

*Congratulations
on your election as*

**VICE PRESIDENT –
COMMUNITY SERVICE**

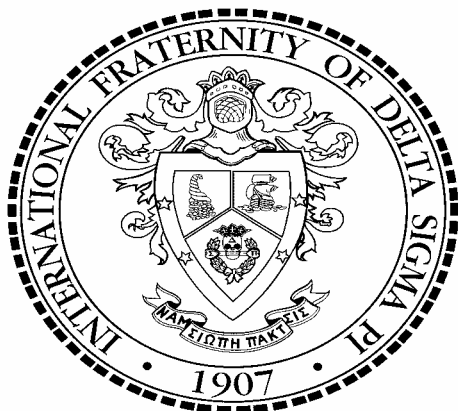
This is your

**PACKET FOR
NEW OFFICERS**

What's inside?

Everything you need to know for your position. We want to assist you towards *full understanding and completion* of your position responsibilities:

- *Duties of the Vice President-Community Service (VPCS)*
- *Suggested Goals*
- *General Activity Ideas*
- *CEI Reporting*
- *Helpful Links*



Any questions?

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Duties of the Vice President-Community Service (VPCS)

(from Policy and Procedures Manual section B, policy 16)

- Development and implementation of a community service program for the chapter.
- Ensure that the chapter is educated on the importance of being involved in the campus community and the surrounding area. (town, city or county)
- Promote participation in any national or provincial community service project/ programs and encourage attendance.
- Coordinate community service activities with the Provincial Community Service Committee.
- Serve as Chairman of the Community Service Committee (if the chapter has one).
- Talk to provincial and national committee members as resources for community service information.

Suggested Goals

- Solicit the chapter's ideas and feedback in order to be flexible in meeting the needs of the entire chapter.
- Present the chapter a written proposal of community service program each term for discussion and approval by chapter members so everyone is involved in the planning process.
- Report all community service activities for recognition in CEI. (Section VIII.)
- Be creative and add new and exciting dimensions to the community service program.
- Work with members of the community service committee formed by your chapter in order to maintain a philosophy of the service program.

General Activity Ideas

Special Campus/Community Events to Volunteer Services

A "Business Week," a campus debate, a career fair, panel discussions, a business conference, seminars/workshops, graduation ushers, work in the Business school Dean's Office

General Community Ideas

Habitat for Humanity – building homes, Nursing homes/daycares – sponsor holiday parties, hospitals, environmental causes, Special Olympics, homeless shelters, clothing drives, food banks/can drives, Junior Achievement.

Web Site Resources

Habitat for Humanity – www.hfhi.org

Make A Difference Day – www.makeadifferenceday.com

Junior Achievement – www.ja.org

CEI Reporting

The Vice President for Community Service is responsible for submitting all CEI information to the Vice President of Chapter Operations. You should coordinate with the Vice President - Chapter Operations to determine when items should be turned in for submission on the national Fraternity website.

Section VII Chapter Strategic Plan: Community Service Portion

You need to develop the Community Service portion of the Chapter Strategic Plan that is to be given to the VPCO. The VPCO is responsible for submitting the Chapter Strategic Plan December 15th or sooner if the chapter activities are scheduled for January 1st through June 30th and June 15th or sooner if the activities occur between July 1st and December 31st.

The Community Service portion is to include at least three activities each planning period with the tentative month, day, and location. The activity/location and a general description of the activities will also need to be provided in the description field.

Section VIII Community Service Reporting

An activity report of each service event needs to be submitted online by the 15th day of the month following the month of the event. For example, all August events must be reported by September 15th.

The activity report will need to include the date of the event, location of the activity, activity topic/title, audience, number of collegiate members and guests in attendance, and a description of the activity

In order to receive full points at least 6 approved Community Service Activities must be submitted over the course of the year.

Helpful Links

- Community and University Service Manual- <http://www.dspnet.org/site/pdf/manuals/Community.pdf>
- CEI Forms (Activity Reports)- http://www.dspnet.org/site/chapter_resource/membership.asp
- Risk Management- http://www.dspnet.org/site/pdf/policy/Policy_Procedure.pdf