

★INFORMATION/TIPS ON USING THE ALPHA PHI OMEGA SERVICE DATABASE★

Updated 12/12/2005

Every Section Chair and Region Service Coordinator automatically receives an email when a Chapter in his/her Region/Section submits a service report on the Service Database! The email contains the information the Chapter has reported, as well as the email address for the Brother submitting the report. The following people will continue to receive the reports via email: Regional Service Chair, National Service Week or Spring Youth Service Day Chair if it is one of these two required reports, ServComm Program Director, National Office (Cindy Petrie), and the Brother submitting the report. ** We are trying to respond to concerns expressed by some Section Chairs at Convention. I welcome any feedback as to whether or not this change is helpful to you the Section Chairs.**

Anyone may instantly check which chapters have reported on the two required service reports from NSW 2004 forward! Just go to the service project database and use the drop down menus to select the appropriate service event ("project type") and year:

http://new.apo.org/show/National_Programs/Service/Project_Database

You may get reports from the Service Database by Section or Region! To obtain all of the reports in a Region/Section, including 'no project' reports, click on the link above, and then click, "View All Reports by Region/Section. When you view the data this way, all chapters in that Section or Region will be listed. The left column has the Chapter Number, then the college or university name, and the right column has either: the title of the project (clickable to actual report) along with the date that the Chapter reported, or that the Chapter submitted a "no project" report (non-participation), or the right column is blank indicating that the Chapter has NOT reported on that service event yet.

Catch up service reporting. Please note, Chapters may still do "catch up" reporting for the required 2003 & 2004 service reports and those "newly entered/catch up" reports will appear on the database. BUT, the database only contains service reports entered since it went live in October, 2004. Look for confirmation of earlier service reporting (a Y or N, or the report date, in the SSD and NSW boxes) on the Perpetual Inventory (click on the Section you want to view):

<http://www.apo.org/perpetual/index.shtml>

Chapters submit required service reports, and voluntary reports on "regular service projects", at:

http://new.apo.org/show/National_Programs/Service/Project_Database/Service_Project_Report_Form

Chapters reporting "no project" for the required reports do so at:

http://new.apo.org/show/National_Programs/Service/Project_Database/No_Project_Report_Form

Reminder to Service Reporters...the database only contains the information we submit☺ Please remind Brothers that "reporting errors" that occur are sometimes a simple slip of the mouse...it's important to select the appropriate year/program/etc. from the drop down menus when reporting online. The Brother submitting a service report receives an email with the data submitted to the database—the Brother should review the email to confirm that s/he has submitted the report correctly and reported the full information on the event/year intended. The Chapter should keep a hard copy of this email.

I welcome your questions and input on the Service & Communication program now and in the future. You may email me at CarlaMoran@aol.com. Please send technical feedback/suggestions on the service database to its creator-- the man whose efforts have already saved the Fraternity hundreds of sheets of paper!--Brother Derek Cashman: webmaster@leadership.apo.org.