



# AN INTRODUCTION TO ALPHA PHI OMEGA



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# WELCOME

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“ On behalf of our active and alumni members, welcome to Alpha Phi Omega! By choosing to join our great Fraternity, you have taken the first step in your new, lifelong journey of Leadership, Friendship and Service. You have committed yourself to learning the traditions of Alpha Phi Omega, the Principles for which we stand and sharing the connections for building brotherhood and our Fraternity.

Your pledge or new member education period is only the first part of your journey, and is an important step in preparing you for active membership. As you proceed through your time as a pledge or new member, be sure to take advantage of what the Fraternity has to offer. Do not limit yourself only to the experiences of Alpha Phi Omega on your campus - visit other chapters, attend conferences and the Convention, and find ways to truly experience the bigger picture of Alpha Phi Omega.

Congratulations on choosing Alpha Phi Omega as part of your life's journey. I look forward to welcoming you personally as a member in Alpha Phi Omega, and together, we can create a larger, louder voice within our communities for positive change.

Fraternally,  
Robert M. Coop, P.E.  
National President



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## MODULE 1:

# YOUR JOURNEY WITH APO

We are so glad you are here! You're probably wondering what you should expect from the pledge or new member process. This section will introduce you to Alpha Phi Omega as a national organization and will outline the path to becoming a member of Alpha Phi Omega.

## PLEDGING OR NEW MEMBER EDUCATION REQUIREMENTS

Each chapter of APO (and there are almost 375 of them) will have its own set of requirements based upon the National Pledge or New Member Standards. These may vary from chapter to chapter yet will contain several of the same core components intended to help you learn what it means to be a member of Alpha Phi Omega.

**For more information about the Pledge or New Member Standards, visit page 56.**

Your pledge or new member trainer will provide you with the specific list of requirements for your chapter and is available as a resource to answer any questions you may have about the pledging or new member education requirements.

**My pledge or new member trainer is:** \_\_\_\_\_

At the beginning of your pledge or new member period, you went through the Pledge or New Member Ritual to commence your pledge or new member process. Over the next few weeks, you will spend time learning more about the Fraternity, the Cardinal Principles that guide our organization, and what is expected and needed from you as a member, as well as what you will gain through involvement.

Throughout this experience, you are encouraged to step outside your comfort zone, to share your ideas and to ask questions. Pledging or going through the new member education process is a fun and rewarding experience, and your pledge or new member trainer, the members of your chapter, and this manual are here to help guide you through the process. You will get out of your experience what you put in!

## UNDERSTANDING THE NEW MEMBER EXPERIENCE

The pledge or new member process fulfills several objectives:

- **To provide an introduction to the Fraternity and your chapter**  
Through resources like this manual and through practical experience in your chapter, you will be introduced to the Fraternity and its history, values, organization and traditions.
- **To instill the spirit of Alpha Phi Omega**  
You will learn about the three Cardinal Principles: Leadership, Friendship and Service. You will also see firsthand how these Cardinal Principles are internalized and practiced by members of the Fraternity.
- **To practice brotherhood**  
As you engage with the pledge or new member process, you will have the opportunity to build relationships within your pledge or new member class, your chapter and the Fraternity as a whole. Over time you will come to understand the meaning of brotherhood.
- **To provide a trial period before committing**  
Alpha Phi Omega welcomes anyone who completes the pledge or new member process and embraces the Fraternity's Principles. Pledging or going through the new member education process is an opportunity to experience the Fraternity and your chapter and to decide whether you want to commit to the organization.

## A NATIONAL ORGANIZATION

In order to truly understand the purpose and impact of APO, we will take a look at the organization with a national lens. Alpha Phi Omega is the single most represented co-educational intercollegiate service organization in the United States. Since 1925, more than 495,000 members on 375 campuses continue to provide more service than any other collegiate service organization.

Furthering its mission of preparing campus and community leaders through Service, Alpha Phi Omega is committed to:

- bringing together college students in a national service fraternity in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America:
- developing Leadership,
- promoting Friendship,
- providing Service to humanity,
- fostering the freedom that is our national, educational and intellectual heritage.

Founded on the Cardinal Principles of Leadership, Friendship and Service, the Fraternity provides its members the opportunity to develop leadership skills as they volunteer on their campuses, in their communities, in the nation and in the organization.

**Wow! That's a lot to digest. Let's break it down by the numbers so you can really see how large the reach of this awesome organization is.**

# APO BY THE NUMBERS

## MISSION

PREPARING CAMPUS AND COMMUNITY LEADERS THROUGH SERVICE

## VISION

ALPHA PHI OMEGA WILL BE THE PREMIER, INCLUSIVE, CAMPUS-BASED, LEADERSHIP DEVELOPMENT ORGANIZATION THROUGH THE PROVISION OF SERVICE TO OTHERS AND THE CREATION OF COMMUNITY.



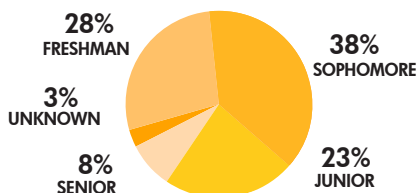
**DECEMBER 16, 1925**  
FOUNDED



**375** ACTIVE CHAPTERS  
**115** FUTURE CHAPTERS  
**715** CHAPTERS SINCE FOUNDING



**495,000** TOTAL MEMBERS



**25,000**  
STUDENTS CURRENTLY SERVING



**\$147,000**  
IN AWARDS, GRANTS & SCHOLARSHIPS  
GIVEN IN TWO YEARS



**3,000+** ALUMNI SUPPORTING  
CHAPTERS & NATIONAL PROGRAMS



**35,000**  
MEMBERS COMPLETED ONE OR MORE OF  
PREMIER LEADERSHIP TRAINING SERIES



**79** ALUMNI AWARDED HIGHEST HONOR  
(DISTINGUISHED SERVICE KEY)



**7,000**  
ANNUAL DONORS SUPPORTING APO



**UP TO 1 MILLION**  
SERVICE HOURS ANNUALLY

## WHAT THE NEW MEMBER EXPERIENCE IS NOT

Working towards membership in Alpha Phi Omega should bring positivity and purpose to your collegiate years and help you impact your campus and community both today and in the future.

In order to ensure that every member and potential member has the same opportunity for a positive experience in Alpha Phi Omega, the Fraternity adopted the Standard Policy of Risk Management. As a pledge or new member, you should familiarize yourself with this policy so you can understand the expectations and responsibilities of creating a safe environment for everyone. This policy outlines and defines the standards in which our members and potential members are held. When you completed the pledge validation process, you agreed to uphold these policies.

Alpha Phi Omega does not tolerate any hazing or informal initiation of any kind. The members of APO believe in the value of human dignity and in maintaining a safe environment at all times. Hazing or other behaviors that put our members and potential members at risk are never acceptable.

If at any point, you have an experience that you believe breaches the Standard Policy of Risk Management, please report the issue to the chapter's executive committee, chapter advisor or the sectional chair so the matter can be looked into and dealt with accordingly. If you are not comfortable reporting to those officers, please contact the National Office at 816.373.8667.

For more information about risk management, see the Standard Policy of Risk Management in the Resources on page 50.



### REFLECTION POINTS

1. WHY DO YOU WANT TO JOIN ALPHA PHI OMEGA?
2. IN WHAT WAYS DOES THE PLEDGE OR NEW MEMBER PROCESS PROMOTE BROTHERHOOD?
3. WHAT DO YOU NEED TO BE SUCCESSFUL AS A PLEDGE OR NEW MEMBER?



### PLEDGE PIN

This is the pledge pin you will receive during the Pledge or New Member Ceremony. Wear it with pride to signify your period of education with Alpha Phi Omega and interest in Leadership, Friendship and Service.

*A note to the reader: You will see reflection points throughout each module. These are opportunities to think through and discuss with your pledge or new member class or to reflect personally.*





## MODULE 2:

# PROVIDING SERVICE

“It is one of the most beautiful compensations of life that no man can sincerely try to help another without helping himself...serve and thou shall be served.”

*- Ralph Waldo Emerson, essayist, lecturer, philosopher and poet*

Service is central to Alpha Phi Omega. Through service the bonds of brotherhood are strengthened, and it is one avenue through which our members grow in leadership. By giving back to our chapters, campuses, communities and country, we have the opportunity to learn more about the needs of these groups and to connect in ways that are meaningful and impactful. The history of our Fraternity is full of connections like these and of members using their strengths to make the world a better place.

As we strive to become the premier service-based leadership development organization on campuses, we work to practice servant leadership in all of our interactions. We have the opportunity to help our members develop as leaders by sharing our time and talents as individuals in our service programs. We can organize projects centered on what we are passionate about in order to ignite the spark for service in others.

As pledges or new members, service is one of the best introductions to your community of members and to your campus community. Through working with new service partners, you can gain new experiences and skills that are of interest to you and network with like-minded individuals working for organizations and programs that are important to you. Service projects can introduce you to new places in your community and provide a sense of fulfillment and belonging. There are many ways to be of service and just as many opportunities to make it meaningful for everyone.



## REFLECTION POINTS

1. WHY IS SERVICE IMPORTANT TO YOU?
2. WHAT ORGANIZATIONS OR CAUSES ARE IMPORTANT TO YOU?
3. HOW HAVE YOU CONTRIBUTED TO SOMETHING BIGGER THAN YOURSELF TODAY? THIS WEEK?

### FOUR FIELDS OF SERVICE

The diversity of membership in Alpha Phi Omega leads to great diversity in our service program. The types of service we do can be separated into four broad categories—campus, community, nation and Fraternity. This helps us categorize projects when discussing the service we provide and makes the sharing of ideas easier. During your time as a member, you will participate in all four areas of service. Use the worksheet below to learn more about the way your chapter provides service in the four fields.



#### SERVICE TO THE CAMPUS

- Help students move into dorms
- Participate in campus cleanups
- Provide campus safety escort/free ride programs
- Work in concession stands at athletic events
- Give campus tours

*What does your chapter do to provide service to the campus?*

- \_\_\_\_\_
- \_\_\_\_\_



#### SERVICE TO THE NATION

- Send cards or care packages to troops
- Help with voter registration
- Volunteer at Relay for Life
- Provide service to Red Cross
- Conduct a fundraiser for a national nonprofit

*What does your chapter do to provide service to the nation?*

- \_\_\_\_\_
- \_\_\_\_\_



#### SERVICE TO THE COMMUNITY

- Host parks or neighborhood cleanups
- Work at food pantries and soup kitchens
- Conduct nursing home visitations
- Host clothing or canned food drives
- Organize Boy or Girl Scout camp cleanups

*What does your chapter do to provide service to the community?*

- \_\_\_\_\_
- \_\_\_\_\_



#### SERVICE TO THE FRATERNITY

- Plan, host or attend a conference
- Mentor a new or developing chapter
- Conduct a chapter fundraiser
- Serve as an officer or on a committee
- Recruit new members to improve your community

*What does your chapter do to provide service to the Fraternity?*

- \_\_\_\_\_
- \_\_\_\_\_

In developing and executing a chapter service program, both you and those you serve should benefit. You should feel good about the quality of volunteer work you do. Remember you make a difference to every single person you serve.

## CONNECTING NATIONALLY THROUGH SERVICE

As the largest Greek-letter organization, as well as the largest collegiate service organization, the work of Alpha Phi Omega chapters has had a significant impact on individuals, campuses and communities. Each year, APO members record more than a million hours of service, and this number continues to grow because of APO's devoted membership.

Although chapters organize their own campus and community events throughout the year, the Fraternity sponsors two annual service events in which chapters participate nationwide—National Service Week and Spring Youth Service Day.

### NATIONAL SERVICE WEEK

Alpha Phi Omega has designated the first week of November as National Service Week (NSW) to unify chapters with a single national theme and inspire expansion of chapter service programs. During this week, every chapter is encouraged to carry out a new, high-impact service project related to the program of emphasis and involve other chapters and the community. A specific theme is determined biennially at each National Convention. Previous themes include: Suicide Prevention; Literacy for All: Improving Literacy for Adults; Respect to Self; Promoting Healthy Living; Improving Nutrition and Exercise; and many more. The 2019-2020 theme is Diabetes Awareness.



With the well-being of all members and friends in mind, we ask for your help to further this cause. Every member has a part to play. From starting a National Service Week project in your chapter, to spreading awareness for the cause, to simply talking to another student you have the power to make a difference. For more information on National Service Week, visit [apo.org/service-mission/national-service-week](http://apo.org/service-mission/national-service-week).

### SPRING YOUTH SERVICE DAY

Spring Youth Service Day (SYSD) is Alpha Phi Omega's partnership with Youth Service America and their Global Youth Service Day, the largest service event in the world. Each year in April, chapters are called upon to plan a project that benefits youth in their communities. SYSD allows the Fraternity to make an incredible impact on thousands of young people nationwide, while creating new connections and developing our members as leaders through service.

The Global Youth Service Day movement now includes projects that serve more than 1 million youth in over 100 countries. This partnership has provided a wider network and a renewed resolve to fulfill our founder Frank Reed Horton's dream that Alpha Phi Omega would make the world a better place, particularly in our service to "the youth of all nations."

Each chapter decides how it will contribute and participate in SYSD. Projects for SYSD can include long-term projects, partnerships with local schools or youth organizations, or single day events. For example, your chapter might partner with Special Olympics or YMCA. Other projects might include a book drive over the course of the semester or an after-school mentoring program. Cleaning up a summer camp or local park are possibilities for short-term and one-day projects. For more information on Spring Youth Service Day and ideas for project planning, visit [apo.org/service-mission/spring-youth-day](http://apo.org/service-mission/spring-youth-day).



## REFLECTION POINTS

1. WHAT DOES SERVICE MEAN TO ALPHA PHI OMEGA?
2. HOW DOES SERVICE BUILD FRIENDSHIPS AND DEVELOP LEADERS?
3. WHAT IS THE IMPORTANCE OF HAVING A FOUR-FOLD SERVICE PROGRAM AS A CHAPTER?
4. WHAT IS THE VALUE IN PLEDGES OR NEW MEMBERS ORGANIZING A SERVICE PROJECT TOGETHER?



## PLANNING YOUR FIRST APO SERVICE PROJECT

Now it's your turn! Most APO chapters apply service-learning to their pledge or new member programs, meaning they teach the pledges or new members about service by doing service. With this, the pledge or new member class is asked to organize and implement a service event for the chapter.

The Service Event Planning Guide on the next page will help focus needed conversations to have while planning the project. Answering the questions and having the discussions outlined will help organization and understanding of what needs to be done and timelines.

After the group has worked through these discussions, use the Service Event Information Sheet on page 14 to document the event details. Once complete, this worksheet should be shared with the chapter's executive committee and the chapter, so everyone has a solid understanding of what the project is and where support is needed.

During the planning of the project, you should look to the members of the chapter and the pledge or new member trainer for support. This should be a fun experience and one that allows you to feel the reward associated with improving your campus and community. Best of luck with your project!





# SERVICE EVENT PLANNING TIPS & TRICKS

## JUMPSTARTING WITH BRAINSTORMING

- Work together to determine the kind of service project the group is interested in planning!
  - This could involve working with animals, nature, children, elderly groups, etc.
- Decide who will be involved with the event,
  - This could range from the pledge or new member class, to active members, to other campus organizations and the community.
- Compile a list of all available resources.
  - List local organizations with whom you could partner.
  - Contact campus service/civic engagement offices.
  - Check volunteermatch.org.
  - Consider other campus organizations that have service philanthropies.
- Narrow ideas and collectively decide.



## ESTABLISHING A PURPOSE

- Find the “why” and reasons for the project by asking the planning team these questions:
  - Who are you serving, and why are you serving them?
  - What impact can the project have?
  - What needs does the project address, and which communities will benefit?
- Tie the purpose of the event to the chapter’s mission, vision or values.
  - This creates a cohesive and strong foundation for the chapter.



## SETTING UP FOR SUCCESS

- Begin developing logistics
  - Build a list of tasks, resources, and people needed.
  - Develop a budget (if necessary) to fund the project.
    - A fundraiser may be needed or funds requested from the executive committee.
  - Break down the project into individual tasks that need to be accomplished.
- Determine deadlines for these tasks.
- Set Goals.
  - Consider SMART(ER) Goals
    - Specific
    - Measurable
    - Attainable
    - Relevant
    - Timeliness
    - Evaluation
    - Revision
  - Determine criteria for success.
  - Discuss how the chapter will know that the goals of the event have been accomplished.



- Share and discuss the event goals with all involved so everyone knows their part in accomplishing them.
- Delegate tasks.
  - Begin assigning tasks to an individual or a committee.
    - As a pledge or new member class, split up tasks based on personal strengths or passions.
    - Ensure that each pledge or new member has a chance to contribute to the event.
  - Ensure that everyone is on the same page about duties and responsibilities, as well as any expected deadlines.
  - Designate someone to be a liaison to any partnering organizations for the event. This will help streamline communication and improve partnering relationships.
- Determine communication styles and accountability plan.
  - Create timelines for each task with check-in points for each responsible group.
  - Discuss and agree on how to keep everyone involved.
    - Email? Text? GroupMe? In-person meetings?
  - Select a method of task-tracking.
    - Gantt Chart
    - Trello (free program)
    - Microsoft Planner
  - Meet at least weekly to plan before the event takes place.
    - Progress reports should be given on the project during these meetings to ensure accountability and completion.

## MAKING IT HAPPEN

- Hold a final prep meeting the week of the event to make certain the planning team and all volunteers know their roles and can support the event
  - In the week before, every volunteer job should have a person who is responsible for each task.
  - Provide checklists for each role of what needs to be completed.
- Set up a volunteer check-in area.
- Schedule extra time for set up and clean up.
- Consider how management will change on the day of the project
  - Designate individuals as liaisons for certain portions of the event.
  - These roles will change depending on the event, but consider having:
    - A volunteer coordinator
    - A set up/clean up manager
    - A supply handler
    - Designated transportation



## HOW DID IT GO?

- Evaluate event and debrief.
  - How was the event successful?
  - What were the challenges?
  - Was everyone who wanted to get involved able to do so?
  - What was the final impact?
  - If repeated, what improvements could be made?



# EVENT INFORMATION

## EVENT DETAILS

PROJECT NAME:

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LOCATION:

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CHAIR:

---

DATE/TIME:

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PARTNERING ORGANIZATIONS:

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## PARTNERS

CONTACTS:

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## PLANNING TEAM

SUB-COMMITTEE:

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CHAIR:

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## PURPOSE STATEMENT

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## VOLUNTEERS NEEDED

DUTY:

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ASSIGNED:

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## GOALS

HOW WILL WE MEASURE SUCCESS?

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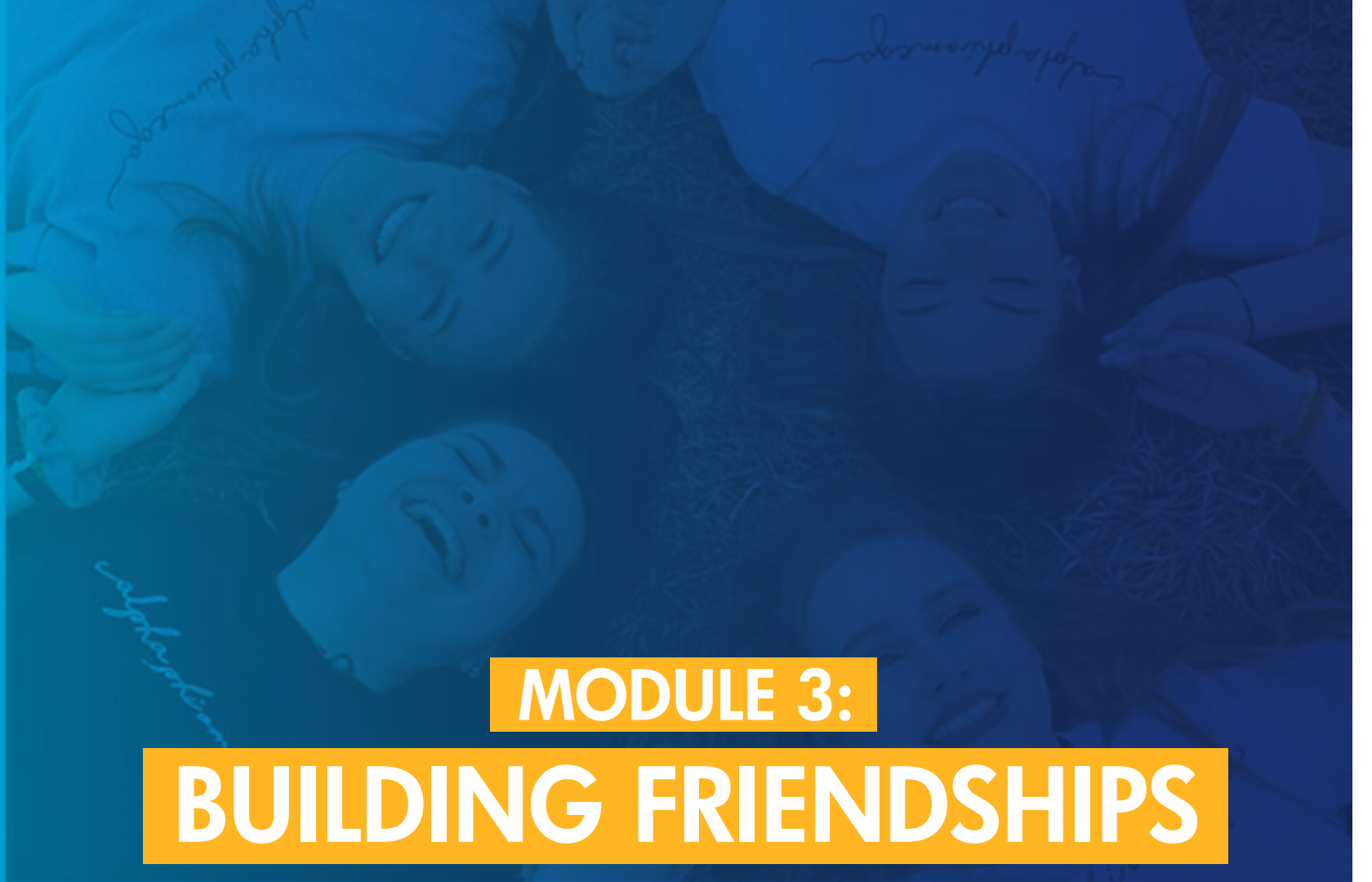
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# NOTES

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## MODULE 3:

# BUILDING FRIENDSHIPS

“Walking with a friend in the dark is better than walking alone in the light.”

*-Helen Keller, author, political activist and lecturer*

Alpha Phi Omega seeks to develop friendships and a sense of brotherhood among all members through shared experiences and a shared understanding and appreciation of the Fraternity mission and values. Brotherhood cannot exist without the spirit of friendship, a sense of respect, honesty and dependability. As friends and members, we recognize and appreciate differences, emphasize common purposes and use our complementary skills and attributes to join together in unselfish service. We listen to members whose views might differ from our own. Every day we must challenge ourselves to be better friends and members and to be more understanding, compassionate and welcoming.

This friendship is what helps us stay connected to the Fraternity. Friendship motivates us to show up to service projects when we have other things to do. It helps us know one another well enough to see leadership capacity in others that they cannot yet see for themselves. Our Friendship, and its connection to Service and Leadership, makes Alpha Phi Omega distinct from other organizations. The friendships you make as a part of Alpha Phi Omega and the lessons you learn from them, will last a lifetime.

## REFLECTION POINTS



1. WHAT QUALITIES DO YOU VALUE IN A FRIEND?
2. WHAT BENEFITS DO YOU RECEIVE FROM BEING A GOOD FRIEND AND FROM HAVING GOOD FRIENDS IN YOUR LIFE?
3. WHAT DID I DO TO STRENGTHEN A PERSONAL BOND TODAY?

## FRIENDSHIP & FELLOWSHIP

You will hear the terms Friendship and Fellowship used in Alpha Phi Omega. While related, they have different meanings. Friendship is the relationships you develop with people and the spirit of how members of Alpha Phi Omega treat one another. Fellowship is how we develop friendship among all members of Alpha Phi Omega through our united principles and purpose. Alpha Phi Omega seeks to foster both.

## INTERCHAPTER RELATIONS

“What’s the point of a national fraternity if you never leave your campus?”

*-Maggie Katz, APO’s first female national president*

One of the major benefits of being part of a national organization is the opportunity to grow in Leadership, Friendship and Service through our connections with members across the nation. If you never meet anyone outside your home chapter, you’re only experiencing a small slice of what the Fraternity has to offer.

The chapters of the Fraternity have been organized geographically into zones called regions and sections (see Module 5: Understanding Your Support System). The chapters in each region and section frequently join together to host large-scale service projects, training events, retreats and conferences to encourage members to mingle across chapter lines. Chapters frequently organize gatherings with one another. All of these are often referred to as “interchapter events.”

The key to any interchapter event is interaction. Interchapter events are meant to foster meaningful, engaging, social and developmental interaction. These are excellent opportunities to practice networking skills and introduce yourself to a new friend. When organizing interchapter events, remaining open to new ideas and remembering the point of coming together are important to interact and learn from each other! When planning, consider designating a few members of each chapter to serve as greeters to welcome and introduce members.

**What interchapter events does your chapter participate in or plan each year?**

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“ I HAVE MADE SOME OF MY CLOSEST FRIENDS THANKS TO APO, AND I HAVE CHERISHED ALL THE MEMORIES WE’VE MADE SO FAR. PLEDGING APO WAS ONE OF THE BEST DECISIONS I HAVE MADE SINCE COMING TO OU.”

- Jacob D.  
Delta Beta Chapter | University of Oklahoma

“ MY BROTHERS HAVE SUPPORTED ME THROUGH MY EDUCATIONAL ENDEAVORS, HELPED ME DEVELOP MY LEADERSHIP AND BECOME SOME OF MY CLOSEST FRIENDS. WE ARE PASSIONATE ABOUT OUR COMMUNITY AND SUPPORTING EVERYONE WHO NEEDS IT.”

- Meagan O.  
Zeta Lambda Chapter | University of Toledo

“ WITH APO, I WAS STRUCK BY HOW EVERY CORNER OF OUR SCHOOL WAS REPRESENTED. NOT ONLY THAT, BUT SO MANY CLOSE FRIENDSHIPS FORM BETWEEN PEOPLE FROM TOTALLY DIFFERENT BACKGROUNDS.”

- Dana M.  
Alpha Alpha Chapter | University of Illinois at Urbana-Champaign

## ELEVATING YOUR EXPERIENCE THROUGH CONFERENCES

What is the best way to meet new people from different chapters, improve your skills as a servant leader and see the Fraternity at its best? Attend a conference!

Conferences, hosted annually or semi-annually by sections or regions, are a celebration of Leadership, Friendship and Service. They host a range of activities in support of our three Cardinal Principles:

- You can attend workshops to hone your leadership skills and exchange ideas.
- You get the opportunity to visit new chapters, campuses and cities and make new friends while catching up with old ones.
- You will always find service project ideas by interacting with other members.
- You can provide service to the Fraternity by serving as a voting delegate or helping plan the conference.

Everyone is welcome at an Alpha Phi Omega conference. Pledges or new members, actives, alumni, petitioning groups and, even families and friends, are welcome to join us as we come together in brotherhood.

## REGIONAL & SECTIONAL CONFERENCES

Regional conferences happen every two years and alternate years with the National Convention. Sectional conferences are more flexible; timing and details vary greatly from section to section. Every section usually holds at least one conference per year. A sectional conference may be hosted by and for a single section, or neighboring sections may join together for a larger celebration.

The dates and locations of these conferences are available on the [apo.org/calendar](https://apo.org/calendar), as well as the social media channel of the section and/or region.

The next sectional conference is \_\_\_\_\_ in \_\_\_\_\_

The next regional conference is \_\_\_\_\_ in \_\_\_\_\_

**JOIN US FOR THE 46TH BIENNIAL NATIONAL CONVENTION  
DECEMBER 27-30, 2020 | PHOENIX, AZ  
JW MARRIOTT PHOENIX DESERT RIDGE RESORT & SPA**

## BUILDING CONNECTIONS AT NATIONAL CONVENTION

The largest interchapter event in the Fraternity is the National Convention. This multi-day celebration of Leadership, Friendship and Service is held every two years and rotates around the country. No better opportunity to meet members from all over and all walks of life exists, possibly creating friendships that will last a lifetime.

Convention is a place where all generations come together to build community. It has a way of bringing the best parts of friendship, laughter and Alpha Phi Omega together.

## PURPOSE OF NATIONAL CONVENTION

- To enact legislation for the development and expansion of the Fraternity.
- To create fellowship, promote exchange of ideas for service projects and discuss chapter operations among members from across the nation.
- To develop the leadership ability of the members in attendance through service on committees and participation in seminars and workshops.

Each chapter is encouraged to identify two active members to serve as voting delegates at the Convention and represent their chapter. All major changes that impact the Fraternity at a national level must be decided by vote at the National Convention, with the vast majority of delegates being current active members. Whether or not you serve as a voting delegate, the National Convention is filled with exciting opportunities to meet members from all over the country and share in Leadership, Friendship and Service.

## REFLECTION POINTS



1. WHAT DOES FRIENDSHIP MEAN IN ALPHA PHI OMEGA?
2. HOW DOES FRIENDSHIP RELATE TO SERVICE?
3. WHY IS BUILDING RELATIONSHIPS WITH MEMBERS OUTSIDE YOUR CHAPTER IMPORTANT?

## HIT THE ROAD FOR CONFERENCES AS A PLEDGE

Don't miss out on all the fun and leadership gained by actives at sectional, regional and national conferences! These events are a great (and fun!) way for pledges or new members to...

1.

SEE THE FRATERNITY BEYOND THEIR OWN CAMPUSES;

4.

BOND WITH MEMBERS OF THEIR CHAPTER;

2.

DEVELOP THEIR PERSONAL SKILLS THROUGH THE FRATERNITY'S PREMIER LEADERSHIP DEVELOPMENT COURSE—APO LEADS;

5.

NETWORK WITH APO ALUMNI FROM ALL OVER THE COUNTRY;

3.

PARTICIPATE IN EDUCATIONAL PROGRAMS TO EXPAND THEIR IMPACT AS SERVANT LEADERS AND FUTURE MEMBERS;

6.

AND FIRE UP THEIR PASSION FOR LEADERSHIP, FRIENDSHIP AND SERVICE!

## TRADITIONS

Traditions are shared experiences, passed down from one generation to the next, creating a sense of lasting group identity. Alpha Phi Omega's traditions, such as ceremonies, songs, insignia and awards communicate and highlight our history, our values and our culture. Traditions are one of the most powerful means that we have to express what our brotherhood means to us.

Unique and diverse traditions exist at all levels of the Fraternity, from the national organization to the individual chapters. In your journey as a pledge or new member, you will certainly learn about many of our traditions. As an active, you will have the opportunity to demonstrate stewardship by passing them on to the next generation.

## STEWARDSHIP

**IS HOLDING SOMETHING IN TRUST FOR ANOTHER. IN APO, WE  
TAKE CARE OF THE FRATERNITY AND OUR TRADITIONS SO THAT  
WE MAY PASS THEM TO THE MEMBERS WHO COME AFTER US.**

## CHAPTER TRADITIONS

Chapters in Alpha Phi Omega create and carry out their own traditions to build an individual identity. This is part of what makes a national fraternity so interesting; that each chapter has its own sets of traditions to complement our national ones. When we bring them together, we build a diverse group of members with whom to share our experiences. What sorts of traditions do your members carry out in your chapter? In your section and region? We encourage you to ask a few members and learn about the traditions they enjoy most.

### REFLECTION POINTS

1. WHAT TRADITIONS ARE HELD BY YOUR CHAPTER?
2. WHY ARE THEY MEANINGFUL?
3. HOW DO THEY ADD TO THE CULTURE OF THE CHAPTER/CAMPUS?



## CHAPTER TRADITIONS EXAMPLES

- **Alpha Rho Chapter** at the University of Texas at Austin possesses the three largest Texas state flags and have had the honor of running the biggest of the three (at 125 feet in length) across the field before football games for more than 50 years.
- Since the '70s, **Phi Epsilon** members at Maine Maritime Academy—with help from the University of Maine - Farmington, Quinnipiac and the University of New Hampshire—have put on the Klondike Retreat for Scouts, a sled derby with pit stops and tasks to complete along the way. Each sled has to be able to withstand the race itself, as well as hold all the supplies the Scouts may need for each challenge.
- **Gamma Pi Chapter** at the University of Michigan Ann Arbor and **Alpha Iota Chapter** at The Ohio State University harnessed their school spirit and rivalry and introduced the Blood Battle, a blood drive competition in conjunction with the annual football game to see which school could collect the most units of blood.
- For the past 10 years, **Omicron Chapter** at the University of Iowa has put on its Merit Badge University, a day-long event for Boy Scouts to come to campus and attend workshops to earn badges, many of which are required for the Eagle Scout rank.



Alpha Rho Chapter



Phi Epsilon Chapter

## CONCLUSION

Spreading the spirit of friendship through practice allows you to foster a stronger brotherhood within your chapter and community. As you move forward in Alpha Phi Omega and in life, remember the meaning of friendship and strive to spread it with every fellowship event you attend. Above all, remember that the best way to have a friend is to be one. That is a tradition worth carrying on!



## MODULE 4:

# DEVELOPING LEADERSHIP

“Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others.”

*- Jack Welch, business executive, author and chemical engineer*

Having leadership as a character trait determines our opportunities, impact and influence. Leadership also drives what we do and why it is truly a reflection of who we are. Before we dive into what leadership means for Alpha Phi Omega, think about what leadership means to you. Close your eyes and think about someone you think is a strong leader. It could be someone you know personally, a historical figure or even a fictional character. What makes them a strong leader? How do they inspire positive change? What do you admire about them?

Now, open your eyes. As we explore the Fraternity's understanding of leadership, think about ways that Alpha Phi Omega can enhance your image of what a great leader looks like.

As a national organization, Alpha Phi Omega strives to develop our members as leaders through service to others. This approach builds the leadership skills of our members while fulfilling a need on campuses and in communities, therefore leaving a lasting impact on our nation and world.

Alpha Phi Omega develops the leadership skills of its members through shared leadership. Our members have the opportunity to serve as chapter officers or to plan and execute any number of volunteer projects and social programs, as well as have the chance to participate in a variety of leadership development programs sponsored by the Fraternity.



## REFLECTION POINTS

1. HOW DOES LEADERSHIP IMPACT SERVICE AND FRIENDSHIP?
2. WHAT DO YOU NEED FROM A LEADER AS THEIR FOLLOWER?
3. WHAT LEADERSHIP STYLE DO YOU MOST APPRECIATE?



## IMPROVING COMMUNITIES THROUGH SERVANT LEADERSHIP

Along with Friendship and Service, Leadership is one of the three Cardinal Principles of Alpha Phi Omega. We want you—and every other person who engages with Alpha Phi Omega—to be able to build upon your leadership skills while fulfilling needs on campuses and in communities.

Leadership may have many definitions for members of the Fraternity; it may be best defined as the action of improving our community. Serving others is the foundation of leadership. By sharing your own skills and abilities, you can help develop the skills and abilities of those around you and learn the ways in which you can best be of service to your community and your chapter. In this way, everyone can grow together and depend on one another. Good leaders cannot exist without good followers, and oftentimes a group can best be served by being a good follower.

As a member of Alpha Phi Omega, you have access to a vast array of resources for building your leadership skills and gaining hands-on leadership experience. For example, members have the opportunity to serve as chapter officers, plan and execute programs and events, and participate in a variety of leadership development programs.

In addition, every healthy chapter of APO should have its own ways in which it lives out the Principle of Leadership within the brotherhood, on campus, in the local community and throughout the nation.

### HOW DOES YOUR CHAPTER BUILD LEADERSHIP?

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## A GREAT LEADERSHIP EVENT CAN...

- TEACH YOU A NEW SKILL
- TEACH YOU SOMETHING ABOUT YOURSELF
- TEACH YOU SOMETHING ABOUT YOUR MEMBERS
- DEVELOP YOUR LEADERSHIP SKILLS
- DEVELOP YOUR UNDERSTANDING OF LEADERSHIP WITHIN APO

## LEADERSHIP OPPORTUNITIES WITHIN APO

As a member of Alpha Phi Omega, you will be presented with countless opportunities to take on leadership roles. Chapters are always in need of volunteers to lead projects, whether they be service projects, fellowship events, fundraisers or otherwise. If you are interested in doing something, talk to your chapter officers and see what you can do to make it happen, plus you will develop your leadership skills in the process. To learn more about some exciting opportunities to develop your leadership skills, see the images below.



After you graduate, many more opportunities to continue strengthening your leadership skills and experience exist. Wherever you are in the world, ways to continue contributing are available.



## REFLECTION POINTS



1. WHY DO YOU WANT TO BE A LEADER?
2. HOW DO YOU SEE LEADERSHIP DISPLAYED IN YOUR CHAPTER?
3. WHAT DOES SERVANT LEADERSHIP MEAN TO YOU?
4. WHAT IMPORTANT ROLE DO FOLLOWERS PLAY AS LEADERS?



# NATIONAL LEADERSHIP PROGRAMS

The Fraternity offers a variety of leadership programs to help you grow as a member and an individual. Anyone can participate—pledges, new members or active members. Don't wait to become an initiate before you participate in these chapter and Fraternity leadership development events!



## NATIONAL CONVENTION & CONFERENCES

Nowhere in APO is the sense of brotherhood as great as the Biennial National Convention. Members from all parts of the world meet to decide the important governing issues and share their concepts of the Fraternity through informal gatherings, social events and leadership programs held throughout the four-day event.

Sectional and regional conferences provide a forum during which chapters exchange ideas and seek solutions to common problems while participating in leadership seminars and workshops.

## APO IMPACT

APO IMPACT is APO's national training program designed to give chapter leaders and alumni volunteers the skills needed to run healthier and more productive chapters and committees. This series of live webinars facilitated by APO alumni include various topics such as risk management, officer transitions, leadership development and Fraternity programs...giving pledges or new members, as well as active members, resources to improve their chapter while developing as members.

## CAPS

The Chapter Assessment and Planning Session (CAPS) is a meeting between all members of the chapter to help the chapter identify its goals and begin to plan its program for the coming year, based on an assessment of the past year. By reflecting on successes and areas for improvement, the chapter can monitor its short-term health while working toward a long-term vision. CAPS is an opportunity for many voices to be heard, and the end result is a set of documented goals to help the chapter develop and implement plans for the coming year.

## APO LEADS

APO LEADS is a leadership development program led by APO alumni broken down into five modules: LAUNCH, EXPLORE, ACHIEVE, DISCOVER and SERVE. Each of the components addresses a different aspect of leadership growth that allows attendees to continue developing skills no matter their level of experience. Collectively, this series is designed to equip attendees with the skills to enable them to be successful leaders and team members in any situation they encounter in college and beyond.

# LEADERSHIP REFLECTION WORKSHEET

NAME: \_\_\_\_\_

IN YOUR OWN WORDS, WHAT IS A LEADER?

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THINK OF A PERSON WHO IS A GREAT LEADER. WRITE DOWN FIVE ATTRIBUTES THAT YOU THINK MAKE THAT PERSON A GREAT LEADER.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

WHAT DO YOU HAVE IN COMMON WITH THIS LEADER?

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WHAT ARE YOUR STRENGTHS AS A LEADER?

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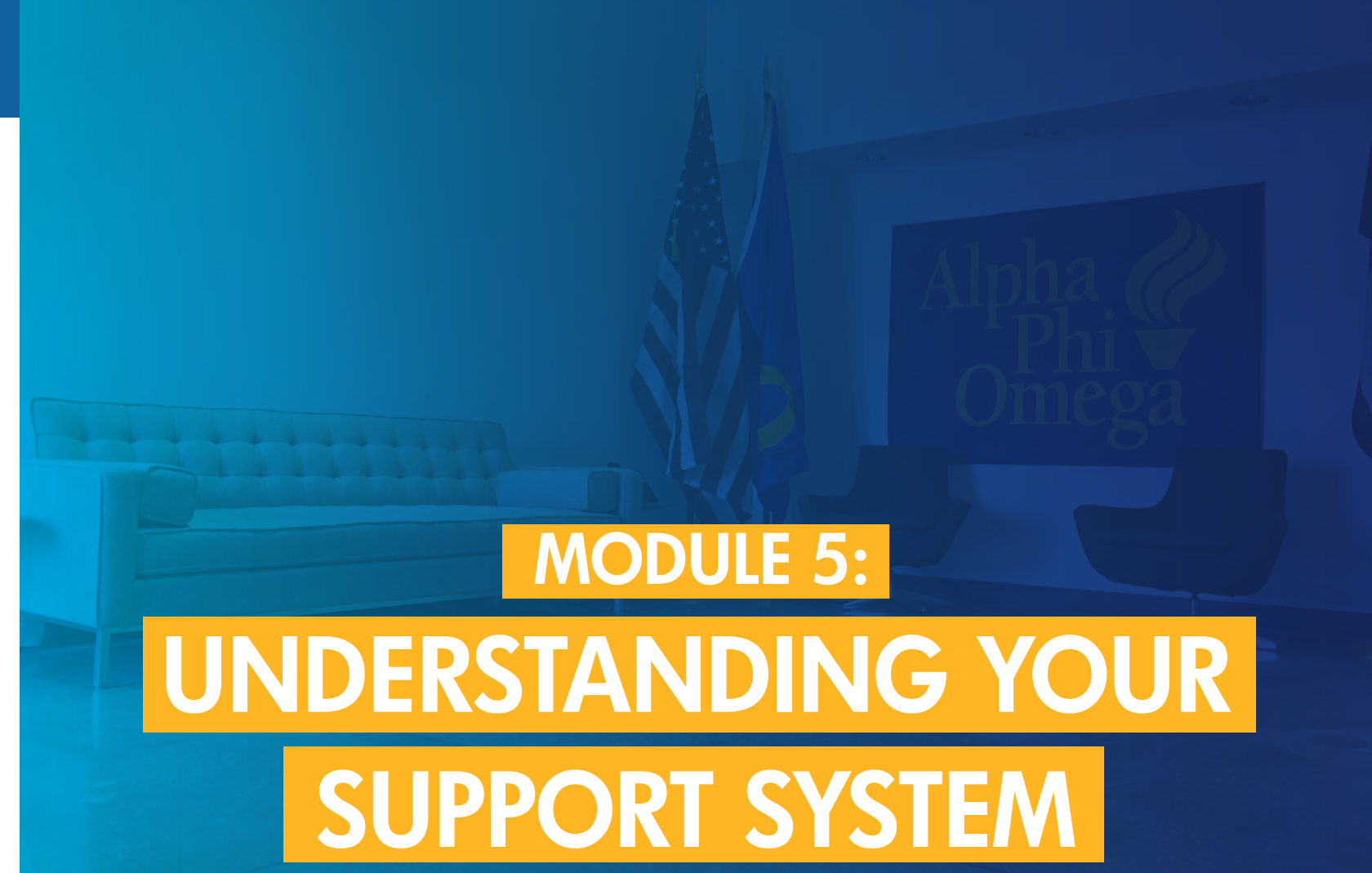
WHAT ARE AREAS WHERE YOU STRUGGLE AS A LEADER?

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## MODULE 5:

# UNDERSTANDING YOUR SUPPORT SYSTEM

“A leader’s job is not to do the work for others, it’s to help others figure out how to do it themselves, to get things done and to succeed beyond what they thought possible.”

*- Simon Sinek, author, motivational speaker and organizational consultant*

Supporting an effective national fraternity with hundreds of chapters held up by tens of thousands of students, requires a well-structured and organized scaffolding of volunteers, leaders and paid staff. In this section, you will explore Alpha Phi Omega’s structure, from the chapters themselves to the national stage and where you fit as a pledge or new member.

After completing the Pledge or New Member Ceremony, you became part of a chapter. Chapters are Fraternity entities at the campus level and are the true lifeblood of Alpha Phi Omega. Chapters are where the real work of training leaders, extending service and demonstrating friendship takes place, and all national structures exist to support this work. Chapters consist of active members, and pledges or new members, and are led by a group of elected officers. Guidance and support are provided to chapters by chapter advisors and a hierarchy of volunteer staff. Before digging into each level of support available to you and the rest of the chapter, take a moment to answer a few questions about the chapter and its place in the national organization.

WHAT IS THE GREEK NAME OF YOUR CHAPTER? \_\_\_\_\_

IN WHAT REGION IS YOUR CHAPTER LOCATED? \_\_\_\_\_

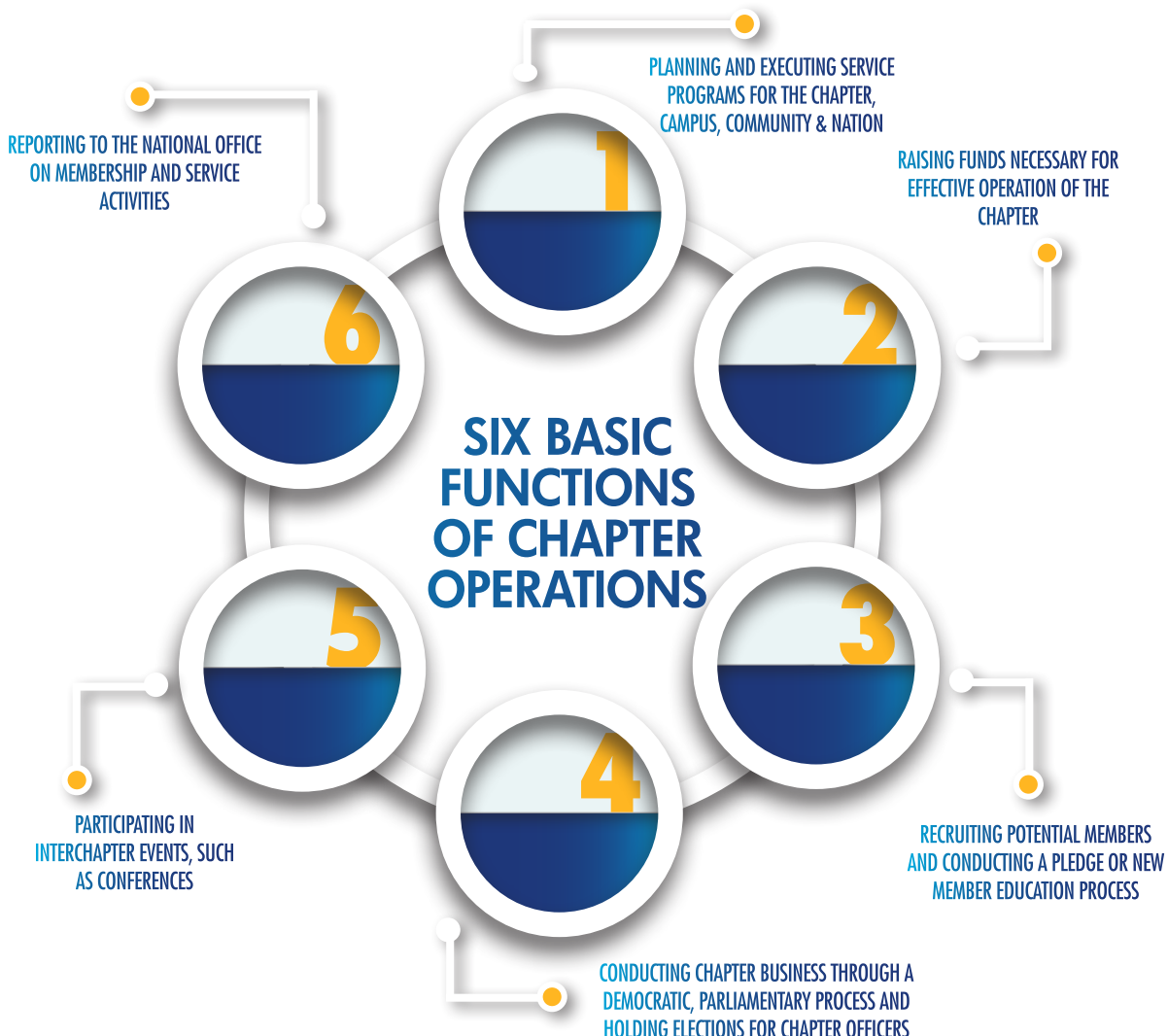
IN WHAT SECTION IS YOUR CHAPTER LOCATED? \_\_\_\_\_

# GROWING HEALTHY CHAPTERS

APO continues to grow chapters on more campuses each year in pursuit of the Fraternity's goal of having 100,000 student leaders on at least 500 campuses nationwide. While expansion to new campuses is key to reaching this goal, also vital at the same time, is that existing chapters are functioning in a healthy, happy way and continuing to be positive resources for campuses and surrounding communities.

The Fraternity looks different on each campus. While all chapters have governing policies that must be followed and requirements that must be met, such as the Membership Policy and Risk Management Policy, chapters are given the freedom to shape their programming to fit the needs of the campuses and communities. Each chapter is different, and each chapter's definition of success may be different as well. Some qualities are generally shared by healthy chapters:

- Membership that reflects the diversity of the campus.
- A membership process that replaces students who graduate allowing for continuing growth of the service initiatives of the chapter.
- Good relationships with all four of the advisors who support the chapter.
- Strong programming that exists to engage and help grow the skills of students involved with the chapter and expand the chapter's impact on the campus and community.
- Varied and rich service projects that, together, meet the interests and needs of most, if not all, chapter members.
- Regular contact with sectional and regional staff is maintained and nurtured.





## CHAPTER SUPPORT

While the Fraternity strives to teach leadership skills in a variety of ways, the most valuable lessons are learned through experience. Each chapter has a team of officers who manages the chapter's operations, plans programming to ensure the chapter is following policy and meeting national requirements.

Each chapter is required to have, at minimum:

1. One president
2. One or more vice presidents
3. One treasurer

Depending on the size and other unique characteristics of a chapter, you likely will see other officer roles, as well. For example, some chapters have multiple vice presidents, including a separate position for Leadership, Fellowship, Service and Membership. Larger chapters may also have chairs to assist the vice presidents.

The mark of a healthy chapter is in the functions of its officers and advisors. Delegation, organization, communication, enthusiasm and vision are key.

During your time with the organization, consider how you might expand your skillset through serving as a committee leader, event chair or even a chapter officer. Serving as an officer is a rewarding and challenging experience that has the potential to leave a lasting mark on the chapter and the campus for years to come.

Get to know the officers serving the chapter using the Current Elected Officers In Your Chapter Worksheet on page 30.

### REFLECTION POINTS



1. WHAT DOES THE CHAPTER DO TO FOSTER HEALTHY MEMBERSHIP?
2. WHAT ARE THE CHAPTER'S GOALS FOR THIS YEAR? NEXT YEAR?
3. WHAT ROLE CAN YOU PLAY IN ACHIEVING THESE GOALS?

## CURRENT ELECTED OFFICERS IN YOUR CHAPTER

### CHAPTER PRESIDENT

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(MAJOR)

\_\_\_\_\_  
(PLEDGE CLASS)

### TREASURER

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(MAJOR)

\_\_\_\_\_  
(PLEDGE CLASS)

### CHAPTER ADVISORY CHAIR

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(INITIATION YEAR AND PLEDGE CLASS, IF ANY)

\_\_\_\_\_  
(PROFESSION)

### VP OF SERVICE

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(MAJOR)

\_\_\_\_\_  
(PLEDGE CLASS)

### SECRETARY

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(MAJOR)

\_\_\_\_\_  
(PLEDGE CLASS)

### COMMUNITY ADVISOR

\_\_\_\_\_  
(NAME)

### SCOUTING/YOUTH ADVISOR

\_\_\_\_\_  
(NAME)

### FACULTY ADVISORS

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(NAME)

### VP OF MEMBERSHIP

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(MAJOR)

\_\_\_\_\_  
(PLEDGE CLASS)

### PLEDGE OR NEW MEMBER TRAINER

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(MAJOR)

\_\_\_\_\_  
(PLEDGE CLASS)

ARE OTHER OFFICERS NOT LISTED ABOVE SUPPORTING THE CHAPTER? INCLUDE THEM HERE!

\_\_\_\_\_

\_\_\_\_\_

## SECTIONAL & REGIONAL SUPPORT

In order to support the Fraternity's numerous and widespread chapters, the nation has been geographically divided into 18 regions. The regions are further divided into sections.

Each region and section elect an alumnus(a) volunteer chair, and each chair appoints a team of volunteer staff, which can include alumni and active members. Regional chairs are elected at the National Convention and serve two-year terms. Sectional chairs are elected at sectional conferences and serve a one-year term.

### THE ROLE OF SECTIONAL CHAIR

Sectional chairs are the elected volunteers working more directly with chapters. They maintain a relationship with each executive committee and act as a resource regarding chapter functions, membership goals and struggles, national requirements and more. Each sectional chair reports to the regional chair for the region in which the section is located. As sectional chair, their responsibility is to be the administrator for the section represented under the guidelines within the National Bylaws, Standard Chapter Articles of Association and other Fraternity policies.

WHO IS YOUR SECTIONAL CHAIR? \_\_\_\_\_

EMAIL? SECTION.X#.CHAIR@APO.ORG \_\_\_\_\_

### THE ROLE OF REGIONAL CHAIR

Regional chairs are elected by representatives of a geographic area of the Fraternity, which they represent as a member of the Fraternity's National Operations Council. The regional chair is responsible for the implementation and direction of chapters in a given region to achieve the Fraternity's goals, as well as assist in the delivery and implementation of the Fraternity's programs and fulfillment of board directives. As regional chair, these volunteer leaders work in a positive and productive manner to develop, promote, and strengthen chapters and extension groups in the region. They work with sectional chairs and other volunteers to support chapters and ensure they reflect the Cardinal Principles of Leadership, Friendship and Service.

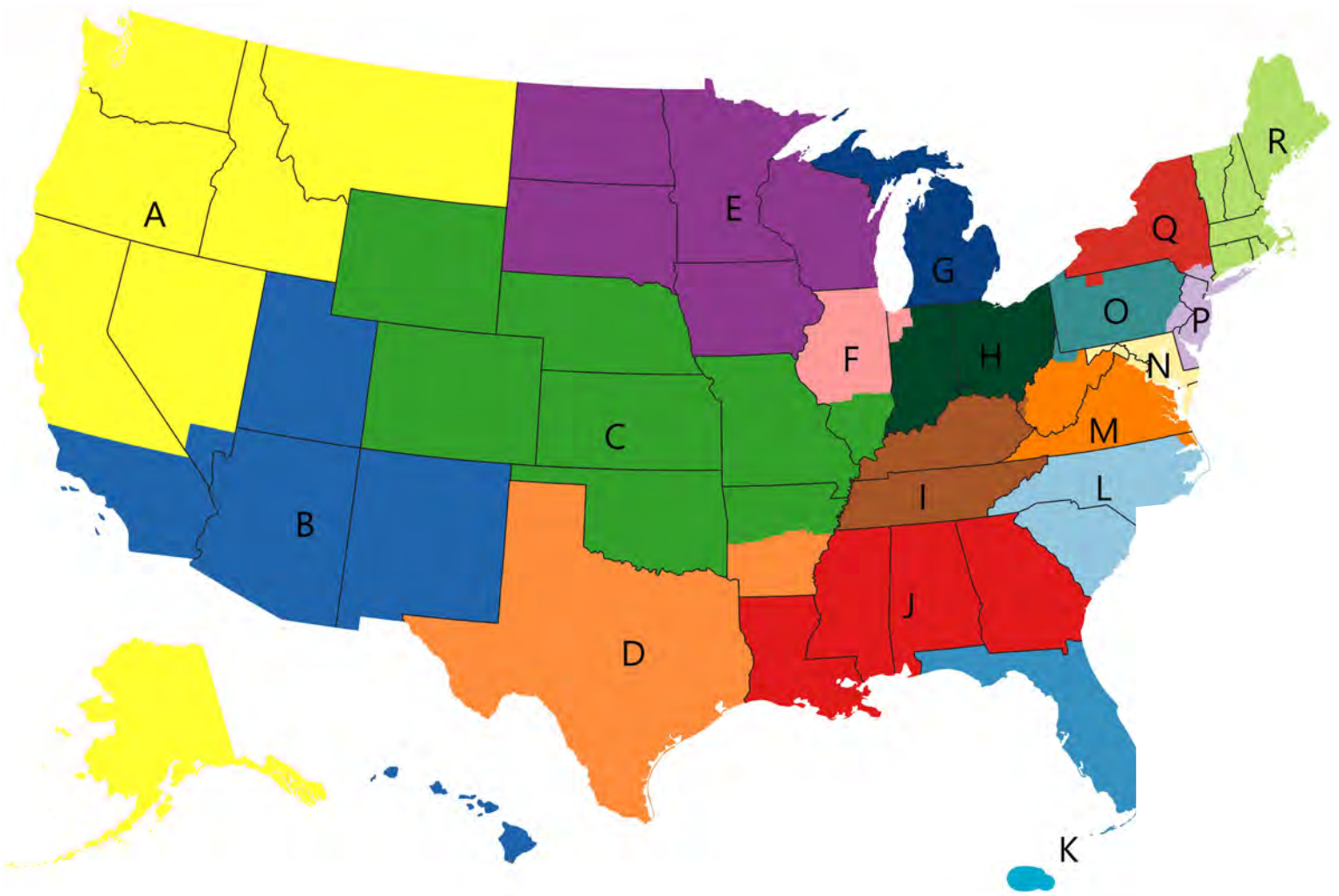
WHO IS YOUR REGIONAL CHAIR? \_\_\_\_\_

EMAIL? REGION.X.CHAIR@APO.ORG \_\_\_\_\_

### REFLECTION POINTS

1. HOW DOES THE STRUCTURE OF THE FRATERNITY SUPPORT LEADERSHIP, FRIENDSHIP AND SERVICE?
2. HOW IS YOUR CHAPTER STRUCTURE SIMILAR OR DIFFERENT TO THE CHAPTERS IN YOUR SECTION?
3. WHAT ROLE DO ADVISORS PLAY IN A HEALTHY, HAPPY CHAPTER?

# APO REGIONS



Region A		Region F		Region K		Region P	
Region B		Region G		Region L		Region Q	
Region C		Region H		Region M		Region R	
Region D		Region I		Region N			
Region E		Region J		Region O			

To view a full chapter map and list, visit [apo.org/start-a-chapter/chapter-map](https://apo.org/start-a-chapter/chapter-map).



## NATIONAL SUPPORT

At the national level, both a Board of Directors and National Operations Council exist for the purpose of supporting work at the chapter level. The Board of Directors is responsible for establishing and guiding the Fraternity's long-term strategic vision, while the National Operations Council is focusing on day-to-day operations and implementing programming to support the Fraternity's vision and goals.

Alpha Phi Omega is led nationally by a diverse group of alumni members who are elected by other members. These individuals dedicate themselves to serving APO and guiding the Fraternity as it strives towards the goal of 100,000 active students providing service in the name of Alpha Phi Omega.

The Alpha Phi Omega Board of Directors, as prescribed by the National Bylaws, is the governing body of the Fraternity between the National Conventions. The Board has the power (within the confines of the Bylaws) to act on all matters it deems to be in the best interest of the Fraternity while guiding the long-term strategic vision.

Additionally, the Fraternity has a National Operations Council responsible for the development, implementation and evaluation of the Fraternity's programs and other administrative and operational functions. The council is comprised of 10 program chairs who oversee the various program areas of the Fraternity and 18 regional chairs who represent and oversee the administration of the Fraternity's geographic regions. A full directory is available at [apo.org/about-us/our-organization/our-leaders](http://apo.org/about-us/our-organization/our-leaders).

In addition to the elected leaders who support the Fraternity, APO has a professional paid staff. The Fraternity's National Office is located in Kansas City, Missouri. The Fraternity employs 17 full-time staff members who are available by phone and email to answer questions. The National Office is open Monday through Friday, 8:30 a.m. to 4:30 p.m. Central Time and welcomes visitors during those hours.

**Alpha Phi Omega National Service Fraternity**  
1441 East 104th Street, Suite 105 | Kansas City, MO 64131 | 816.373.8667 | [admin@apo.org](mailto:admin@apo.org)

## SERVICES PROVIDED BY THE NATIONAL OFFICE



Learn more at [apo.org/about-us/our-organization/meet-our-staff](http://apo.org/about-us/our-organization/meet-our-staff).



## MODULE 6:

# PREPARING FOR MEMBERSHIP

“I don’t know what your destiny will be, but one thing I know: The only ones among you who will be really happy are those who have sought and found how to serve.”

*- Albert Schweitzer, philosopher, physician and 1952 Nobel Peace Prize recipient*

College should be about more than the acquisition of facts and figures; it should also broaden your experiences, expand and test your inherent abilities and sharpen your social skills. Your membership in APO adds this necessary and often lacking aspect of college life and also enables you to help others while helping yourself.

As you learned in Module 1: Your Journey with Alpha Phi Omega, the pledge or new member process is about learning what it means to be a part of the Fraternity, the Cardinal Principles and the role you play in preparing more leaders through service. The active member experience is about applying what you’ve learned, engaging in service and being a positive addition to the chapter and your community.

Membership in APO looks different at each university and for each student. Members are encouraged to create their own experiences through APO by taking leadership positions, attending brotherhood events and finding meaningful service projects like those mentioned throughout the pledge or new member process. As you begin to think about what you want for yourself as an active member, remember that time commitments change from semester to semester depending on what role you take in the chapter, and the best way to prepare is to allocate time in advance.

WHAT ROLE DO YOU SEE YOURSELF TAKING IN THE CHAPTER? THIS SEMESTER? NEXT SEMESTER? NEXT YEAR? ETC.

In order to be the best you can be, preparing yourself for your new role as an initiated member is important. Take time to learn and understand the chapter's requirements for active membership, explore opportunities to improve yourself, seek ways to serve others and improve the world in which you live and will make a living.

## PREPARATION CHECKLIST



**READ AND UNDERSTAND THE ACTIVE MEMBERSHIP REQUIREMENTS**



**WRITE DOWN ANY DIFFERENCES BETWEEN PLEDGE AND ACTIVE MEMBER REQUIREMENTS, AND HOW THAT CHANGE MAY IMPACT YOU**



**READ THE CHAPTER BYLAWS – FRONT TO BACK**



**WHILE YOU ARE AT IT, READ THE NATIONAL BYLAWS**



**CREATE A CALENDAR OF EVENTS FOR THE ACADEMIC SCHOOL YEAR AND INCLUDE ANY OTHER WORK-RELATED OR EXTRA-CURRICULAR RESPONSIBILITIES, WHEN POSSIBLE**



**SET 2-4 GOALS YOU WANT TO ACCOMPLISH WITHIN YOUR FIRST YEAR OF ACTIVE MEMBERSHIP**

## SCHEDULE OF FEES

In addition to the national fees outlined below, most chapters have additional fees due each year. While preparing for your time as an active member, planning for the fees associated with active membership is important.

### Pledge or New Member Fee



**\$25 PER STUDENT**

(due within 10 days of ceremony)

### Pledge or New Member Insurance



**\$6 PER STUDENT**

(due within 10 days of ceremony)

### Initiation Fees



**\$35 PER STUDENT**

(due within 10 days of ceremony)

### Active Member Dues Fee



**\$34 PER STUDENT**

\$17 per student/per semester  
(due each semester following initiation – November 15 and April 15)

### Active Member Insurance Fee



**\$6 PER STUDENT**

\$3 per student/per semester  
(due each semester following initiation – November 15 and April 15)

### Chapter Fees

How much do active members pay each year to your chapter?

## CEREMONY

Ceremonies play an important role in what makes Alpha Phi Omega the organization that it is, both historically and operationally. A ceremony held in Brainerd Hall on the Lafayette College campus in 1925 is what brought Alpha Phi Omega into being, and we have fundamentally used, the same ceremony to initiate every single member into our Fraternity since then. Ceremonies are how we bind together the generations of members who have pledged or committed themselves to our Cardinal Principles of Leadership, Friendship and Service in a shared, common experience. And soon, that will include you!

What can you expect at your initiation? After you have successfully served your period of pledge or new membership, you will be initiated into the Fraternity according to the rules established by your chapter. You will then be formally initiated into the Fraternity according to our official ritual. During the ceremony, you will learn more about the traditions of APO, including the symbolism of our Fraternity insignia as well as our motto, sign and handclasp. At the conclusion of the ceremony, you will receive your service pin, take our Oath of Loyalty and Service, and, in doing so, agree to abide by the principles of Alpha Phi Omega.

The conclusion of any Alpha Phi Omega gathering is indicated through the Toast Song, a moving display of brotherhood that will be a great experience. The Toast Song is a tradition shared by members all over the world. When we gather for ceremonies, chapter events and conferences, we sing the Toast Song at the conclusion to remind each other of our shared brotherhood.

**1. Here's to Al-pha Phi O-me-ga, Loyal-al Bro-thers we,**  
**2. Bro-thersclasp the hands of Bro-thers, strong the cir-cle we,**

True to self and to each o-ther, firm in loy-al-ty  
Ev-er mind-ful ev-er serv-ing all hu-man-i-ty

Dai-ly work-ing, dai-ly striv-ing, ev-er more to be,  
Now we raise our grate-ful voi-ces, in our song to thee

True to Al-pha Phi O-me-ga, our fra-ter-ni-ty.  
True to Al-pha Phi O-me-ga, may we ter-al-ways be.

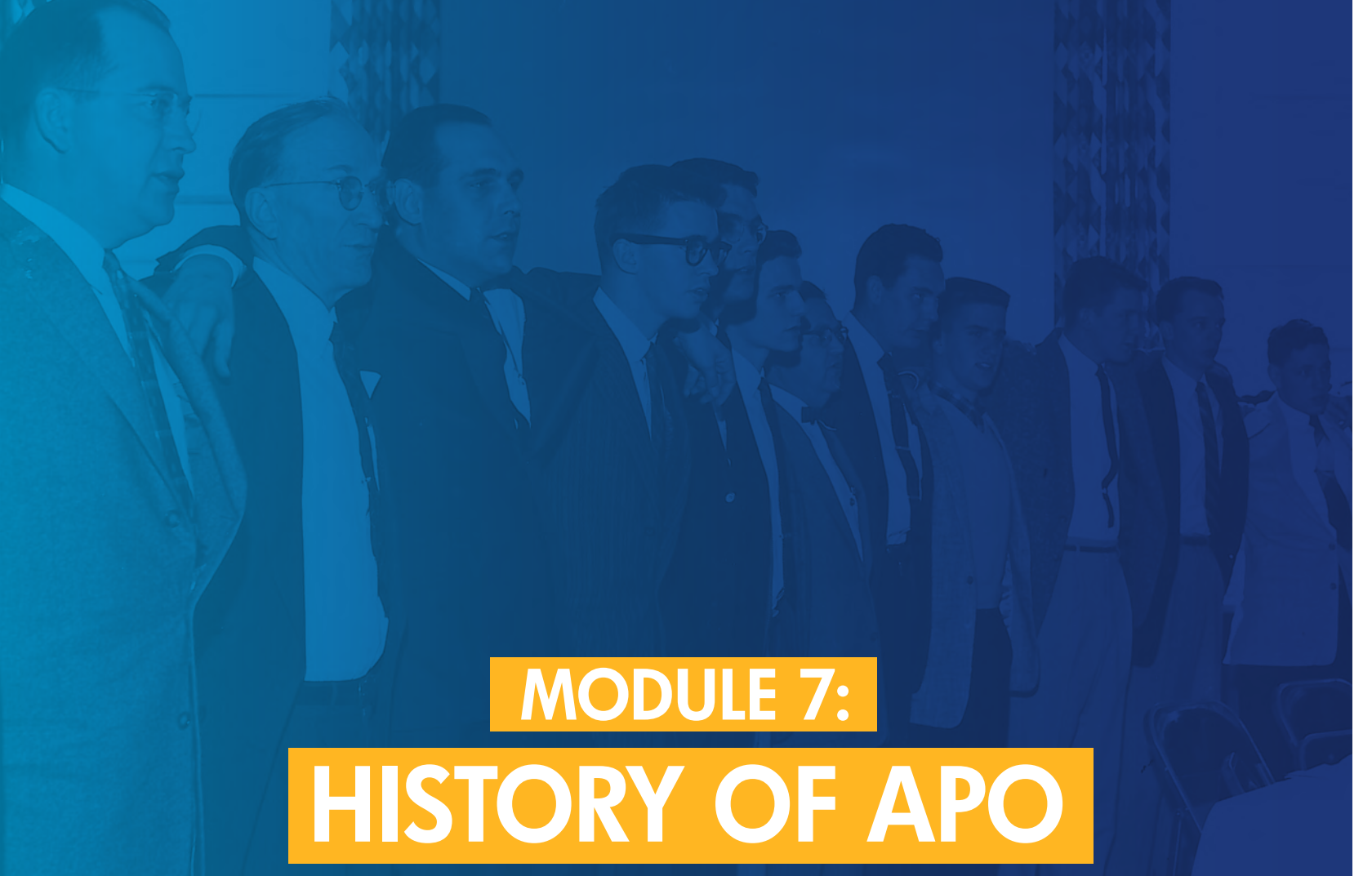


## SINGING OF TOAST SONG



### REFLECTION POINTS

1. WHICH OF THE CARDINAL PRINCIPLES ARE YOU MOST DRAWN TO? WHY?
2. WHAT ARE YOU LOOKING FORWARD TO AS AN INITIATE?



## MODULE 7:

# HISTORY OF APO

### OUR FOUNDER, FRANK REED HORTON



“Alpha Phi Omega is destined to be one of the greatest college fraternities in the world because it has as its foundation the highest ideals of the ages, the most perfect standard the generations have been able to produce, a standard accepted by all nations, all religions and all people, one where the motivating idea is to look for the good and try to do good to everyone regardless of who or what belief, and furthermore has the practical application in most commendable educational social services.”

- Frank Reed Horton, *“The Lightbearer,”* March 1929

One purpose of the pledging or new member education period is to provide you with enough knowledge of the Fraternity that you know what it is to be a member of Alpha Phi Omega. We are helping you grow strong roots that will support you for a lifetime of Leadership, Friendship and Service. Many members have come before us and have helped strengthen the roots of this Fraternity. We can learn from the changes they created and challenges they have overcome.

The history of our Fraternity is a shared roadmap. Our founder, Frank Reed Horton, envisioned Alpha Phi Omega as a way to share opportunities with youth and create a world without war. Through a shared understanding of where we have been, we can look ahead to the future to achieve Horton’s vision and make the world a better place.

## STORY BEHIND THE FOUNDING

**By Frank Reed Horton, Founder of Alpha Phi Omega**

This is the story behind the creation of Alpha Phi Omega. It is also the story of the beginning of the first chapter — the Alpha Chapter — at Lafayette College in Easton, Pennsylvania. It is also the story of the formation of the first national organization of the Fraternity. Above all, it is the story of the dreams of one man for an organization through which men might better the conditions of other men, as well as of themselves. It is the story of how a college student worked with others to turn those dreams into a reality. This student is Frank Reed Horton.

*During the first World War, I served as an ensign in the United States Navy aboard a minesweeper in the North Sea. Our ship and its partner exploded more than 1,000 magnetic mines. My law school background at Boston University led to my appointment to try court martial cases in our division. When we reached ports some of the sailors ran wild. Many court martial cases resulted. I saw young boys in their teens getting into trouble.*

*Because of these experiences, I made a firm resolution within myself that if I returned alive, I would try to do two things and do them with all my power. First, do my best to help young people get the right start in life by holding up before them a “standard of manhood” that would withstand the test of time! Second and just as important, try to help the nations of the world settle their disputes in a more sensible and legal manner than war.*

*After the war, I became a student at Lafayette College. One evening, while attending an American Legion banquet during my sophomore year, I sat next to an inspiring man named Herbert G. Horton. We were not related but we became fast friends. He, too, had been a naval officer but was now serving as the local scout executive. He helped me to become a deputy scout commissioner. One of the troops needed a leader, so I became a scoutmaster as well.*

*Through these experiences, I found that the Scout Oath and Scout Law were what I had been seeking — a standard of manhood that would withstand the test of time and a code of ideals created and accepted by some of the greatest leaders the world has ever known.*

*The summer of my junior year was spent as an associate camp director at the Easton Scout Reservation. Here, I was impressed with the religious tolerance in the hearts of boys. This I have not found so easily among older people. Scouts of the Catholic, Jewish, and Protestant faiths worked together in everything at camp, and everyone had an opportunity to worship on his Sabbath in his own way.*

*My brothers in the Sigma Alpha Epsilon fraternity house, where I lived, who were outstanding for high ideals and clean living, were all former Scouts. I felt a college organization should be formed that would strengthen men in these ideals, and give them an opportunity for leadership experience and for service to others.*

*As a senior at Lafayette College, I talked to some of the men with a scouting background and the response was good. These men would join an organization based on the ideals of scouting. I created the name Alpha Phi Omega, the motto and the Greek words and their meaning and wrote the Ritual. Everett W. Probst designed the pin and drew the coat of arms. Thane S. Cooley suggested the handclasp. Ellsworth S. Dobson and Gordon M. Looney helped write the Fraternity's Constitution and Bylaws.*

*Fourteen undergraduates signed as charter members. Scouting advisors were Dr. Ray O. Wyland and Herbert G. Horton. The Lafayette College faculty approved the petition for recognition. On December 16, 1925, I conducted the Ritual Initiation at Brainerd Hall, second floor and Alpha Phi Omega was born.*



## STORY BEHIND THE FOUNDING, CONT.

*My purpose was to make Alpha Phi Omega an organization for college men who cooperated with all youth movements, especially scouting. I also anticipated that our service program would expand to help people in need everywhere and to do service on the campus of each chapter.*

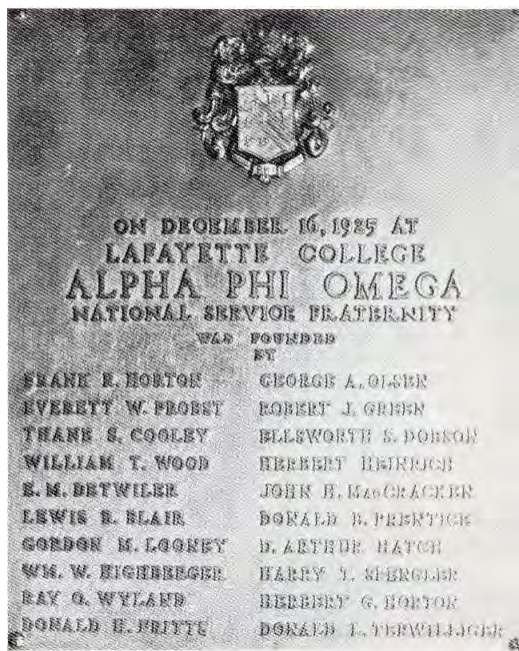
*As scouting is worldwide, so should Alpha Phi Omega be worldwide, gradually in the colleges and universities of all the nations. Alpha Phi Omega can help bring about, through the future statesmen of the world, that standard of manhood and international understanding and friendship that will lead to a better, more peaceful world in which to live and in which to make a living and a life.*

At the Fellowship Banquet of the 2004 National Convention in Denver, Past National President Lawrence L. “Pinky” Hirsch, M.D., presented additional insight into the Fraternity’s founding. Pinky shared with the delegates information that had been provided to him by “The Chief,” the Honorable H. Roe Bartle, shortly before member Bartle’s death in 1974. The Chief had asked Pinky to hold the information in confidence for 30 years and then share it with a new generation of members to provide a larger perspective on the Fraternity’s inception.

Pinky described key roles that The Chief and Scout Executive Herbert G. Horton played in encouraging, guiding and facilitating Frank Reed Horton’s efforts to establish Alpha Phi Omega. The story demonstrated that, from its very beginning, Alpha Phi Omega has been a partnership between students interested in Leadership, Friendship and Service and advisors interested in helping students succeed in the development of those noble principles. Pinky explained the founding of the Fraternity as a tripartite endeavor accomplished by Frank Reed Horton, Herbert G. Horton and H. Roe Bartle.

### ALPHA PHI OMEGA FOUNDERS PLAQUE

This plaque was presented by the National Executive Board of Alpha Phi Omega to Lafayette College to be placed permanently in Brainerd Hall, now Hogg Hall, where Alpha Phi Omega was founded. This presentation was made at the Alpha Chapter banquet on December 8, 1950, in a private dining room at Hogg Hall. The plaque was removed for a period of time, however it is back home in Hogg Hall following the 2017 rechartering of the Alpha Chapter.



## OUR FOUNDERS



**FRANK REED HORTON**, born in Sewickley, PA., on July 17, 1896. Ensign on the minesweeper USS Whippoorwill during World War I. A.B. degree, Lafayette College, 1926. M.A. degree in history, Lafayette College in 1938. First National President of Alpha Phi Omega. Provided the leadership to extend the Fraternity to 18 campuses. Established the first national structure for the Fraternity. Studied law in law office; also student at Boston University Law School; L.L.B. degree, LaSalle Extension University, 1937. Taught history, government and English at Cedar Crest and Muhlenberg Colleges in Allentown, Pennsylvania for three years. Industrial accountant, Ingersoll-Rand Company. American Legion, VFW, Mason. Author of college text, poetry writing and appreciation. Numerous Scouting and APO honors and awards. Passed away August 28, 1966.



WILLIAM T. WOOD



GORDON M. LOONEY



EVERETT W. PROBST



E. M. DETWILER



THANE S. COOLEY



ROBERT J. GREEN



HERBERT HEINRICH



LEWIS B. BLAIR



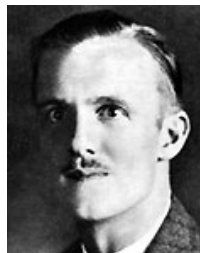
DONALD L. TERWILLIGER



WILLIAM W. HIGHBERGER



DONALD H. FRITTS



GEORGE A. OLSEN



ELLSWORTH S. DOBSON

## ADVISORS



JOHN McCracken



HERBERT G. HORTON



D. ARTHUR HATCH



RAY O. WYLAND



DONALD B. PRENTICE



HARRY T. SPENGLER



## PAST PRESIDENTS OF APO



**FRANK REED HORTON**  
(1925-1931)



**DR. H. ROE BARTLE**  
(1931-1946)



**DEAN ARNO NOWOTNY**  
(1946-1950)  
Alpha Rho Chapter  
University of Texas



**PROFESSOR DANIEL DEN UYL**  
(1950-1954)  
Alpha Gamma Chapter  
Purdue University



**M.R. DISBOROUGH**  
(1954-1958)  
Alpha Tau Chapter  
Butler University



**WILLIAM S. ROTH**  
(1958-1962)  
Rho Chapter  
University of North Carolina



**DR. LESTER R. STEIG**  
(1962-1964)  
Alpha Lambda Chapter  
North Dakota State University



**TOM T. GALT, M.D.**  
(1964-1966)  
Delta Kappa Chapter  
Emory University



**E. ROSS FORMAN**  
(1966-1968)  
Zeta Theta Chapter  
Drexel University



**DR. GLEN T. NYGREEN**  
(1968-1970)  
Gamma Alpha Chapter  
University of Washington



**AUBREY B. HAMILTON**  
(1970-1972)  
Alpha Phi Chapter  
Washington University



**COL. LUCIUS E. YOUNG, LTC (RET)**  
(1972-1974)  
Zeta Phi Chapter  
Howard University



**LAWRENCE L. HIRSCH, M.D.**  
(1974-1978)  
Beta Gamma Chapter  
Central YMCA College



**LORIN A. JURVIS**  
(1978-1980)  
Delta Nu Chapter  
Yale University



**DR. C.P. ZLATKOVICH**  
(1980-1982)  
Alpha Rho Chapter  
University of Texas



**EARLE M. HERBERT**  
(1982-1986)  
Chi Chapter  
University of California at LA



**DR. STAN CARPENTER**  
(1986-1990)  
Xi Omicron Chapter  
Tarleton State College



**GERALD A. SCHROEDER**  
(1990-1994)  
Mu Alpha Chapter  
Georgetown University



**WILFRED M. KRENEK**  
(1994-1998)  
Alpha Rho Chapter  
University of Texas



**JACK A. MCKENZIE**  
(1998-2002)  
Gamma Lambda Chapter  
Clemson University



**BOBBY HAINLINE**  
(2002-2004)  
Chi Mu Chapter  
Henry Ford Community College



**DR. FRED C. HEISMEYER III**  
(2004-2006)  
Lambda Omicron Chapter  
West Virginia University



**MAGGIE KATZ**  
(2006-2010)  
Gamma Pi Chapter  
University of Michigan, Ann Arbor



**MARK STRATTON**  
(2010-2014)  
Delta Xi Chapter  
Ball State University



**HON. JOHN K. OTTENAD, J.D.**  
(2014-2018)  
Alpha Phi Chapter  
Washington University



### **"THE CHIEF", H. ROE BARTLE ALPHA PHI OMEGA'S SECOND NATIONAL PRESIDENT (1931-1946)**

H. Roe Bartle was a man who gave unwaveringly to APO and led to the Fraternity's position as the country's leading collegiate service fraternity.

There was a magic to Bartle. He filled the room with more than his legendary girth. He swept up throngs in the power of his voice, the majesty of his language, the sparkle of his humor, the buoyancy of his spirit and the audacity of his courage. Mr., Dr., Mayor, Honorable — all are titles used to identify H. Roe Bartle. But to the brothers of Alpha Phi Omega, he will always be "The Chief."

From 18 chapters in 1931, under his outstanding leadership, the Fraternity expanded to 109 campuses by 1946, an achievement all the more significant in view of the Great Depression and World War II years. The Fraternity will forever be grateful for his leadership and passion that paved the way for the future of APO.

# APO'S HISTORICAL TIMELINE



**1925:** Alpha Chapter founded at Lafayette College in Easton, PA by Frank R. Horton.



**1927:** First issue of "The Lightbearer" published. "From inquiries and correspondence at the National Office, alumni and members need new light as to the progress of the Fraternity and therefore, this new light will be received with interest and appreciation by many."



**1931:** Sydney B. North became the first Executive Director.

**1931:** National Office moved to the Ivanhoe Club Building at 3215 Park Avenue, Kansas City, MO.

**1932:** First two-letter chapter, Alpha Alpha Chapter at the University of Illinois at Urbana-Champaign, chartered on March 31, 1932.

1920

1930

1940

**1927:** Beta Chapter at the University of Pittsburgh installed, making APO a national fraternity.

**1931:** The Boy Scouts of America (BSA) officially recognized APO and publicly promoted the Fraternity. At first, the BSA National Office would not publicly and officially recognize or endorse APO. They cooperated, however, and told Frank R. Horton that if he would develop the Fraternity for five years and prove to them that it had merit, they would publicly and officially recognize and endorse it and get behind it with full speed.



**1931:** H. Roe Bartle became National President (Supreme Grand Master).



**1935:** The *Torch & Trefoil* debuted in May 1935.

**1934:** National Office moved to the Land Bank Building in Kansas City, MO.



**1939:** Bartle initiated the "Great Round Up," a nationwide effort to "recruit" 1,000 new APO members.



**1942-43:** APO lost 72 percent of its membership to the war effort. Chapters and the National Office maintained communication with those serving abroad. APO learned of the war through soldiers' letters and soldiers learned through letters from home and the *T&T*.

**1946:** H. Roe Bartle retired. To recognize his 16 years of service, the first National Pledge Class Namesake Honoree was created and included 1,023 new members.

**1956:** The Fraternity's highest level of distinction, the National Distinguished Service Award, was established and recognized members for outstanding service to the Fraternity above and beyond.

**1950**

**1960**

**1970**

**1941:** APO launched a special war issue of the *T&T* calling for an Emergency Service Program for all chapters. At no point in history has APO ever been more in tune to the U.S. government than it was during WWII. Cooperation with the FBI resulted in service projects like fingerprinting and identification.

**1950:** APO grew internationally and extended the hand of service beyond the United States through the separate entity of Alpha Phi Omega — Philippines. APO-Philippines is a self-governing organization based on the same Scouting principles of APO-USA.



**1966:** Frank Reed Horton passed away.

# APO'S HISTORICAL TIMELINE

**1972:** LTC Lucius E. Young was the first African-American National President elected. Brother Young came to APO as co-founder of Zeta Phi Chapter at Howard University. He served his country as a military officer, was a professional Scouter and a professor of military science at Howard University.



**1975:** APO's 50th Anniversary

**1977:** 150,000th member initiated

**1979:** First National Service Day (now National Service Week) takes place.

**1986:** Kay Hairgrove Krenek was the first woman elected to the National Board of Directors as a Member-At-Large and served as Chair of the National Service Committee.



**1984:** The Eternal Flame of Service, maintained by Delta Omega Chapter at the University of Houston, became a tradition by opening the National Convention in Washington, D.C. The flame is regarded as the "Essence of the spirit of H. Roe Bartle."

1970

1980

1990

**1974:** H. Roe Bartle passed away at 82 on May 9, 1974.

**1976:** Delegates at the 1976 National Convention voted to allow women to join as full members. All references to gender in the governing documents of the Fraternity were neutralized, thereby making women eligible for full membership; to be enforced by local chapter option.



**1988:** \$25,000 was borrowed from the Endowment Fund to computerize the National Office. With this financial assistance, the National Office was able to upgrade resources to better serve members.

**1986:** National Office moved to the Mainmark Building at 1627 Main Street, Kansas City, MO.

**1979:** The first three-letter chapter, Alpha Alpha Alpha Chapter at Maryville College, St. Louis, MO, chartered on April 27, 1979.



**1994:** The mortgage was burned at the 1994 National Convention held in Dallas/Fort Worth, TX. Through matching gifts and a national fundraising event called "Burn the Mortgage," the remaining balance of \$28,000 was raised to enable National President Jerry Schroeder and National Convention Chair Dresden Skees to burn the mortgage for the National Office. The Fraternity completed 10 years of payment in only four.



**1996:** [www.apo.org](http://www.apo.org) became the official Fraternity website

**2000:** APO's 75th Anniversary

**2002:** First year for online event registration on [www.apo.org](http://www.apo.org)

**2014:** An online archive of APO print publications became available at [apoarchive.org](http://apoarchive.org).



**2015:** On December 13, 2015 the Alpha Chapter of Canada at the University of British Columbia was chartered as the first Canadian chapter of APO, furthering the Fraternity's international initiatives.

**2016:** On September 5, 2016, the National Office moved to a new, larger facility in Kansas City, MO.

**2017:** The Board restructured into two entities: The Board of Directors—responsible for strategic planning—and the Operations Council—responsible for the development and implementation programs.

**2017:** Alpha Chapter at Lafayette College rechartered.

**2018:** The 11 regions were expanded to 18 regions.

2000

2010

2020



**1990:** The National Office building was dedicated on November 17, 1990 in Independence, MO. For the first time in history, APO was no longer a renter, but the owner of a personal home.

**2008:** Chapter Bulletin replaced by Torch Topics and Alumni Connection e-newsletters.

**2006:** First female National President elected, Brother Maggie Katz, Gamma Pi Chapter '80.

**1995:** First national level website created by Reuben Hoshstедler.

**1994:** The International Council of Alpha Phi Omega was founded. The International Council continues to lead expansion efforts. For example, APO-Philippines has now expanded into Australia and APO-USA has expanded into Canada.



## REFLECTION POINTS



1. WHAT ARE SOME EVENTS THAT HAVE INFLUENCED YOUR PERSONAL GROWTH?
2. WHAT EVENTS STAND OUT TO YOU IN THE TIMELINE OF APO'S HISTORY? WHY?
3. HOW DOES OUR FRATERNITY HISTORY RELATE TO YOUR CHAPTER TRADITIONS?

## OFFICIAL COLORS



**BLUE:** OUR SHADE OF BLUE IS A ROYAL BLUE, AN ELEGANT SIGN OF PURE DEED AND THOUGHT AS WELL AS A COLOR OF THE AMERICAN FLAG.



**GOLD:** OUR SHADE OF GOLD IS "OLD GLORY" GOLD, A COLOR ALSO FOUND ON THE AMERICAN FLAG (FRINGE & TASSELS) AND REPRESENTS HIGH VALUE, RESPECT, ROYALTY AND LOVE.

## ETERNAL FLAME OF SERVICE

At the 1970 National Convention in Dallas, H. Roe Bartle lit a candle to symbolize the "Eternal Flame of Service." Delta Omega Chapter of the University of Houston once maintained the flame as a permanent monument on the University of Houston campus. It is regarded as the "Essence of Spirit" of H. Roe Bartle. In 1984, the "Eternal Flame of Service" was brought back to the Fraternity as a permanent opening at the National Conventions.

This commemorated a lasting tribute to H. Roe Bartle, who lit that first candle, and gave birth to the flame that had given light and reflection for almost 15 years! This Eternal Flame of Service is a small reminder of the reason service is so important to Alpha Phi Omega.



*Photo Credit: Courtney Gigant/The Cougar*

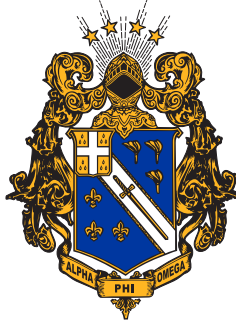
## SYMBOLS & INSIGNIA

In the early days of the Fraternity, our founders chose recognizable objects that would be representative symbols of the spirit of our Cardinal Principles of Leadership, Friendship and Service. They selected items of historical and traditional value and notability. The meaning and definitions of these symbols have not changed in Alpha Phi Omega's history and likely never will.



THE TORCH LOGO

The logo features a torch, the symbol of higher education, with a bowl in the shape of one of the Fraternity pin's triangular sides. The single flame rising from the bowl has three parts representing the three Cardinal Principles of Leadership, Friendship and Service.



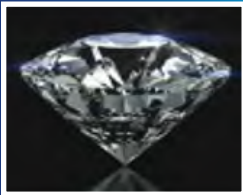
THE COAT OF ARMS

The ideals of Alpha Phi Omega are embodied in our coat of arms. As everyone who has passed through the ritual knows, the symbolism of the coat of arms stands for the very purpose of our brotherhood.



THE PIN

This badge, worn by thousands of members of Alpha Phi Omega, is the "Emblem of Campus Service." Students and faculty alike recognize and respect the activities for which it stands.



JEWEL: DIAMOND

THE MOST PRECIOUS OF ALL GEMSTONES REPRESENTS BRILLIANCE, LUSTER, ALWAYS INCREASING IN VALUE AND AN EXPRESSION OF THE GREATEST GIFT OF LOVE WHEN GIVEN.



BIRD: GOLDEN EAGLE

THE 1976 NATIONAL CONVENTION DECLARED THE GOLDEN EAGLE AS A NEW FRATERNITY SYMBOL. THE GOLDEN EAGLE SYMBOLIZES STRENGTH GRACEFULNESS, KEENNESS OF VISION AND ENDURANCE.



TREE: OAK TREE

WE HAVE ALL HEARD FROM A PARENT OR MENTOR AT LEAST ONCE IN OUR LIVES THE STORY OF THE STURDY OAK TREE THAT GREW FROM A SMALL ACORN. THE OAK IS STATELY, STURDY AND SHELTERING.



FLOWER: FORGET-ME-NOT

A PERENNIAL FLOWER WITH ROYAL BLUE BLOSSOMS IS EVERLASTING AND ALWAYS REMEMBERED.

## FINAL THOUGHTS

Thank you for committing yourself to the Cardinal Principles of Leadership, Friendship and Service and for the future impact you will have on your campus and community. The journey on which you have now embarked will give you a lifetime full of memories and servant leadership. Through all that you do and become, always remember to be a leader, be a friend and be of service. **GOOD LUCK WITH YOUR JOURNEY IN ALPHA PHI OMEGA!**

# RESOURCES

Below are additional resources to better the new member training. They can also be found as separate documents online.

- **Syllabus**
- **National Membership Policies**
- **National Pledge or New Member Standards**
- **Standard Policy of Risk Management**
- **National Leaders Directory**



# SYLLABUS

## NOTE TO EDUCATORS

Congratulations on having a successful recruitment period! This syllabus will provide the structure and overview of education to facilitate a meaningful, productive and enjoyable 6-10-week program. As with any Alpha Phi Omega resource provided to you, the following material should be customized to fit the needs of the chapter.

Comprised of basic meeting elements taken directly from the content of this manual, the syllabus below will help you facilitate efficient and effective meetings from week to week. Starting with facilitators and estimated meeting time, readers will know who is providing the education, and in what timeframe. The learning outcomes will outline big-picture takeaways for each pledge or new member, followed by reflection and debrief questions that will lead pledges or new members to gain a deeper understanding of the topic offered. To complete the module, the related resources offer an opportunity for continued learning.

Thank you for actively participating in the education of future members of Alpha Phi Omega! Through your hard work, the Fraternity will continue to develop members with shared connections to improve our world.

## MODULE 1: YOUR JOURNEY WITH APO



**FACILITATORS:** Pledge or new member educator, membership vice president



**ESTIMATED MEETING TIME:** 75 minutes



**LEARNING OUTCOMES:** Meet and build connections with fellow pledges or new members and active members; understand expectations and requirements for the education process; acquire foundational knowledge of Alpha Phi Omega; prepare for the duties and responsibilities that accompany active membership; recognize risk management policies.



**DISCUSSION QUESTIONS:** What inspired you to join Alpha Phi Omega? What do you already know about the Fraternity?



**DEBRIEF:** To what are you most looking forward throughout the pledge or new member education process? What do you believe sets Alpha Phi Omega apart from other organizations on campus? How will these expectations help shape your understanding of Leadership, Friendship and Service?



**RELATED RESOURCES:** National Bylaws, chapter bylaws, Fraternity Operations and Policy Manual

**WHAT TOPICS SHOULD YOU DISCUSS AT YOUR CHAPTER LEVEL?**



# SYLLABUS

## MODULE 2: SERVICE



**FACILITATORS:** Pledge or new member educator, service vice president



**ESTIMATED MEETING TIME:** 45-60 minutes



**LEARNING OUTCOMES:** Expand upon the four fields of service; establish service as your foundation of leadership; understand the history and significance of the Fraternity's national service events; gain the skills to plan impactful service projects.



**DISCUSSION QUESTIONS:** Why is service important to you? What organizations or causes are important to you? What does service mean to Alpha Phi Omega? How does service build friendship and develop leaders? Why is a four-fold service program important to the chapter? What is the value in pledges or new members organizing a service project together?



**DEBRIEF:** How can the service of our organization better our campus and community? What does servant leadership mean to you? To which service opportunities would you like to see the pledge or new member class be a part?



**RELATED RESOURCES:** National Service Week Handbook, Spring Youth Service Day Handbook

## MODULE 3: FRIENDSHIP



**FACILITATORS:** Pledge or new member educator; fellowship vice president; membership vice president



**ESTIMATED MEETING TIME:** 45-60 minutes



**LEARNING OUTCOMES:** Distinguish how brotherhood makes Alpha Phi Omega stand out from other campus organizations; identify the opportunities for brotherhood beyond the campus; discover how to become involved with the bigger picture of Alpha Phi Omega; become familiar with chapter traditions.



**DISCUSSION QUESTIONS:** What qualities do you value in a friend? What benefits do you receive from being a good friend and from having good friends in your life? What does friendship mean in Alpha Phi Omega? How does friendship relate to service? Why is building relationships with members outside of your chapter important?



**DEBRIEF:** How will shared connections impact your experience in Alpha Phi Omega? To which aspects of interchapter events are you most looking forward?



**RELATED RESOURCES:** Myers-Briggs personality assessment, Alpha Phi Omega event calendar, Toast Song lyrics, chapter/sectional/regional social media accounts

# SYLLABUS

## MODULE 4: LEADERSHIP



**FACILITATORS:** Pledge or new member educator, leadership vice president, chapter president, pledge or new member class president



**ESTIMATED MEETING TIME:** 45-60 minutes



**LEARNING OUTCOMES:** Recognize characteristics of a leader; navigate the characteristics of your personal leadership; develop your leadership through the opportunities available within Alpha Phi Omega.



**DISCUSSION QUESTIONS:** Why do you want to be a leader? How do you see leadership displayed in your chapter? What does servant leadership mean to you? What important role do followers play in leadership?



**DEBRIEF:** How would you describe your leadership style? How would you like to see your leadership improve through Alpha Phi Omega?



**RELATED RESOURCES:** True Colors leadership assessment, Chapter Officer Core Competencies, APO LEADS event calendar, APO IMPACT

## MODULE 5: SUPPORT



**FACILITATORS:** Pledge or new member educator, leadership vice president, chapter president, pledge or new member class president



**ESTIMATED MEETING TIME:** 45-60 minutes



**LEARNING OUTCOMES:** Determine the chapter's network of support; recognize the chapter's part in the big picture of Alpha Phi Omega; become aware of resources available to chapters and their members; understand the components of a healthy chapter.



**DISCUSSION QUESTIONS:** What does the chapter do to support healthy membership? What are the chapter's goals for this year? What are the pledge or new member's class goals for this term? When and how does the chapter utilize different volunteer roles?



**DEBRIEF:** How do different members provide support to the chapter (active members vs. advisors vs. officers, etc.)? Describe the different levels of the Fraternity (national vs. regional, etc.), including the support and resources they can provide. How does the National Office support chapters across the country?



**RELATED RESOURCES:** Chapter Officer Core Competencies, Same Page Guide.

# SYLLABUS

## MODULE 6: PREPARING FOR MEMBERSHIP



**FACILITATORS:** Pledge or new member educator, membership vice president, chapter president, pledge or new member class president



**ESTIMATED MEETING TIME:** 60-75 minutes



**LEARNING OUTCOMES:** Be prepared for active membership within Alpha Phi Omega and understand the active membership requirements and how to balance membership responsibilities



**DISCUSSION QUESTIONS:** What role(s) do you see yourself taking in the chapter? Where do you hope your APO journey will take you? What is the significance of ceremonies in Alpha Phi Omega? Do you feel prepared for active membership within the Fraternity? If not, what questions do you still have?



**DEBRIEF:** What are some goals for your time as an active member? What feedback are you able to provide regarding the pledge or new member process? Are there any areas of the pledge or new member program that you would change? If so, what changes would you make?



**RELATED RESOURCES:** National Bylaws, chapter bylaws, Fraternity Operations and Policy Manual

## MODULE 7: HISTORY



**FACILITATORS:** Pledge or new member educator, historian



**ESTIMATED MEETING TIME:** This module can be divided among other modules (estimated 10 minutes per session) or facilitated in one session lasting 45-60 minutes. Please see additional notes for the most effective way to divide this module into multiple learning sessions.



**LEARNING OUTCOMES:** Comprehend the purpose of Alpha Phi Omega through the founding and history of the organization; recognize the scope and impact of the Fraternity through time; utilize the history of the Fraternity as a tool to continue chapter development and growth.



**DISCUSSION QUESTIONS:** Why are traditions an important part of Alpha Phi Omega? What is the importance of chapters creating new traditions?



**DEBRIEF:** What portion of Alpha Phi Omega's history resonates with you the most? What legacy can you leave with Alpha Phi Omega?



**RELATED RESOURCES:** N/A

**ADDITIONAL NOTES:** Module 7: History can be divided into the following categories as additional learning material for Modules 1-6.

M1: Story Behind the Founding  
M2: Our Founders and Past Presidents of APO  
M3: APO's Historical Timeline 1925-1950  
M4: APO's Historical Timeline 1951-1975

M5: APO's Historical Timeline 1976-2000  
M6: APO's Historical Timeline 2001-Current  
Symbols & Insignia (can be coupled with any category listed above)

# NATIONAL MEMBERSHIP POLICIES

- I. Pledge or New Member Ritual:** The Pledge or New Member Ritual remains an effective statement of Fraternity policy regarding treatment of pledges during their preparation for active membership.
- II. Initiation Ritual:** The Initiation Ritual remains an effective statement of Fraternity policy regarding conduct of members of Alpha Phi Omega.
- III. Other Policies:** In addition to statements in these rituals, it is the policy of Alpha Phi Omega that:
- A. Membership shall be granted only by brothers of an active chapter or by the National Board of Directors in the case of national honorary membership.
  - B. Because all people have the potential to be of service and to be leaders and friends, active membership is open to all students and should represent a cross section of the student body. Chapters have the right to determine their own membership. Active membership shall be granted only within the context of the National Bylaws, the Standard Chapter Articles of Association, and the rules and regulations of the school involved.
  - C. Chapter membership requirements may be adopted that are not in conflict with state and local law, the National Bylaws and Standard Chapter Articles of Association of Alpha Phi Omega, or the rules and regulations of the school at which the chapter is located; and that conforms with the philosophy and policy of Alpha Phi Omega as outlined in the National Pledging or New Member Education Standards.
  - D. The purpose of a pledge or new member program is to make it possible for pledges or new members to acquire the knowledge and skills necessary to function as effective active brothers of this national service fraternity. Therefore, the ultimate aim of every pledging or new member education period is to teach the worth of human dignity, promote academic scholarship, instill a commitment to continuing service, provide opportunities to participate in leadership development experiences, and cultivate friendship among the pledges or new members and with the brothers. Pledge or new member programs should also ensure that pledges or new members become thoroughly familiar with the principles, ideals and heritage of Alpha Phi Omega.
  - E. All pledging or new member education activities must have an articulate and reasonable positive benefit, be consistent with the principles and spirit of Alpha Phi Omega and involve no risk of humiliation or injury to any person.
  - F. Those preparing for active membership are representatives of Alpha Phi Omega. As such, they shall be treated with the same degree of respect as active members and shall participate in, or be asked to participate in, only those activities that are consistent with the membership policies of Alpha Phi Omega. Of course, enumeration of these specific activities does not imply that all other practices are consistent with the membership policies of Alpha Phi Omega. All membership activities and pledging or new member education requirements must be measured against the criteria set forth in this Membership Policy.
  - G. Practices that may be inconsistent with the membership policies of Alpha Phi Omega, depending on the facts and circumstances of each, include restrictive formation, dress requirements, and the manner in which pledges or new members are addressed. Examples of Practices that do not meet this standard include:
    - i. subjection to physical mistreatment such as road trips, kidnapping, paddling, branding, beating, forced activity, and confinement of any kind;
    - ii. participation in activities not directly related to their preparation for active membership such as physical conditioning or personal services for active, advisory, alumni, or honorary members;
    - iii. participation in activities that restrict such normal social functions as eating, social contacts, or personal hygiene;
    - iv. subjection to mentally or emotionally stressful situations as an integral part of their pledge or new member activities;
    - v. blindfolding, except as part of the Pledge or New Member Initiation Rituals; and
    - vi. subjection to informal ceremonies, traditions, rituals or initiations that are contrary to the policies or Bylaws of Alpha Phi Omega.
  - H. Active members are responsible for maintaining chapter membership practices involving any members of the Fraternity, including actives, in strict accordance with the policies of Alpha Phi Omega and its stated principles.
  - I. Advisory, honorary and alumni members of Alpha Phi Omega participate in supporting, but not dominating, roles to active chapters, enabling the active chapters to fulfill the purpose of Alpha Phi Omega. It, therefore, is not the function of members other than active brothers to direct the supervision of pledges or new members or to direct the establishment of pledge or new member or active member programs and policies in any chapter.
- IV. Enforcement:** The National Fraternity, through its National Board of Directors, shall take appropriate action when inconsistencies or infractions of membership policies occur.

# NATIONAL PLEDGE OR NEW MEMBER STANDARDS

The National Convention has adopted National Pledging or New Member Standards for use by all chapters. The Standards and their rationales are as follows:

**1. THE GENERAL OBJECTIVES OF PLEDGING OR NEW MEMBER EDUCATION.** An appropriate period of pledging or new member education consists of a well-rounded program of opportunities in Leadership, Friendship and Service which has been recorded and authorized by the chapter. Requirements for the pledging or new member education period are to be provided to the pledges or new members at the beginning of the pledge or new member process. The program is in conformity with the National Bylaws, Standard Chapter Articles of Association, state and federal laws and campus regulations. The purpose of the program is to identify students who will embrace and make a lifetime commitment to the Principles of Alpha Phi Omega and to prepare those students for active membership.

**Rationale:** This is the overall purpose of pledging or new member education and reflects the legal obligation of all members of Alpha Phi Omega.

**2. HAZING DURING PLEDGING OR MEMBER EDUCATION.** An appropriate period of pledging or member education has no place for hazing practices. These include the degradation of individuals, personal service demands, and any other practices inconsistent with the spirit and principles of Alpha Phi Omega.

**Rationale:** The concept of pledgeship or new membership long ago progressed beyond such practices since they violate the member's obligation to state law, the National Bylaws of the Fraternity and the regulations of most campuses. Alpha Phi Omega members respect the worth of human dignity and, in firm support of our heritage of intellectual freedom, do not tolerate unequal or abusive treatment of any person.

**3. THE LENGTH OF A PLEDGING OR NEW MEMBER EDUCATION PERIOD.** An appropriate period of pledging or new member education should not be less than six (6) weeks or more than ten (10) weeks in duration.

**Rationale:** Pledgeship or new membership and the period of pledging or new member education must provide adequate time for pledges or new members to acquire the knowledge and skills necessary to function as active brothers of the Fraternity, and as officers of their chapter, and to develop the commitment for continuing service throughout their collegiate years and beyond. Pledgeship or new membership, whether as part of a structured pledge or new member class or through individual contracting, must provide these opportunities but must not last for such a time period as to interfere with other obligations of the pledges or new members.

**4. USE OF THE PLEDGE OR NEW MEMBER RITUAL.** An appropriate period of pledging or new member education begins with the introduction of students into Alpha Phi Omega only by the Official Pledge or New Member Ritual and their timely registration with the National Office in the approved manner.

**Rationale:** No person may receive the rights, benefits, and privileges of pledgeship or new membership in Alpha Phi Omega until these requirements have been satisfied.

**5. WEARING OF INSIGNIA.** An appropriate period of pledging or new member education includes wearing an official Pledge or New Member Pin at all times.

**Rationale:** Chapter image on and off campus, is a vital concern of all members, new and old. The prominent and proud display of an Alpha Phi Omega Pledge or New Member Pin instills pride through identity with Alpha Phi Omega, signifies the chapter's presence on campus and in the community, and may also habituate all members to proudly wear Fraternity insignia.

**6. INSTRUCTION IN PERTINENT FACTS.** An appropriate period of pledging or new member education includes instruction in the National Bylaws; Standard Chapter Articles of Association; chapter bylaws; chapter officers and advisors; the decision-making processes of the chapter; key campus officials; and sectional, regional and national officers of the Fraternity.

**Rationale:** It is vital for every new member to develop a working knowledge of the operating rules and procedures of the National Fraternity, the individual chapter, and the sponsoring college or university campus. In addition, it is highly advantageous to be familiar with and knowledgeable of future resource personnel on campus, in the community, and within the Fraternity.

**7. ALPHA PHI OMEGA HERITAGE.** An appropriate period of pledging or new member education includes education in chapter, campus and Fraternity history, including our special ties to and relationship with the scouting movement and our common background.

**Rationale:** The chapter, the sponsoring college or university, the National Fraternity, and the scouting movement have rich heritages, which should be shared with all those who follow. An appreciation of this common heritage, bequeathed to all current and future members, is a thing to be cherished.



# NATIONAL PLEDGE OR NEW MEMBER STANDARDS

## 8. PLEDGES OR NEW MEMBERS IN CHAPTER

**MEETINGS.** An appropriate period of pledging or new member education includes direct observation by pledges or new members of the decision-making process of the chapter.

**Rationale:** Pledges or new members should be given the opportunity to have additional contact with the brothers and to learn more about how their chapter conducts business. The chapter retains the right to decide what portion and number of its meetings are appropriate for pledges or new members to attend.

**9. INTERCHAPTER RELATIONSHIPS.** An appropriate period of pledging or new member education includes an opportunity for all pledges or new members to visit one neighboring Alpha Phi Omega chapter.

**Rationale:** One of the most difficult concepts for new members to grasp is the scope of our National Fraternity. The wide acceptance of Alpha Phi Omega, its principles, and the good works of its members span hundreds of campuses. Pledges or new members should have the opportunity, firsthand, to see it functioning on campuses other than their own.

**10. THE DEVELOPMENT OF LEADERSHIP.** An appropriate period of pledging or new member education includes the opportunity for each pledge or new member to participate in chapter planning functions; leadership development experiences; and sectional, regional and national conferences and Convention.

**Rationale:** Our Cardinal Principle of Leadership is often merely assumed rather than developed, and involvement in these opportunities satisfies this need well. Virtually every active brother agrees that conferences and Conventions on all levels provide a unique learning experience for all who attend. Conference and/or Convention attendance additionally reinforces interchapter visitations by establishing an appreciation for the national scope of Alpha Phi Omega.

**11. THE PROMOTION OF FRIENDSHIP.** An appropriate period of pledging or new member education includes a requirement that each pledge or new member meet and establish a fraternal relationship with all active, associate, advisory, and when possible, honorary members of the chapter.

**Rationale:** For the newly initiated, fraternalism is often a difficult concept to understand because of stereotypes, confusion, or even ignorance. The exemplification of our Cardinal Principle of Friendship and the unique role of collegiate fraternalism are experiences, which, more than any other factor, will determine a pledge's or new member's willingness to remain committed throughout the collegiate years and beyond. All members of the chapter grow personally as these relationships are established and fostered.

**12. PROVIDING SERVICE.** An appropriate period of pledging

or new member education includes a weekly (or other appropriate) service obligation, equal to that required of active brothers to remain in good standing with the chapter. Sufficient projects must be available, and all four fields of service should be embraced by the conclusion of the pledge or new member period.

**Rationale:** Most people are willing to help others in time of need, but few are willing to make the many personal sacrifices, which a life of service may demand. Our Cardinal Principle of Service is the heartbeat of Alpha Phi Omega, and our fourfold service program encourages the experience of helping all in need, rather than just those who are in time of need. By designing this standard in such a fashion, we demonstrate that no more is demanded of pledges or new members than of their active counterparts and that sufficient opportunity is provided for pledges or new members to demonstrate their commitment to the service program in all four fields. It prepares pledges or new members realistically for participation in the chapter service program as active members and strengthens the foundation for their way of life after graduation.

**13. PLEDGE OR NEW MEMBER PROJECTS.** An appropriate period of pledging or new member education requires the planning, organizing and execution of a chapter-approved service project of some significance under the leadership of pledge or new members.

**Rationale:** A period of pledge membership or new membership would be severely limited in effectiveness if it did not provide the opportunity for the development of necessary organizational planning and leadership skills which are required of active brothers in carrying out the service program of their chapter. This standard thus carries a practical necessity while further implanting our Cardinal Principle of Service in each member and deepening a lifetime commitment of serving humanity.

**14. ACADEMIC OBLIGATION.** An appropriate period of pledging or new member education gives high priority to the academic success of the pledges or new members.

**Rationale:** Alpha Phi Omega is a collegiate fraternity and has an obligation to both its prospective members and to its sponsoring college or university to ensure that the academic experience is both fulfilling and successful, supporting our heritage of educational freedom.

**15. THE USE OF PLEDGE MANUALS OR NEW MEMBER MANUALS.** An appropriate period of pledging or new member education includes a requirement that each pledge or new member maintain a permanent record, which documents successful completion of the pledge or new member program requirements, in such form as the chapter may require.

**Rationale:** Each pledge or new member should be evaluated on the individual achievement of program requirements whether as a member of a structured class or as an individual fulfilling a

# NATIONAL PLEDGE OR NEW MEMBER STANDARDS

personal contract. This permanent record will be an objective source for the evaluation of these accomplishments as well as the likely source of significant personal memorabilia in years to come.

**16. THE OATH OF LOYALTY AND SERVICE.** An appropriate period of pledging or new member education includes the presentation and explanation of the Oath of Loyalty and Service to the pledges or new members by the officers supervising the pledge or new member class.

**Rationale:** A presentation and explanation is needed to assist the pledges or new members in fully understanding the commitments they will be able to fulfill in future resource personnel on campus, in the community, and within the Fraternity.

**17. REPLENISHING MEMBERSHIP.** An appropriate period of pledging or new member education emphasizes the need to continue membership expansion.

**Rationale:** A good chapter continues to live not only through the service participation of its current members but also through their commitment to perpetuating its programs by extending membership opportunities to similarly dedicated students. This activity also further reinforces our national heritage of freedom of association.

**18. PLEDGE OR NEW MEMBER PERIOD REVIEWS.** An appropriate period of pledging or new member education includes at least one opportunity at its conclusion for the constructive evaluation of the program. This evaluation should be made by both pledges or new members and brothers and should cover both individual performances and program goals.

**Rationale:** Chapter programs succeed not by mere repetition, but through careful reflection upon the successes and failures experienced each time the program is offered. Evaluation is the key to healthy programs, healthy members, and healthy chapters. Evaluation is also necessary to determine the individual successes of pledges or new members throughout the program. The process should reveal how well they satisfy the program requirements and how well they demonstrate that they are ready for the confirmation of active membership.

**19. METHOD OF SELECTION FOLLOWING PLEDGING OR NEW MEMBER EDUCATION.** An appropriate period of pledging or new member education includes objective determinations for eligibility to receive active membership based upon the individual's successful completion of program requirements. The completion by a pledge or new member of all chapter requirements established at the beginning of the pledging or new member education experience is a strong indication that active membership may not be denied by the chapter.

**Rationale:** While the confirmation of active membership is the single greatest power of a chapter, this power must never be used capriciously or arbitrarily. The entire concept of pledging or new member education is to provide a complete opportunity for individuals to acquire those skills and that knowledge necessary for active membership, as well as to make a commitment to our purpose and principles. If a chapter enters into "black-balling" or some other abuse of its powers, it defeats the entire purpose of a pledge or new member program and pledging or new member education standards. Eligibility for active membership and its rights, benefits and privileges should be based upon an objective evaluation of the pledge's or new member's successful completion of those pledging or new member education standards adopted by the chapter. Membership in Alpha Phi Omega is a great honor, earned through hard work, diligent effort and dedication to our principles. It is not based merely on a popularity vote of the other brothers. Any other reason is a betrayal of our high principles of brotherhood.

**20. INITIATION OF NEOPHYTES BY THE FRATERNITY RITUAL.** An appropriate period of pledging or new member education concludes with the initiation of all qualifying pledges or new members into Alpha Phi Omega only by the official Fraternity Ritual and by their timely registration with the Fraternity's National Office in the approved manner. Pledges or new members should be made aware that, depending on the chapter, the official Fraternity Initiation Ritual may contain references to God and a dedication invoking the name of "Our Common God."

**Rationale:** The Initiation Ritual of Alpha Phi Omega is both a beautiful and significant ceremony. Its purpose is not to mark the conclusion of pledge or new membership, but rather to herald the beginning of a lifetime of Leadership, Friendship and Service in Alpha Phi Omega as an active brother. Every Fraternity member shares this common experience and, indeed, may not receive the rights, benefits, or privileges of active membership until these requirements have been satisfied.

# STANDARD POLICY OF RISK MANAGEMENT

## HAZING

No chapter, petitioning group, interest group, alumni association, student, alumni member, advisor, or any affiliated group or person shall conduct nor condone hazing activities., regardless of permission or approval by a person being hazed.

Hazing activities are defined as (but not limited to): any action taken, or situation created, intentionally, whether on or off Fraternity premises or during Fraternity functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcoholic beverages; paddling in any form; branding; creation of excessive fatigue, physical or psychological shocks; quests; treasure hunts; scavenger hunts, road trips; or any other such activities carried on in the name of the Fraternity; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws.

## SEXUAL MISCONDUCT

The Fraternity will not tolerate or condone any form of sexual misconduct, whether it be in the form of domestic/relationship violence, rape, sexual violence, sexual exploitation, sexual harassment, or sexual assault. Harmful actions of sexual nature including, but not limited to, verbal, mental, or physical violence and harassment will not be tolerated or condoned.

## ABUSE / DISCRIMINATION

The Fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members for any reason, including but not limited to biological sex, race, ethnicity, physical, mental or emotional disability, age, marital status, sexual orientation, gender identity, gender expression, or religious affiliation. Harmful actions including but not limited to verbal, mental or physical violence, harassment, or exclusion will not be tolerated or condoned.

## CONTRACTUAL AND FINANCIAL ISSUES

No chapter, alumni association, section or region shall enter into a contract or financial agreements using the specific name of Alpha Phi Omega. Qualifying statements as to which chapter, alumni association, section, or region must accompany all agreements entered into for the purposes of supporting fraternity functions. This includes, but is not limited to, such agreements as leases, contracts, hold harmless agreements, liability releases, account agreements, purchase orders, and hotel or banquet contracts.

## ALCOHOL AND DRUGS (SUBSTANCE ABUSE)

The possession, use, and/or consumption of alcoholic beverages or illicit or recreational drugs during any Fraternity event, any event that an observer would associate with the Fraternity, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and institution of higher education. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any Fraternity sponsored event, or at any event that an observer would associate with the Fraternity, is strictly prohibited. Chapters, interest groups and petitioning groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages nor illicit nor recreational drugs as part of their membership or recruitment "rush" or pledge or new member education programs. No chapter funds shall be used to purchase alcohol nor illicit nor recreational drugs under any circumstances. A violation of this policy shall be deemed a violation of the Membership Policies of Alpha Phi Omega.

## PERSONAL PROPERTY

Use of personal property in Fraternity activities shall be strictly voluntary and the sole responsibility of the owner. Alpha Phi Omega shall not assume liability for personal property used in conjunction with Fraternity activities, nor for any damages resulting from said use.

## TRANSPORTATION ISSUES

Any individual who drives or otherwise provides transportation in conjunction with Alpha Phi Omega activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance and the transportation and consumption of alcoholic beverages. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Alpha Phi Omega shall not assume liability for personal vehicles used in conjunction with Fraternity activities, nor for any damages resulting from said use.

# STANDARD POLICY OF RISK MANAGEMENT

## GENERAL HEALTH AND SAFETY

All activities planned in conjunction with Alpha Phi Omega shall take into account the health and safety of all participants. Planning of Alpha Phi Omega projects and activities will include appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with Alpha Phi Omega activities will be in good working condition and will be used in a safe manner.

## ADVISORS

Advisors and alumni serving Alpha Phi Omega on behalf of their employer or respective volunteer agency (educational institution, youth service organization, etc.) will do so in accordance with the policies of said entity, including but not limited to risk management and personal liability. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the Fraternity when engaging in Fraternity-related activities. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representatives or employees of the Fraternity in questions of policy and shall not engage in activities designed to circumvent Fraternity policies.

## EDUCATION

All reasonable efforts will be made to ensure each student member, pledge or new member, associate member, advisor, alumnus and honorary member shall be instructed on the Risk Management Policies annually. Active chapters, alumni associations, and sectional, regional, and national volunteers will indicate their understanding of and compliance with the Risk Management Policy statement on an annual basis. Organizers of Fraternity events will reasonably inform guests (including non-members, alumni, advisors and visiting members) of applicable policies.

## RISK MANAGEMENT RATIONALE

The Standard Risk Management Policy is extremely important for a national service fraternity as well as the individual chapters of Alpha Phi Omega. A risk management policy provides the chapters, sections, regions, and National Fraternity with the ability to protect their members, to maintain the high reputation of Alpha Phi Omega, and to assist members in assessing their individual responsibilities.

## ESTABLISHMENT OF INDIVIDUAL CHAPTER RISK MANAGEMENT POLICIES

The Standard Risk Management Policy is a minimum policy, which the chapters must follow. Chapters will face unique challenges that will require individual attention. They may choose to adopt a policy above and beyond these standards. This policy is intentionally broad, and it is the intent that chapters individualize, through discussion, the policy beyond the scope of the minimum standards.

The major focus is to educate all brothers in Risk Management. Adoption of this policy will provide a program of education within the chapters, sections, regions and on a national level.

Signing the Standard Risk Management Policy should not be done without careful consideration. It is your affirmation and commitment to the Standard Risk Management Policy. Much time and effort has been dedicated to making this policy as encompassing as possible for all members of Alpha Phi Omega.



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Alpha Zeta Chapter '12

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