Your Chapter can apply for an APO Youth Service Grant of \$100-\$500 to help you perform a service project benefiting pre-college age youth! *Is there a youth-based service project you'd love to do, but you need funding to make it happen?...that's the perfect project to request a YSG for!* This is a chance to identify a need in your community, and then develop/conduct a service project that meets that need and benefits local youth. The grant funds helps your Chapter cover the cost of things you need to successfully perform the project. Funding is not guaranteed if you apply, but you can't get the funding unless you do apply—so go ahead and ask for it! The grant application and instructions are enclosed and are also available on apo.org. Completed applications and all attachments are **due at the National Office by Friday, February 9, 2007.**



Email Grant with questions:
Grant@apo.org

WHO, *what*, **When** & *WHERE* ?

Alpha Phi Omega

2006-2007 Calendar of Events – Updated: 1/10/2007

2007

February 1-4

Meeting of the National Board of Directors
Kansas City, MO

February 16-17

Sections 23/27 Conference
Host: Beta Theta
University of Wisconsin-Madison
Madison, WI

February 23-24

Sections 65/66 Conference
Host: Kappa
Carnegie Mellon University
Pittsburgh, PA

February 23-25

Section 35 Conference
Host: Beta Mu
Missouri State University
Springfield, MO

Section 90 Conference
Host: Xi Iota
Susquehanna University
Selinsgrove, PA

February 24

Section 97 Conference
Host: Beta Iota
New York University
New York, NY

March 2-4

Section 8 Business Conference
Host: Zeta Psi
University of Oregon
Eugene, OR

March 15

Absolutely Incredible Kid Day
www.campfireusa.org/a_i_kid_day/mainpage.html

March 23-25

Section 52 Conference
Host: Tau Lambda
Rose-Hulman Institute of Technology
Terre Haute, IN

Section 64 Conference

Host: Iota Xi
Edinboro University of PA
Edinboro, PA

Sections 88/89 Conference

Host: Epsilon Sigma
SUNY – University of Buffalo
Buffalo, NY

Section 74 Conference

Host: Tau Mu
University of South Florida
Tampa, FL

March 24

Section 99 Conference
Host: Pi Upsilon
Drew University
Madison, NJ

Mar. 30 – Apr. 1

Sections 43/44 Sectional Conf.
Host: Alpha Gamma Omega
(University of TX at San Antonio)
Radisson Hotel at San Antonio
Downtown Market Square
San Antonio, TX

Sections 53/55 Bi-Sectional Conference

Host: Epsilon Beta
Central Michigan University
Mt. Pleasant, MI

Sections 56/59 Conference

Host: Delta Gamma
Ohio University
Athens, OH

April (TBA)

Sections 94/96 Conclave
Host: Alpha Zeta Beta
University of Hartford
West Hartford, CT

April 13-15

Sections 47/50/51 Tri-Sectional Conference
Host: Eta Epsilon
Millikin University
Decatur, IL

Section 67 Conference

Host: Theta Theta
Centre College
Danville, KY

Sections 91/92 Conference

Host: Delta Zeta
University of Pennsylvania
Philadelphia, PA

Sections 75/76/77 Conference

Host: Gamma Lambda
Clemson University
Clemson, SC

April 20-22

Section 61 Conference
Host: Alpha Epsilon Eta
Concord University
Athens, WV

April 20-22

*Spring Youth Service Day
Service Projects with Youth
and/or Benefiting Youth*

2007 CHAPTER OFFICERS

Please complete this form and print your responses clear and legible. Return to the National Office by **January 31st**.

Spring 2007 ACADEMIC SEMESTER / REGION: _____ **SECTION:** _____

CHAPTER NAME: _____

UNIVERSITY: _____ **STATE:** _____

DATE OFFICERS ELECTED: _____ **APPROX. DATE OF NEXT ELECTIONS:** _____

CHAPTER EMAIL ADDRESS _____

OFFICER	NAME	EMAIL ADDRESS	PHONE <i>(with area code)</i>
Chapter President			
Membership VP/Pledge Trainer			
Service VP			
Secretary (Corresp./Rec.)			
Alumni Secretary			
Treasurer			
Service Project Chair			
Public Relations Chair			
Advisory Chair			
Other:			

MERCHANDISE & SUPPLY ORDER FORM

SHIPPING INFO:

SHIP TO: _____

SHIPPING ADDRESS _____

CITY _____ STATE _____ ZIP _____

<p>SHIPPING INFO: FREIGHT CHARGES BASED UPON PKG WEIGHT AND DISTANCE TRAVELLED.</p> <p>You must provide a physical street address for all merchandise orders to be tracked! If you use a campus box it must include the physical street address</p> <p>For tracking purposes, all merchandise will be shipped via UPS Ground. If a P.O. Box is used than package will be shipped via US Postal Service and tracking will not be available!</p>	<p>Approximate shipping charges by weight:</p> <p>30.1 or more..... \$23.00 20.1 to 30 lbs..... \$17.00 10.1 to 20 lbs..... \$13.00 5.1 to 10 lbs..... \$8.00 1-5 lbs \$6.75 Less than 1 lb.....\$5.50</p>
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DO YOU NEED TO EXPEDITE YOUR SHIPMENT? Additional Charges apply!

Please call 816-373-8667 x16 OR EMAIL supplies@apo.org for expedited shipping charges.

Select type of Expedited Service:

- 3RD DAY
- 2ND DAY
- OVERNIGHT

BILLING INFO:

NAME ON CARD _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ EMAIL _____

PAYMENT INFO:

PAYMENT TYPE:

- CASH
- CHECK
- CREDIT CARD

TYPE OF CARD:

- VISA
- MASTERCARD
- DISCOVER
- AMERICAN EXPRESS

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

SECURITY CODE _____

(This can be found on back of card – usually 3 to 4 digits)

Alpha Phi Omega
 14901 E 42nd Street
 Independence, MO 64055
 Phone: 816-373-8667 x16
 Fax: 816-373-5975
 Email: supplies@apo.org

SUPPLIES LISTING

Applications	Weight (oz)	Limited Qty	Qty Needed
Active Application Pad (comes 20 apps/pad)	4		
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)	4		
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	1	Limit 25	
National Bylaws & Standard Articles of Association	2	Limit 10	
NSW Handbook		Web Only	
Pledge Manual (# requested should match # Pledges)	8		
Q&A Booklet	8	Limit 10	
Ritual Book	2	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

MERCHANDISE & SUPPLY ORDER FORM

YOU MUST PROVIDE A PHYSICAL STREET ADDRESS FOR ALL MERCHANDISE ORDERS!
YOU MAY INCLUDE A CAMPUS BOX BUT IT MUST INCLUDE THE PHYSICAL STREET ADDRESS

SHIPPING INFO:

SHIP TO: _____

SHIPPING ADDRESS _____

CITY _____ STATE _____ ZIP _____

SHIPPING INFO:

FREIGHT CHARGES BASED UPON PKG WEIGHT AND DISTANCE TRAVELLED.

For tracking purposes, all merchandise will be shipped via UPS Ground (unless address is a P.O. Box)

Approximate shipping charges by weight:

30.1 or more.....	\$23.00
20.1 to 30 lbs.....	\$17.00
10.1 to 20 lbs.....	\$13.00
5.1 to 10 lbs.....	\$8.00
1-5 lbs.....	\$6.75
Less than 1 lb.....	\$5.50

DO YOU NEED TO EXPEDITE YOUR SHIPMENT? Additional Charges apply!

Please call 816-373-8667 x16 OR EMAIL supplies@apo.org for expedited shipping charges.

Select type of Expedited Service:

- 3RD DAY
- 2ND DAY
- OVERNIGHT

BILLING INFO:

NAME ON CARD _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ EMAIL _____

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PAYMENT TYPE:

- CASH
- CHECK
- CREDIT CARD

TYPE OF CARD:

- VISA
- MASTERCARD
- DISCOVER
- AMERICAN EXPRESS

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SECURITY CODE _____

(This can be found on back of card – usually 3 to 4 digits)

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 Phone: 816-373-8667 x16
 Fax: 816-373-5975
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MERCHANDISE LISTING

Apparel

Embroidered Golf Shirt	S-XL	\$38.00	_____
	2X-3X	\$40.00	_____
Fitted Girls Tee <i>circle color: hot pink - black - light pink</i>	M - 2X	\$20.00	_____
Grey Screen Printed Tee with Navy APO	S-3X	\$10.00	_____
Grey Sweatshirt with Navy APO	M-3X	\$20.00	_____
Grey Hooded Sweatshirt	S-XL	\$45.00	_____
	2X-3X	\$48.00	_____
Navy Jersey Boxer Shorts	S-XL	\$17.00	_____
Navy Screen Printed Tee w/Gold APO	S-3X	\$10.00	_____
Navy Sweatshirt with Gold APO	M-3X	\$20.00	_____
Pajama Pants	S-2X	\$22.00	_____
Plaid Flannel Boxer Shorts	S-XL	\$19.00	_____
Sewn Letter Sweatshirt Navy	M-XL	\$38.00	_____
	2X-3X	\$40.00	_____
Sewn Letter Tee Navy	S-3X	\$25.00	_____

Convention Items

New Orleans 2002 Convention Candy Dish	\$12.00	_____
Convention Pins - assorted kinds; circle type: MA '92, AZ '96, MN '98, LA '02, CO '04	\$4.00	_____
Denver 2004 Convention Glass	\$3.00	_____
Denver 2004 Convention Sweatshirt	\$10.00	_____
New Orleans 2002 Convention Tee	\$5.00	_____
New Orleans Convention Glass	\$2.00	_____

Decals, Stickers & Name badges

Blue Name Badge - One Line	\$4.00	_____
Blue Name Badge - Two Lines	\$5.00	_____
Blue Name Badge - Three Lines	\$6.00	_____
Bumper Sticker	\$3.00	_____
Crest with Greek Letters Decal	\$3.00	_____
Inside Mounting Crest Decal with Greek Letters	\$3.00	_____
Large Crest Water Decal	\$4.00	_____
Large Pin Water Decal	\$4.00	_____
Long Crest Decal Inside Mount	\$4.00	_____
Multi Decal Sheet	\$6.00	_____
Small Crest Water Decal	\$3.00	_____
Small Pin Water Decal	\$3.00	_____
Two Piece Crest Decal with Greek Letters	\$3.00	_____

Hats & Accessories

APO Tote	\$15.00	_____
Blue Embroidered Cap w/Gold Alpha Phi Omega	\$7.00	_____
Blue Embroidered Cap w/Gold Rope	\$7.00	_____
Denim Khaki Fishing hat	\$15.00	_____
Gold Cap	\$16.00	_____
Wave Bill Cap	\$16.00	_____

Mugs & Glassware

75th Anniversary Mug	\$2.00	_____
Blue Mug	\$7.00	_____
Candy Jar	\$8.00	_____
Ceramic Latte Mug	\$12.00	_____
Executive Mug	\$10.00	_____

Irish Coffee Mug	\$10.00	_____
Lexan Water Bottle	\$10.00	_____
Travel Mug	\$10.00	_____
Water Bottle blue & white w/APO	\$2.00	_____

Pins & Key Rings

75th Anniversary Pin	\$5.00	_____
Blue Nylon Coin Purse w/Key Chain	\$3.00	_____
Bob Barkhurst Pin	\$2.00	_____
Chapter DSK	\$40.00	_____
Cloisonné Key Ring	\$5.00	_____
Coat of Arms Pin	\$5.00	_____
Eagle Pin	\$5.00	_____
Forget Me Not Pin	\$5.00	_____
Green Plastic Coin Purse w/Key Chain	\$3.00	_____
Key Pin	\$5.00	_____
Key Ring - Reversible	\$7.00	_____
Key Ring w/APO Letters	\$4.00	_____
Life Member Pin - Replacement ONLY	\$5.00	_____
Oak Leaf Pin	\$5.00	_____
Pledge Pin	\$5.00	_____
Screen Printed Lanyard	\$3.00	_____
Service Pin	\$5.00	_____
Sweetheart Pin	\$60.00	_____
Woven Lanyard Key Ring	\$6.00	_____

Souvenirs & Miscellaneous

75th Anniversary CD	\$7.00	_____
75th Anniversary Commemorative Envelopes	Set/ 4 \$5.00	_____
75th Anniversary Medallion	\$6.00	_____
APO 3 Ring Binder	\$5.00	_____
All purpose Invitations	\$6.00	_____
Coat of Arms Patch	\$3.00	_____
Down Home With The Chief And Miss Maggie Book	\$15.00	_____
Dry Erase Fridge Memo	\$2.00	_____
Engraved Membership Plaque	\$39.00	_____
Graduation Cords	\$15.00	_____
Key Emblem Post Card	\$0.50	_____
Leather Picture Frame	\$26.00	_____
License Plate Holder	\$10.00	_____
National Office Post Card	\$0.50	_____
Note Cards w/Gold Crest	\$10.00	_____
Note Cards w/White Crest	\$9.00	_____
Nylon Banner	\$55.00	_____
Pin Emblem Patch	\$3.00	_____
Pin Emblem Post Card	\$0.50	_____
Playing Cards	\$6.00	_____
Pocket Knife	\$11.00	_____
Rosewood Pen	\$15.00	_____
Symbol Prints (Eagle, Forget-me-not, Oak Tree)	Set/ 3 \$10.00	_____
Woven Blanket/Throw w/ Crest Emblem	\$54.00	_____
Woven Blanket/Throw w/ Pin Emblem	\$54.00	_____



Alpha Phi Omega

National Service Fraternity

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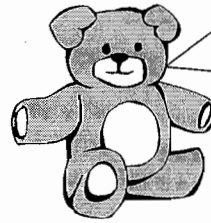
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EX-OFFICIO MEMBER

JAMES L. CHANDLER



Hi, I'm Grant the Youth Service "Grant" Bear! Good luck with your Youth Service Grant application. Email me at Grant@apo.org if you have any questions.

January, 2007

Greetings Brothers,

The 2007 Alpha Phi Omega Youth Service Grant Program is here and it's a chance for your chapter to apply for a grant of \$100-\$500 to help you perform a service project benefiting pre-college age youth! The grant application and instructions are enclosed.

Think of a special youth-based service project you'd love to do, but you need funding to make happen: that's the perfect YSG project! This is a chance to identify a need in your community, and then develop/conduct a service project that meets that need and benefits local youth. The grant money helps your Chapter cover the cost of things you need to successfully perform the project. The Alpha Phi Omega Endowment Trust facilitates the funding for this special program.

Participating in the YSG program helps realize Frank Reed Horton's dream that Alpha Phi Omega make the world a better place, particularly through service to, "the youth of all nations." Every adult can think of a person who helped him or her become the individual he or she is today. As an APO Brother in action, you should be one of those people who youngsters look up to and will remember positively; a YSG project is a wonderful opportunity to provide service that leaves a lasting impact on local youth.

I encourage your Chapter to apply for an APO Youth Service Grant. Even if you do not receive a grant, the experience of applying for one is an opportunity to learn valuable skills you will take with you after graduation. Please read the YSG instructions carefully. **The application deadline for the Alpha Phi Omega Youth Service Grant is February 9, 2007.**

Good luck!

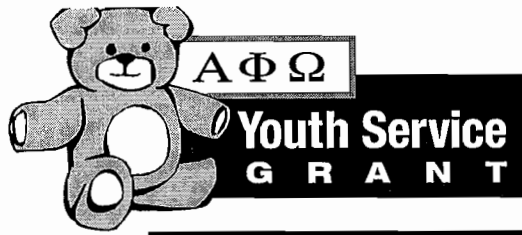
Warmest Regards,

Carla Moran

Service & Communication Program Director

P.S.-Service happens when your skills and willingness to share them intersect with the needs around you. Look around you; youth have many needs APO can help meet through service.

EMAIL A SINGLE,
COMPLETE PDF OR
WORD FILE TO:
admin@apo.org



Or MAIL COMPLETED APPLICATIONS TO:
Alpha Phi Omega
Youth Service Grant Committee
14901 E. 42nd Street
Independence, MO 64055-7347

INSTRUCTIONS/DETAILS

Please read all instructions before completing this application. Note that several parts of the application require additional attachments. Incomplete applications may not be considered. This official application form, or a copy, must be used. A single, complete PDF or Word file may be emailed to admin@apo.org. All final reports must include photographs of the project.

WHAT IS THE APO YOUTH SERVICE GRANT PROGRAM?

The APO Youth Service Grant Program provides funds, in the form of a grant, for Alpha Phi Omega Chapters. Each year, grants are awarded to qualifying Chapters to conduct a service project that relates to socially positive programs for pre-college-age youth. The Alpha Phi Omega Endowment Trust facilitates the funding for this special program.

The APO Youth Service Grant Review Committee evaluates the applications and funds as many appropriate projects as available monies will allow. Grants range from \$100 to \$500 each. The committee will notify all Chapters submitting applications when selections have been determined.

ELIGIBLE APPLICANTS

All Chapters of Alpha Phi Omega in good standing, as defined by the National Bylaws, may apply for an APO Youth Service Grant. No Chapter may receive an award more than twice in a five-year period. Maximum grant per Chapter is \$500. A Chapter may submit only one application, for one project or program, per grant year.

PHILOSOPHY

We seek solutions to help improve difficult situations youth sometimes face. Quite often in our communities we will react to young people who have been negatively affected by societal problems. The APO Youth Service Grant Program is based on a different premise: to create positive outreach programs, or to support existing programs that address the root social issues. The goal is to help mold the young people of today in a positive way, before they are affected by negative factors. Examples of this type of project include mentoring programs for youth at risk and skill training programs (art, sports, etc.) at youth centers.

APPLICATION DETAILS

The application requests information focused primarily on the proposed project and must include a budget. Also required is a description of the Chapter's fiscal operations. Include in the comments how the Chapter handles money (i.e., who writes checks, how many signatures are required on Chapter checks, etc.). A letter of endorsement from a Chapter Advisor should confirm the Chapter's readiness for the project proposed.

Proposed projects must focus on service to pre-college-age youth, chapter-based service to benefit youth or appropriate organizations, or socially positive programs of youth development. The emphasis is on a proactive, positive outreach program for youth. Grants will not be awarded for previously completed projects. Projects must occur after the awarding of monies and before November 15, 2007. Funds must be used on the proposed project. For an ongoing project to qualify, the grant must be utilized within this period.

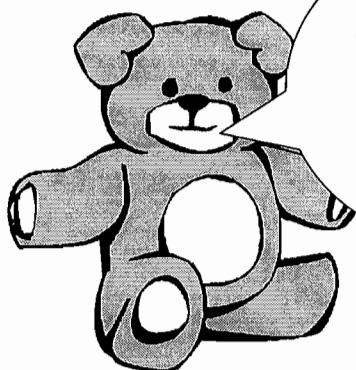
2007 YOUTH SERVICE GRANT TIME LINE

Completed and Signed Applications Due.....	by February 9, 2007 to the APO National Office(*see addresses above)
Notification to Chapters	by February 28, 2007.
Project Execution	After Award, no later than November 15, 2007
Submission of Project Report.....	Two weeks after completion of project, but no later than November 15, 2007; whichever is sooner.

FINAL REPORTS

The final report will be in narrative form, describing the activity fully. The report should include photographs depicting the service accomplished. The report will also include an expense accounting with copies of receipts. The report must be submitted to the National Office within two weeks of completion of the project, or by November 15, 2007, whichever is sooner.

PLEASE NOTE: *Submission of an application does not guarantee a grant of any amount. The awarding and amount of any grant shall be subject to the discretion of the selection committee. The grant must be used for the project you describe in the application. Any awarded funds not expended for this project must be returned to the APO Youth Service Fund at the National Office. Any grants not utilized automatically revert to the APO Youth Service Fund. The selection committee and/or the National Fraternity shall assume no responsibility or liability for claims of damage of any kind or for claims of injury to any person in connection with said grant.*



Hi, I'm Grant!
I have some tips
on applying for
an AΦΩ Youth
Service Grant.

Grant's Tips on Your Chapter's AΦΩ Youth Service Grant Application

Grant—the APO Youth Service "Grant" bear—has some tips to help your chapter through the YSG application process. Grant says to, "Follow the YSG instructions and help the review committee focus on your plans, not your papers. You don't want anything to detract from your message about why your Chapter should receive a grant!"

1) FILL OUT THE APPLICATION FORM (or a copy). The form itself exists, in part, as a checklist and as a tool for comparison. Though much of the material is attached in essay form, don't make the review committee hunt for short answers like the name of your project, the dates, etc. Be legible, especially with names, phone numbers and email addresses. The review committee relies on this information to resolve any questions about your application, which may be delayed or not fully considered if you cannot be reached.

2) CLEARLY IDENTIFY YOUR ATTACHMENTS. Each attached page should be labeled with the Chapter Name, College or University, Section and Region. Further, number each response, in order, and use the question or topic as a title. This way each answer is clear and to the point. For example, if the committee has to dig through five pages of text to infer the impact of the grant on your Chapter, your proposal will be less effective. Though you may have created a single, elegant essay which encompasses all points, break it out according to the application. In this case, specific content is more important than the flow.

3) MAKE SURE THE APPLICATION IS COMPLETE. If you follow the suggestions above you will be less likely to miss something. **Of special note:** Item 6, the Budget, requires A) a figure on the application, B) an attached, detailed budget that clearly shows how the grant money would be used, and possibly C) an additional attachment explaining other sources of funding. Item 7, Fiscal Operations, wants to know how the Chapter handles money for service projects and other activities, e.g. who writes checks, how many signatures are required on Chapter checks, how you record financial transactions, etc. The most commonly forgotten attachment is the advisor's letter (Item 9). That advisor must also sign the application itself.

4) QUALITY VS QUANTITY (AND NEATNESS COUNTS). Again, you want your message to come through loud, clear, and unimpaired. An organized application also infers that your Chapter, and therefore the project, is well organized. Check spelling & grammar; have it proofread. Bulk for its own sake is not a desirable goal and may even be counter-productive, but do develop each point sufficiently.

5) CHECK TO MAKE SURE THAT YOUR CHAPTER IS IN GOOD STANDING WITH THE NATIONAL FRATERNITY AS DEFINED IN THE NATIONAL BYLAWS, This is one of the requirements for the grant, though it requires no specific attachment. The YSG Review Committee will verify through records in the National Office the status of each Chapter submitting an application. If in doubt about your standing, call or email Judy Mitchell at the National Office (816)373-8667 ext.13 or email: chapter.services.dir@apo.org.

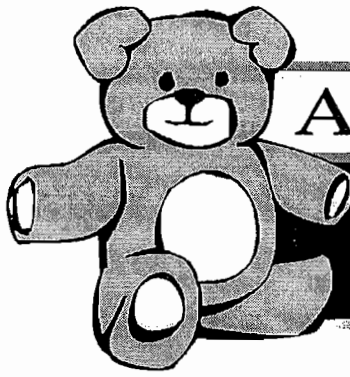
If you have any questions in preparing your application, contact your Regional Service Chair:

http://www.apo.org/show/National_Programs/Service/Committee. You may also contact the National Office: admin@apo.org, 816-373-8667 phone. Because you should be focusing on your own community and project ideas, the office staff will not provide you with the text of past "winning" applications, but can certainly help answer questions on how to fill out particular sections of your applications.



Good
Luck!

Email Grant with questions:
Grant@apo.org



ΑΦΩ

Youth Service GRANT

2007

WELCOME!

Welcome to the 2007 APO Youth Service Grant program! This program awards grants to ΑΦΩ Chapters to enable them to perform proactive service to pre-college-age youth. The goal of Youth Service Grant funded projects is to encourage and inspire children and young people before problems develop in their lives and/or become severe, and to provide the youngsters with tools to succeed...even against the odds. Your Chapter is encouraged to apply for a grant. The application instructions provide complete details of the procedure and project criteria, but here are some important points:

- All Chapters of Alpha Phi Omega in good standing, as defined by our National Bylaws, may apply for an APO Youth Service Grant. No Chapter may receive an award more than two times in a five-year period. Maximum grant per Chapter is \$500. Minimum is \$100.
- For a proposal to be considered it must conform to the specific subject area as described and must use the official grant application form or a copy. A single, complete PDF or Word file may be emailed to admin@apo.org. In certain cases, a faxed copy may be accepted; please contact the National Office before you submit an application by fax. Mailed hard copies are also acceptable. Please contact the National Office if you do not receive confirmation of application receipt. Only one application, for one project or program, per Chapter, will be considered each grant year. Submission of an application does not guarantee a grant of any amount.
- Proposed projects must focus on service to pre-college-age youth: Chapter-based service to benefit youth, or appropriate organizations, or socially positive programs of youth development. The emphasis is on proactive, positive outreach for youth. Your Chapter needs to be organized enough to complete the project even if the original proposer is no longer around, especially if you plan a summer or fall project.
- The project may be one-time, short-term, or ongoing. However, the project receiving grant funds must be scheduled to occur between March 1, 2007 and November 15, 2007. A written project report will be required by two weeks after the end of the project, or by November 15, 2007, whichever is sooner. In addition to completing the grant procedure, these reports are further used to possibly include your project in the *Torch & Trefoil* and/or on *apo.org*. Chapters selected for grants that fail to perform the project must return the grant award to the National Office.
- A Chapter's failure to submit the project and expense report will constitute a failure to fulfill a financial and/or administrative obligation to the National Fraternity and will jeopardize the Chapter's standing with the National Fraternity. Chapters that are NOT in good standing are prevented from voting at the National Convention and could face other sanctions as prescribed in the National Bylaws.

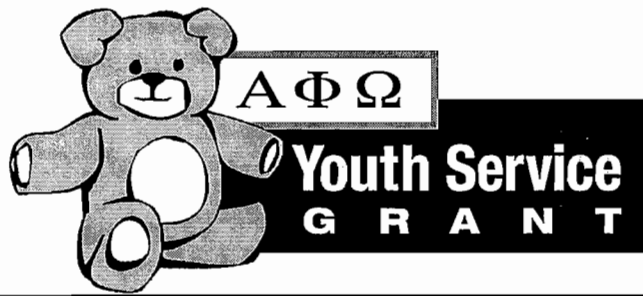
2007 YOUTH SERVICE GRANT TIMELINE

Completed and Signed Applications Due.....by February 9, 2007.
 Notification to Chaptersby February 28, 2007.
 Project ExecutionAfter Award, no later than November 15, 2007.
 Submission of Project Report.....Two weeks after completion of Project,
 but no later than November 15, 2007; whichever is sooner.



Hi, I'm
Grant!

On the other side of this sheet, Grant—the Youth Service "Grant" Bear—has tips on completing your YSG application.



2007 YOUTH SERVICE GRANT APPLICATION

Deadline for submission of this application to the Alpha Phi Omega National Office is **February 9, 2007.**

*** PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION ***
 Please type or print application and keep a copy for your records.

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 Office (if any)	Submitter's Signature	Date

Please provide the following information in order to present the review committee with a detailed plan for your proposed service project. Describe the project in as much detail as you need to demonstrate that the project merits consideration for financial assistance from the APO Youth Service Grant Program. **Attach additional sheets where indicated.**

1. Name of project and brief description:

2. When would this project occur? _____

3. Attach a detailed description of the project and what you hope to accomplish. Explain your Chapter's involvement in this project.

4. Attach an explanation of who will benefit from this project, as well as the number of people who will benefit from it.

5. Attach an explanation of how this project fulfills the purpose of the APO Youth Service Grant Program: how it affects youth in a proactive, positive manner.

6. Amount requested: \$ _____ (\$500 maximum; \$100 minimum).

7. Attach a budget of anticipated costs for the service project. Indicate how the grant money would be used. If the project will require more than the amount of this grant, explain what other sources will provide funding.

APPLICATION CONTINUES>>>

8. Attach a description of your Chapter's fiscal operations (methods, not amounts). *How the Chapter handles money for service projects and other activities, e.g. who writes checks, how many signatures are required on Chapter checks, how you record financial transactions, etc.*
9. Attach a description of how this grant would impact your Chapter.
10. Attach a letter of endorsement from the Chapter Advisor who signs below.

CHAPTER

We, the members of _____ Chapter of Alpha Phi Omega understand that submission of an application does not guarantee a grant of any amount and that the awarding and amount of any grant shall be subject to the discretion of the selection committee. Awarded funds must be expended on the project described here, and any awarded funds not expended for this project will be returned to the APO Youth Service Fund at the National Office. We agree to submit an expense accounting, including copies of receipts for expenses, with the final project report. We understand that failure to meet the above requirements may result in our chapter not being in good standing, according to the National Bylaws and Standard Chapter Articles of Association. We understand that the selection committee and/or the National Fraternity shall assume no responsibility or liability for claims of damage of any kind or for claims of injury to any person in connection with said grant. Our Chapter is in good standing with our college/university and has met its administrative, financial, and Charter Reaffirmation obligations to the Fraternity.

CHAPTER PRESIDENT

Chapter President (print name): _____

Telephone: (____) _____ E-Mail Address: _____

Signature: _____ Date: _____

CHAPTER ADVISOR (*This must be the same chapter advisor who writes a letter of endorsement for the proposed project.)

Chapter Advisor (print name): _____

Telephone: (____) _____ E-Mail Address: _____

Signature: _____ Date: _____

MAIL COMPLETED APPLICATIONS TO

Alpha Phi Omega
 Youth Service Grant Committee
 14901 E. 42nd Street
 Independence, MO 64055-7347



Make sure you've completed both pages of the application form and included all the necessary attachments!

OR email single, complete PDF or Word file to admin@apo.org

NOTE: Each Chapter that receives an APO Youth Service Grant is required to submit a report with photos to the National Office within two weeks of project completion, or by November 15, 2007, whichever is sooner.