

FELLOWSHIP VICE-PRESIDENT’S HANDBOOK

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ADDITIONAL RESOURCE MATERIALS

National Pledging Standards - Pledge Manual

Alpha Phi Omega Membership Policies - Pledge Manual

Statement of Purpose for the Policy of Risk Management - Pledge Manual

The Standard Policy of Risk Management - Pledge Manual

INTRODUCTION

The role of the Fellowship Vice President is one full of challenges and many preconceptions. Finding the right balance of Service and Fellowship events within your chapter can be difficult. Some chapters find that one event a month is satisfactory, while others find that once a week or more frequently is needed.

A major attraction of membership in Alpha Phi Omega is the opportunity for fellowship. To promote fellowship, chapters organize events, which bring Brothers together for fun. Many individuals, especially those outside the Fraternity, do not see Alpha Phi Omega as a social organization. This is a misconception, since one of our cardinal principles is "to promote friendship". Fellowship activities, planned and unplanned, are a must for chapter operation and growth.

Your role as Fellowship Vice President (or Chair, as may be called in your chapter) falls under the category of Membership. In very small chapters it is often the responsibility of the Membership Vice President to plan all Fellowship Events, run the Pledge Program, and monitor the general membership of the chapter. It's an enormous amount of work and thus it is common to appoint or elect an individual to take on the role of planning Fellowship Activities.

No manual can provide a total recipe for your fellowship program. You must carefully analyze your chapter, its programs, and your campus before deciding on the best plan. However, we have tried to provide some basic guidelines. This guide is intended as a starting point, from which you will be able to build your program. It is recommended that during the term of your office you work on creating a supplement to this handbook to assist the future Fellowship Vice Presidents of your chapter. The following information should be included:

- Chapter Bylaws
- Contact information for the current Section Chair, Region Director, and Advisory Chair
- Sample budget for the past year
- Risk Management Policy for the National Fraternity and the chapter (if one exists)
- Detailed reports of last year's fellowship projects.
- Contacts in the community and on campus.
- Schedule of general events throughout the school year.

Throughout your service as Fellowship Vice President remember that you have chapter advisors and a Sectional Chair (and staff) who are willing and able to assist you. Use their talents and experience.

RESPONSIBILITIES

The Fellowship Vice-President is responsible for promoting friendship within the chapter. Fellowship activities, planned and unplanned, are a must for chapter operation and growth.

More specifically, the position's responsibilities include:

- a) Knowing and upholding Alpha Phi Omega's National Bylaws and Standard Chapter Articles of Association as well as your chapter's Bylaws.
- b) Knowing and upholding the National Pledge Standards, as adopted by our National Convention.
- c) Knowing and upholding Alpha Phi Omega's Policy of Risk Management.
- d) Establishing and maintaining a working relationship with the Chapter President, other officers, and advisors.
- e) Serving as an active member of the chapter's Executive Committee.
- f) Planning events which will promote friendship among the Brothers and the Pledges.
- g) Encouraging Brothers to attend Sectional, Regional, and National Conferences.
- h) Encouraging visits to other local chapters for improved friendships with other Brothers.
- i) Any other duties as assigned by the President.

RUNNING A FELLOWSHIP PROGRAM

Some fellowship events are planned in the same way that we plan service projects. Such events are included in the chapter calendar as it is prepared during the Chapter Program Planning Conference. Each event should have a chair and committee. Promotion within the chapter is done as with a service project, and there is an evaluation done after the event.

This type of planning is reserved for major chapter events, such as an annual holiday party. There may be several of these during the course of the year. This type of fellowship event should be designed to include all of the chapter's Brothers and Pledges. You should appeal to the largest number of people and tastes.

In addition to these "major" fellowship events, there should be less formal activities, such as a movie night at a Brother's house or going out to dinner as a chapter. These can be announced a few days ahead of time or even can be "spur of the moment." (Getting together after a successful service project can be more fun than anything you could plan.)

Keep in mind that "fun" is an essential element of keeping Brothers active. This is true of service projects as well as social events. Fellowship -- building Brotherhood -- will keep the chapter's morale high and provide the spark for continued efforts and growth.

Other things that can be included are doing such things as recognizing member's birthdays and academic achievements. Sending cards or flowers for deaths in the family or get-well cards are also thoughtful and can mean a lot to a Brother.

EXAMPLES OF FELLOWSHIP EVENTS

Limited Planning Needed:

1. Watch videos at a Brother's house.
2. Go out to breakfast/lunch/dinner after a service project.
3. Go to the movies.
4. Go bowling.
5. Go to a campus sports event.
6. Participate in intramurals.
7. Host a pool/hot tub party.
8. Board Game party (Trivial Pursuit, Monopoly, etc.)
9. Weekend campout.
10. Holiday/Halloween/Costume Party
11. Hay Ride/ Bonfire
12. Card Game party
13. Go out to a Comedy Club.
14. Go out to play Putt-Putt.
15. Ice Skating
16. Laser Tag
17. Decorating shirts for Littles.
18. Karaoke
19. Games/ Ice Breakers at meetings.
20. Progressive Dinners (appetizers at one location, main course at another, dessert at another, and so on)

More Extensive Planning Needed:

1. Semi-Formal Dance.
2. Road Trip to chapters in the Section/ Region.
3. Annual Banquet/ Picnic for those graduating and alumni.
4. Potluck Dinner.
5. Chapter Retreat.

These are just a few ideas; your chapter will be able to add to this list.

FORMAL EVENT PLANNING

Many chapters hold an Annual Banquet or Semi-Formal Dance. Smaller chapters tend to think they are "too small" for such an event. Keeping in mind that the purpose is to celebrate your accomplishments for the year, recognize Brothers who have done an outstanding job and say goodbye to those who are graduating, it should be clear that every chapter should have some type of year-end gathering, like a special recognition reception held on campus. The important thing is to use the event to achieve the purposes mentioned above.

There can be a lot of different factors to consider in planning a banquet or formal event. Some considerations:

1. Approximate number of attendees? Don't overestimate the number that may attend. If you have twenty members an estimate of 100 total may be excessive.
2. Location/ convenience? Do most members have cars available? Perhaps an on-campus event would be best if few members can drive.
3. Who will take care of what? Make assignments early on to avoid confusion at the last minute.
4. Will a meal be served? Be sure to make allowances for those with special dietary restrictions.
5. Will alcohol be involved? Consider who will be attending and whether the presence of alcohol is appropriate. If there are any questions on this discuss it with your advisors and/or sectional Staff. Remember that the Chapter's funds cannot pay for any alcohol.
6. Get an advisor to go with you to meet the caterer or restaurant before you sign any contract. Make sure that the contract clearly indicates that they will or will not be providing the meal or bartender, if needed.
7. What kind of budget is available? Often restaurants/ banquet facilities require some kind of deposit and payment in full for their services the night of the event. Include in your budget expenses for the tip- usually 18% included in your bill. Local taxes will also be added onto your bill.
8. Will there be mementos for the guests? What will be the cost involved?
9. Will there be a DJ? What will be the cost for this service?
10. Will there be decorations? Who will be responsible for taking care of these the day of the event? Be sure to check with the facilities director for any limitations i.e. no helium balloons, glitter, or confetti.

You may want to include alumni, sectional and regional volunteers, and nearby chapters in your plans. If this is the case, you'll need to send out invitations as early as possible. To get a good response from alumni, especially those who are not local residents, will require at least three months notice. Be certain that this invitation includes all of the essential information (date, time, place, cost, type of event, mode of dress, directions, and any special announcements). Most importantly, provide a name and telephone number and/or address for a response to the invitation.

===== THE FELLOWSHIP COMMITTEE

That is why you need a fellowship committee.

This committee should include a cross-section of the chapter. You might, for example, want to recruit one or two people from each pledge class. This will give you the benefit of their experience with that semester's program. More important, it will give you a head start toward knowing enough about each Brother to develop a plan that will keep them active.

Once you have recruited a committee, ask them to think about the chapter's fellowship program and to come to the first meeting prepared with suggestions. Many ideas should have been generated during the Chapter Program Planning Conference and these should be considered. You should also closely examine the chapter's evaluation from the Planning Conference and the goals it set for fellowship.

At your first meeting, the goal is to develop an outline of a fellowship program. After allowing everyone to voice their ideas, attempt to develop a consensus over what the chapter should do. Agree on a second meeting at which the plan will be finalized and written down.

As with all committees, part of the time during meetings will be spent listening to reports and discussing them. This is important, but remember that your committee's primary function is to develop friendship within the chapter.

RISK MANAGEMENT

One of the most difficult aspects of being the Fellowship Vice President is dealing with the topic of risk management. It is important for you to ensure that the chapter abides by the laws of our fraternity, the campus, the community, and the nation. Brotherhood, human dignity, and respect serve as the foundation of Risk Management. This means that in planning your events we must take a few extra precautions, being more imaginative when planning events, and preparing for the well being of everyone. As a general rule, it is useful to ask yourself two questions when concerned about liability and safety. One- Is it possible that given the arrangements we have for this event, some inquiry may result? Two- Did we do all that a reasonable person would deem appropriate to avoid accidents?

Please review the National Policy on Risk Management especially on the subjects of Hazing, Sexual Harassment/Abuse/Discrimination, Contractual and Financial Issues, Alcohol and Drugs (Substance Abuse), Personal Property, Transportation Issues, General Health and Safety, and Education. If you are still left with questions, contact your Advisory Chair, Section Chair, or Regional Director.

CONCLUSION

The purpose of a fellowship program is to enable the chapter to maintain the highest level of activity possible without overburdening each Brother. It is designed to make being part of Alpha Phi Omega both worthwhile and enjoyable.

A balanced blend of service with fellowship will both encourage Brothers to stay active and prospectives to join. If you tend too much in either direction, you will find your chapter losing membership, either because you are asking too much of each Brother or are not providing the opportunity for service that your Brothers are seeking.

The approach outlined in this handbook should enable you to develop a plan that will enhance the Alpha Phi Omega experience for everyone in your chapter.

CHAPTER FELLOWSHIP PROGRAM SURVEY

"Fraternity " is derived from the ancient Latin word meaning "brother" or brotherhood". Before we can fulfill our common mission of service, we must develop the bonds of friendship that hold an organization like Alpha Phi Omega together. To achieve this comradery we would like to develop social fellowship events that will unify our chapter and create a feeling of brotherhood among our members:

When is it best for you to attend fellowship events? *(check any response which applies to you)*

- | | | |
|---|--|--|
| <input type="checkbox"/> during a weeknight | <input type="checkbox"/> on a Saturday | <input type="checkbox"/> on a Sunday |
| <input type="checkbox"/> after a meeting | <input type="checkbox"/> on a Friday night | <input type="checkbox"/> on a Saturday night |
| <input type="checkbox"/> on a Sunday night | <input type="checkbox"/> after a service project | |
| <input type="checkbox"/> other (please specify) _____ | | |

What type of fellowship event would you like to participate in?

The following is a list of fellowship events that our members have enjoyed in the past. Please check those which you enjoyed, or would like to enjoy with the chapter:

- | | | |
|---|--|--|
| <input type="checkbox"/> pool party | <input type="checkbox"/> barbecue | <input type="checkbox"/> restaurant dining |
| <input type="checkbox"/> movie night | <input type="checkbox"/> picnic | <input type="checkbox"/> bowling |
| <input type="checkbox"/> weekend road trip | <input type="checkbox"/> day hikes | <input type="checkbox"/> skiing |
| <input type="checkbox"/> cycling | <input type="checkbox"/> one-day retreat | <input type="checkbox"/> jacuzzi party |
| <input type="checkbox"/> dance | <input type="checkbox"/> video night | <input type="checkbox"/> pot luck dinner |
| <input type="checkbox"/> intra-chapter sports | <input type="checkbox"/> beach party | <input type="checkbox"/> camping trip |
| <input type="checkbox"/> sailing | <input type="checkbox"/> ski weekend | <input type="checkbox"/> horseback riding |
| <input type="checkbox"/> weekend retreat | | |

Would you be willing to host a fellowship party at your residence? Yes No

Do you enjoy fellowships after service projects? Yes No

Do you enjoy fellowships after meetings? Yes No

Do you enjoy fellowships after ceremonies? Yes No