

Alpha Phi Omega  
Spring Youth  
Service Day



**2005 Handbook**

**\*April 15-17, 2005\***

**"Service projects with youth and  
service projects for youth."**

*\*Or another spring date that works better for your Chapter.\**

# TABLE OF CONTENTS

## Alpha Phi Omega Spring Youth Service Day 2005 Handbook

Letter from Service/Comm. Program Director & SYSD Co-Chairs.....	3
Project Planning Checklist .....	4
Service Project Ideas.....	5
Campus Coordinator Program .....	6
Publicity .....	7
Sample News Release .....	8
Some APO National Partners & SYSD.....	9
Other Youth Service Day Partner Organizations.....	10
Reporting Your Project (*Required by May 1, 2005) .....	11

*"Enlisting young people in community service is one of the most important tasks we face as we enter a new century. As we look back on the (last) century - as we contemplate two world wars, the great Depression, the struggle for civil rights and other grave national trials - we cannot help but be struck by how much our nation's youth have sacrificed to give us the America we have today. We have a solemn obligation to preserve the rich heritage they have bequeathed to us. That obligation includes preparing today's young people to be worthy heirs of these earlier generations. By teaching young people the joys of service to others, we make good citizenship a vital, transforming and continuing aspect of our national character."*

**—General Colin L. Powell, founder of America's Promise**

Spring Semester, 2005

Dear APO Students,

**Welcome to APO's 2005 Spring Youth Service Day (SYSD)!** Your Chapter, along with hundreds of others across the nation, participates in this exciting event by planning and performing a service project benefiting youth, and/or directly with youth. SYSD helps demonstrate the Fraternity's commitment to serving youth and giving youth the opportunity to serve—both key principles that motivated Frank Reed Horton's founding of Alpha Phi Omega seventy-nine years ago, and central to furthering our mission today.

**What makes this "youth project" special is that through SYSD, Alpha Phi Omega participates in the largest service event in the world** (National Youth Service Day) with one of our national service partners (Youth Service America). **And, your Chapter must report on your participation in SYSD by May 1, 2005**; reporting takes just a few minutes on apo.org.

APO's SYSD (which can also be thought of as "Spring Youth Service Weekend") coincides with National Youth Service Day (YSD), **April 15-17, 2005**. Please set aside this weekend if possible, or another date this spring that allows your Chapter to fully participate in SYSD/YSD. National Youth Service Day has three primary goals:

**To MOBILIZE** youth to identify and address the needs of their communities through service.

**To SUPPORT** youth on a life-long path of service and civic engagement.

**To EDUCATE** the public, the media, and policymakers about the year-round contributions of young people as community leaders.

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

**As a member of Alpha Phi Omega you are part of a dynamic NATIONAL organization. SYSD is about more than just AΦΩ on your campus: it's all of us maximizing the resources in our own Chapters while working together as a part of a National Fraternity and making a positive impact on the world through our service. Wow!** We are uniquely prepared to guide youngsters by engaging them in service that benefits them *and* inspires them to serve, too. Our service is shaping today's youth, tomorrow's leaders. Think about that...our "youth service" is a wonderful way to be a fully participating citizen.

**Remember that although Spring Youth Service Day is scheduled for April 15-17<sup>th</sup> 2005, you may choose another project date this spring to enable your Chapter to fully participate in this wonderful event.**

This handbook is just the beginning, many ideas presented here come from actual Chapter projects performed last year; you will find more resources on apo.org. Last year, APO performed 30,000+ hours of service as part of SYSD! This year we hope that you will do your part to continue our success.

Good luck and happy service project planning!

**Jennifer Klosterman Rielage, Ph.D.**  
Spring Youth Service Day  
Co-Chair

**Keith Rielage, Ph.D.**  
Spring Youth Service Day  
Co-Chair

**Carla Moran**  
Service & Communication  
Program Director

*PS--Previously, within APO, this service event was known as "National Spring Service Day."*

# ✓ ✓ ✓ PROJECT PLANNING CHECKLIST ✓ ✓ ✓

## ✓ **Decide on Your Project**

Look over the list of project ideas included in this handbook. See if any of them are the right type of project for your Chapter. If not, try brainstorming on what projects to benefit youth or fulfill one of the Five Promises (\*see America's Promise information on page 9) would be effective in your community or campus. Your Advisors, Section Staff, and Regional Service Chair can assist you. Try contacting local chapters of other Youth Service Day partners listed on page 10. **Hint:** See what some other APO Chapters have done in the past at [www.apo.org/programs/service/national\\_spring\\_service\\_day/articles/project\\_spotlight.shtml](http://www.apo.org/programs/service/national_spring_service_day/articles/project_spotlight.shtml).

## ✓ **Plan Your Project**

Since this is our opportunity to show others what we're all about, make sure you're organized. Set a timeline with real deadlines for Brothers to commit to the project, plan for publicity, gather items needed for the project, invite other organizations to participate, etc. Now is the time to delegate the various duties but be sure to follow-up with the folks in your Chapter planning the project—they may need a helping hand somewhere during the planning process.

**Hint:** Use the APO Service Project Chair handbook which you can get online at [www.apo.org/publications/documents/leadership\\_series/l\\_s\\_service\\_project\\_chair.pdf](http://www.apo.org/publications/documents/leadership_series/l_s_service_project_chair.pdf)

## ✓ **Spread The Word**

Publicize the event both within the Chapter, to get everyone excited about it, and outside APO, by inviting others to participate. See if you can get assistance from your school's Public Relations office.

- Consider inviting your school's President or local officials (Mayor, Aldermen, etc.) to participate in your project. Also invite others in the community. You may want to consider making special guests Honorary Members.
- Personally invite students to your project who are interested in APO but could not pledge this semester. They will be impressed that you remembered them and you may have a few more Pledges next semester.
- Local APO Alumni can also be invited to participate. They can be a fantastic resource for your project and for other Chapter projects during the year. Give them a call because they may want to participate.
- Contact local businesses to request donations of materials you need for the project.
- Tell the National Youth Service Day organizers about your project at: [www.ysa.org/nysd/nysd\\_event\\_parent.cfm](http://www.ysa.org/nysd/nysd_event_parent.cfm).
- As soon as you know the date/location/description of your project, tell the APO Marketing Program Director Dr. Lisa Covi ([marketing.director@apo.org](mailto:marketing.director@apo.org)), and APO NSYSD Co-Chair Dr. Keith Rielage ([rielagek@u.washington.edu](mailto:rielagek@u.washington.edu)), about your project. If we know what you're doing—the sooner the better—we may be able to help coordinate publicity for your project and the Fraternity in general; projects planned for the suggested date will have the best chance of media coverage.

## ✓ **Do The Project**

Push your Chapter for good attendance at the project, encourage members to wear the Fraternity's name/letters on T-shirts, jackets, arm bands, logo stickers, etc., to the project. Make sure you are organized and don't have people just standing around with nothing to do, especially those you've invited from other organizations or any invited guests. Remember that you are not just representing your individual Chapter, but the entire membership of Alpha Phi Omega.

## ✓ **Follow Up**

The work isn't over when the project is finished. Be sure to send thank-you letters to all involved in the project. This should include anyone who helped you. Some examples: Any place of business that donated something for the project; any newspaper or radio/television station that covered your project, and other organizations that participated. **Don't forget to thank the Chapter and the planning committee for their work and support!**

## ✓ **Report Your Project (\*This is REQUIRED)**

Submit your NSSD report to the online APO service database **by May 1, 2005**. Report at: [members.apo.org/service/service\\_reporting.php](http://members.apo.org/service/service_reporting.php). Send pictures for the *Torch & Trefoil* and apo.org, too; pictures can be sent via email to [executive.director@apo.org](mailto:executive.director@apo.org), or hard copies may be mailed to the APO National Office.

## ✓ **Evaluate Your Project**

Evaluations are the best way to improve the quality of the service we provide in the future. If your Chapter does not evaluate service projects, this is the perfect time to start. Refer to the Service Vice President and Service Project Chair handbooks, and the Chapter Program Planning Conference (CPPC) Guide for more information on project evaluations; these documents are available at: [www.apo.org/publications/documents/category.shtml](http://www.apo.org/publications/documents/category.shtml).

# 😊😊😊 SERVICE PROJECT IDEAS 😊😊😊

Here are some service projects ideas. Try to involve youth and other organizations in these projects as much as possible. Many of these projects have been done by APO Chapters in past years.

## **One-Day/Weekend Projects**

- ◆ Assist or visit children at a hospital, a school for the blind, deaf or developmentally disabled.
- ◆ Volunteer to work with students at a nearby elementary, junior high or high school.
- ◆ Organize an activity, service project or program at a youth center.
- ◆ Holiday parties at hospitals, orphanages, nursing homes, etc. (\*Children can make cards for elderly or ill and then deliver them).
- ◆ Work with local police departments to fingerprint children for identification purposes.
- ◆ Playground building, repair and litter control. Local park/cemetery cleanups.
- ◆ Hold a Teen dance or game night.
- ◆ Clothing drives for the needy
- ◆ Cleanup projects at community centers and shelters
- ◆ Paint a mural at a local school with the students
- ◆ Help children in the community (e.g. elementary school class) to do their own service project
- ◆ Hold a children's story time in conjunction with a local library, elementary school, etc.
- ◆ Hold a children's coloring contest with prizes for different age groups

## **Longer-term Projects**

- ◆ Coach or sponsor a youth athletic team (as permitted by your university and risk management plans).
- ◆ Sponsor a toy drive for a local organization or emergency food pantry.
- ◆ Help to provide leadership for a local youth organization, such as Scouting, 4-H, Campfire, etc.
- ◆ Provide assistance to women's shelters
- ◆ Collect food and funds and provide manpower for local food pantries and soup kitchens
- ◆ Recording for the blind
- ◆ Tutor local youngsters in an after-school program.
- ◆ Volunteer with Big Brothers/Big Sisters.
- ◆ Raise money for a local organization that serves youth through walk-a-thons, rock-a-thons, etc.

## **Projects with other organizations to help youth**

- ◆ Work with a local school to help a local nursing home.
- ◆ Organize a bicycle safety fair with the local police
- ◆ Work on a community service project to benefit youth with local service organizations such as the Lions Club, the Rotary Club, the Kiwanis Club, the Optimist Club, etc.
- ◆ Develop or staff an event to benefit a youth service organization, such as Scouting, Big Brothers/Big Sisters, etc.
- ◆ Organize a Merit Badge University or advancement event for Boy or Girl Scouts.
- ◆ Help to staff or run activity programs at a Scout Camporee or Scout Show.
- ◆ Do a joint service project with a high school service club such as the JROTC, Key Club, etc.
- ◆ Do a youth project in conjunction with your local family/children's organization, juvenile probation services.
- ◆ Help with a Habitat for Humanity project.
- ◆ Work with local Boys/Girls Clubs, YMCA, child abuse centers, Special Olympics programs, etc.
- ◆ Help run a youth carnival. Consider having a special theme like safety or literacy.

# **CAMPUS COORDINATOR PROGRAM**

Youth Service America (YSA), the organization that coordinates National Youth Service Day, has invited Alpha Phi Omega chapters to serve as the lead organization to coordinate National Youth Service Day projects on college campuses. If your Chapter has the time and capacity to serve in this role it could be used as a way to reach out to your campus as a whole and gain valuable name recognition and potential new members.

The campus coordinator role involves coordinating National Youth Service Day efforts by joining forces with several other campus organizations (five would be a good number) and leading members of these organizations in service projects that you have set up/are serving in as well. These campus organizations do not have to be directly service-oriented organizations but simply are interested in helping out (e.g. College Democrats/Republicans, Student Council, Marching Band, etc.). By involving other students who are not in your Chapter, you expose our goals and ideas to a larger audience and may recruit some of these fellow students as future members.

## **What's involved:**

1. One person from your Chapter should contact Youth Service America and serve as a liaison between your chapter and YSA. See their website at: [www.ysa.org](http://www.ysa.org) for more information on how to contact them. You can get help from them with publicizing your project. You should also contact APO Marketing Program Director Dr. Lisa Covi ([marketing.director@apo.org](mailto:marketing.director@apo.org)), and APO NSYSD Co-Chair Dr. Keith Rielage ([rielagek@u.washington.edu](mailto:rielagek@u.washington.edu)) for APO publicity efforts.
2. Organize a campus-wide coalition of other campus organizations to do a joint service project achieving one of the three goals of National Youth Service Day (outlined in the introductory letter of this handbook).
3. Send YSA a description of your project (on-line).
4. After the project is completed file an evaluation with YSA telling them how things went (again, on-line).
5. YSA can provide a variety of resources to help with your efforts to reach out to other campus organizations including posters, service handbooks with ideas, and publicity.
6. YSA also has a number of grant funding opportunities available to you should a project you would like to do require funds beyond what your chapter has available.



# PUBLICITY



Because we are trying to raise public awareness for Alpha Phi Omega at both the local and the national level, it is important for Chapters to try to publicize their National Spring Service Day activities in their local or campus media. Here are some ways to help you raise awareness locally.

## USING PUBLICITY:

**Step 1:** Realize that some in the media do not necessarily see APO the way we do. In other words, they may not care about what we do, and may not see the need to publish or broadcast our efforts. However, public relations should be approached like learning a jump shot in basketball: Our idea won't always score with some media types, but keep trying. Just as a basketball does not go in the hoop every time, our PR efforts not always work. But don't give up. Just think of it as practicing, like a basketball player has to do with his or her jump shot.

**Step 2:** Never get irritated with the media. A local newspaper may have told you he/she would be at a project to write a news article but may have been taken off the story at the last second when a hospital caught on fire. Remember, there are some things we cannot control.

**Step 3:** Never contact a media person without having all of your facts straight and available. The person you speak with may want to ask questions rather than listen to you deliver your facts. Always provide more than one contact person and phone number, as well as the best times when each contact person can be reached.

## HOW TO DO IT

- 1) **If you do not have contact information for a news organization you want to contact, simply call its main number and ask for the information** you need; you do not have to explain why it is needed at this time. A lot of information is available on websites, but it is good to confirm what's posted with a phone call.
- 2) **Send your news release at least two weeks in advance of the project.** Try sending an electronic copy as well as a hard copy and/or fax.
- 3) **Call and/or email to find out if the person you sent your release to received it;** if you didn't direct it to a specific person, find out who it has been directed to (\*be prepared to re-send it at this point to help "make sure" the right person gets it). When you know who has your release, tell that person what to expect and be very, very brief. Always say, "We would like for you to consider," never say "You've got to come to. . ."
- 4) **Send the release again, as a reminder, three or four days before your project.** If you have the name of the person who has been assigned to your project, phone that person the day before the project to remind him/her and share any final project details—particularly ones that will encourage the person to attend at a particular time. Ex: we'll finish up with the children in a big costume parade on the Common around 3PM, followed by the awards at 3:15PM.
- 5) **Always have more than one person help prepare and proof the news release.** You need to make sure that all the facts, especially the date, location, and phone numbers are correct.
- 6) **When you have dealt with an editor or reporter several times, meet them in person,** either at their office or for lunch to update him/her on your Chapter's activities and this project in particular. Personal contact is the best way to publicize Alpha Phi Omega, whether for positive public relations or recruiting new members.



# SAMPLE NEWS RELEASE



NOTE: This is a sample news release. Fill in the local information and submit your own release to your local media. Recipients should include your campus and community newspapers, television stations, and radio stations. If you have received a proclamation from your state, university or town, leverage that for publicity purposes. You may be able to get some assistance from your school's Public Relations Office. Be sure to check them out, they usually have great contacts.

Chapter Contact Person's Name  
At Least One Phone Number

Chapter U.S. Mailing Address  
Release Date

**FOR IMMEDIATE RELEASE**

*Headline - something about your project such as*

**“FRATERNITY KEEPING ITS ‘PROMISE’ TO CELEBRATE YOUTH THROUGH LOCAL SERVICE PROJECTS”**

(Your College's) chapter of Alpha Phi Omega (APO), a co-ed National Service Fraternity active on more than 350 college campuses nationwide, announced today announced their participation in the world's largest service event: During the weekend of April 15-17, the students will be doing a service project as part of Youth Service America's Youth Service Day.

**(Your Chapter)**, the Fraternity's local Chapter at **(Your College)**, is planning *(announce the project you have selected and explain it. Be as specific as possible and include the time and location of where the project will be held. If you are working with other organizations be sure to mention them here as well).*

Alpha Phi Omega students around the country will be joining more than 13 million young people serving in a variety of ways as part of Youth Service Day. Like (Your College's) Chapter, other chapters are sponsoring campus and community youth based projects throughout the country as part of YSD. Service with and for youth is something fundamental to APO's program of Leadership, Friendship, and Service. Alpha Phi Omega's participation in Youth Service Day is a major part of the organization's national commitment to America's Promise, the youth focused organization founded by General Colin Powell.

Alpha Phi Omega is the nation's largest fraternity and the only one whose primary purpose is service. Founded in 1925, membership is open to all college students. The **(Your Chapter)** at **(Your College)** was started in **(year)** and some recent projects include: *(List two or three).*

For more information on National Spring Service Day or on Alpha Phi Omega, please call **(local contact's name and phone number)** or visit Alpha Phi Omega's national website [www.apo.org](http://www.apo.org).

**Hint:** Check out [apo.org](http://apo.org) for a sample press release you can use by adding just a little information about your Chapter! Also contact APO Marketing Program Director Dr. Lisa Covi ([marketing.director@apo.org](mailto:marketing.director@apo.org)), and APO NSYSD Co-Chair Dr. Keith Rielage ([rielagek@u.washington.edu](mailto:rielagek@u.washington.edu)), as soon as possible to **see if your Chapter can be included in national media outreach efforts the Fraternity is conducting.**

If a news report or photo was published, please send a copy to the National Office. Do not forget to send a photograph to the National Office for the Torch & Trefoil, our Fraternity Magazine. Also, keep a copy of any coverage you receive for your Chapter files.

# SOME APO NATIONAL PARTNERS & SYSD

Alpha Phi Omega first made a commitment to become a part of Youth Service America's National Youth Service Day in 2001. Our involvement helps us meet part of the commitment we make to America's Promise, the "Network for Youth" founded by General Colin Powell.



## NATIONAL YOUTH SERVICE DAY

Since its inception, National Youth Service Day has brought together more than 13 million people through service in thousands of communities nationwide.

National Youth Service Day began in 1988 and is designed as a means of getting young people involved in service and calling attention to the impact that youth service makes on the American public. That first year, Youth Service America (YSA) and the Campus Outreach Opportunity League (COOL) organized the first National Youth Service Day, then called "A Day in the Life of Youth Service."

Since then, NYSD has grown to include more than 100 National Partners and millions of young people nationwide. National Youth Service Day is the largest service event in the world, engaging millions of young Americans and focusing national attention on the amazing leadership, and leadership potential, of young people. Communities, schools, and local organizations organize projects. National Youth Service Day is an opportunity to recruit the next generation of volunteers while promoting the benefits of youth service to the American public.



[www.americaspromise.org](http://www.americaspromise.org)

## AMERICA'S PROMISE

### *Description and Mission*

America's Promise - The Alliance for Youth, led by General Colin L. Powell, is mobilizing people from every sector of American life to build the character and competence of our nation's youth by fulfilling [Five Promises](#) for young people:

1. Ongoing relationships with caring adults in their lives — parents, mentors, tutors, or coaches;
2. Safe places with structured activities during non-school hours;
3. Healthy start and future;
4. Marketable skills through effective education; and
5. Opportunities to give back through community service.

These Five Promises contain the seeds for a national movement capable of advancing the health and well-being of the next generation. But, we *all* must take responsibility and get involved to make this a reality.

Alpha Phi Omega became a national partner of America's Promise in February, 2001. Alpha Phi Omega has made a national commitment to AP's national service program by continuing our strong tradition of youth service, and also by participating in National Youth Service Day annually.

## OTHER SERVICE ORGANIZATIONS/NET RESOURCE LIST

**National Youth Service Day Partners:** The following organizations are among the 100+ organizations that have joined with Alpha Phi Omega to be partners in serving youth as part of YSD. Feel free to contact local chapters at see if they will join you in your projects, or if they might have projects that you can help with. A complete list containing internet links to their national organization homepages is available at:

[http://www.ysa.org/nysd/nysd\\_partner\\_parent.cfm](http://www.ysa.org/nysd/nysd_partner_parent.cfm)

AARP

American Association of Community Colleges

American Association of State Service Commissions

America's Promise – The Alliance for Youth

American Federation of Teachers

American Institute for Public Service

American Red Cross

AmeriCorps Alums

Association of Children's Museums

Big Brothers Big Sisters of America

Boys & Girls Clubs of America

Camp Fire Boys and Girls

Campus Compact

Campus Outreach Opportunity League

City Cares

Catholic Network of Volunteer Service

Center for Youth as Resources

City Year, Inc.

Communities In Schools

Coalition of Community Foundations for Youth

Community Partnerships with Youth, Inc.

Corporation for National Service

Do Something

Girl Scouts of the USA

Habitat for Humanity International

Hillel: The Foundation for Jewish Campus Life

International Baccalaureate, North America

Jewish Community Center Association

Job Corps, U.S. Department of Labor Employment

& Training Administration

Lions Club International

March of Dimes

National 4-H Council

National Association of Elementary School Principals

National Association of Secondary School Principals

National Association of Service and Conservation

Corps

National Association of Student Councils

National Education Association

National Honor Society/National Junior Honor Society

National League of Cities

National Middle School Association

National Peer Helper Association

National Youth Leadership Council

Points of Light Foundation

SADD

Special Olympics International

The United Conference of Mayors

United Way of America

Veterans of Foreign Wars of the United States

Women in Community Service

YMCA of the USA

Youth Volunteer Corps of America

YouthBuild, USA

Youth Service America

YWCA of the U.S.A

These organizations are not partners but may be sources to contact for help or project ideas:

Boy Scouts of America - [www.bsa.scouting.org/](http://www.bsa.scouting.org/)

National 4H Council - [www.fourhcouncil.edu/](http://www.fourhcouncil.edu/)

The National Family and Youth Services Bureau - [www.acf.dhhs.gov/programs/fysb/](http://www.acf.dhhs.gov/programs/fysb/)

National Future Farmers of America - [www.ffa.org](http://www.ffa.org)

Rotary International - [www.rotary.org/](http://www.rotary.org/)

Break the Cycle - [www.break-the-cycle.org/](http://www.break-the-cycle.org/)

The American Legion - [www.legion.org](http://www.legion.org)

Civitan International - [www.civitan.org/](http://www.civitan.org/)

Sertoma International - [www.sertoma.org/](http://www.sertoma.org/)

Altrusa International - [www.altrusa.com/](http://www.altrusa.com/)

Optimist International - [www.optimist.org/](http://www.optimist.org/)

Kiwanis International [www.kiwanis.org/](http://www.kiwanis.org/)

Other resources your Chapter might tap include your Chapter Advisors, campus administrators, local government officials, local clergy, schools, churches, senior centers, community organizations, chambers of commerce, etc. The possibilities for service are endless and your only limitations are your Chapter's creativity, imagination and enthusiasm.

# REPORTING ON YOUR PROJECT: **REQUIRED**

## **ALL 2005 SPRING YOUTH SERVICE DAY REPORTS ARE DUE MAY 1, 2005.**

Your Chapter is **REQUIRED** to report on your Spring Youth Service Day project.

Even if your Chapter does not perform a Spring Youth Service Day project, you are required to submit a report confirming that you didn't do a project. Both types of reports (participation and non-participation) on Spring Youth Service Day are due May 1, 2005.

Reporting is easy to do and only takes a few minutes online. Anyone can enter your project information on the APO Service Database which has a combination of "drop down menus" (date, Chapter, etc.) and "fill in the information" boxes (project description, number of hours, etc.) Make sure to choose the correct selections from the drop down menus. You can view the online service project report form at any time so you know what information is requested.

Whoever submits the Chapter's report will be asked to give his/her name and an email address. An email message containing the information submitted in the report will automatically be sent to the service reporter, Section Chair, Regional Service Chair, Service & Communication Program Director, Spring Youth Service Day Co-Chairs, and the APO National Office. Please save a copy of this email message to confirm your submission. You may also check on your Chapter's report (to see if it has been submitted/what was submitted) by pulling up the information from the database.

**Report on your Chapter's Spring Youth Service Day project at:**  
[members.apo.org/service/service\\_reporting.php](http://members.apo.org/service/service_reporting.php)

**Report that your Chapter DID NOT do a Spring Youth Service Day project at:**  
[members.apo.org/service/service\\_reporting\\_no.php](http://members.apo.org/service/service_reporting_no.php)

**Get your Regional Service Chair's email address at:**  
[members.apo.org/service/committee.php](http://members.apo.org/service/committee.php)

**Make sure your Chapter has reported/see other Chapters' reports:**  
[members.apo.org/service/view\\_projects.php](http://members.apo.org/service/view_projects.php)

If you do not have web access and require a hard-copy form to report on SYSD, please contact the APO National Office at (816)373-8667 to request one.

**Thank you for your dedication to youth service.**

**GOOD LUCK!**