

PIKE



Pi Kappa Alpha
Community Service
Updated July 2019

Foreword

The contents of this handbook are the result of a compilation of information from various chapters and various brothers affiliated with the Pi Kappa Alpha International Fraternity for the use by any chapter or volunteer which are interested in establishing or improving their programming.

It should be understood that each chapter is self-governing and solely responsible for its day-to-day, week-to-week and month-to-month operation and nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight or as an effort to control the local chapter by the Pi Kappa Alpha International Fraternity, which is a fraternal affiliation of over 220 chapters, over 15,000 active undergraduate members and over 300,000 alumni and several nonprofit corporations, including, but not limited to Oak Service Corporation, a Tennessee nonprofit corporation which serves as a clearinghouse and an administrator for purposes of organizing meetings and conventions, publishing fraternal publications and performing other functions for the entire International Fraternity.

This handbook is an educational guideline which only contains suggestions and recommendations developed by various chapters and alumni which were able to develop successful programs. It is published and available to any chapter through the Memorial Head Quarters in Memphis as a form of brotherly advice for whatever use one wants to make of it.

All ideas herein are optional, and nothing is mandatory. Participation is by the voluntary choice of each chapter and each member with the understanding that one generally gets out of something what one is willing to put into it. Thus, any language contained herein which could possibly be construed as “mandatory” such as “do this” or “do that” is only in the form of a recommendation that if one wishes to get the most benefit out of using the suggestions in the communication model, then the suggestions can be utilized with the understanding that any handbook or guide is, at most, a guide and that the users should substitute their own experience and judgment to use, adapt or modify the suggestions and recommendations contained herein. In other words, the communication model is a guide from which the users can use to establish, improve or build their own programs, using their own knowledge, common sense, ideas and experience and to assist the users from time to time as a reference for ideas and suggestions. In turn, each chapter is encouraged to share good ideas with other chapters by advising the administrative clearinghouse for possible inclusion in future publications.

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Overview of Handbook

It is important to follow a few recommendations when reading through this handbook. The first recommendation is to think of this handbook as a guide while you are community service chairman. This handbook is laid out in a fashion so that as you progress through the year, you will then advance to the next segment of the handbook. However, you do not have to read this handbook sequentially just because of that. If you only want a certain aspect of the handbook for reference, simply skip ahead to that part of the book. Also, you do not have to do everything exactly as this handbook states, but this handbook outlines some of the best practices being used today. Again, this handbook is simply a reference tool, so use it as such. If anything in this handbook does not sound familiar to you, some reevaluation and changing of processes may be in order, which leads to the next recommendation.

Do not let unfamiliarity or tradition keep you from implementing the ideas in this handbook. It is very easy to go through and simply read this handbook for general knowledge and understanding of the position. Unfortunately, things will not change or get better in your chapter unless you act. In order to get the most out of this handbook and to make the greatest impact on your chapter, it is recommended to take the ideas in this handbook and put them into action. By acting, you will get the most out of your position, which leads to the final recommendation.

Enjoy your position! No matter what reason you had for taking this position, make sure you fulfill your duties to the best of your ability. Much like the undergraduate fraternal experience, your tenure in this position will be very brief so do your best to make a positive impact and better the overall chapter. If you work your hardest to ensure this happens, you will truly have a rewarding undergraduate fraternal experience. Good luck!

Understand your Position

Purpose of Community Service

The purpose of community service is to ensure that each chapter member can donate time and raise money for benefit of the community of the chapter.

Job Description

As the community service chairman, you are the primary organizer and overseer of the community service and philanthropy programs within the chapter.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Goals

- ◆ Ensure that every chapter member is eager and able to participate in community service and philanthropy events.
- ◆ Ensure that records of community service and philanthropy are kept improving community service and philanthropy in the future.

Weekly Tasks

- ◆ Hold weekly community service committee meetings
- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to community service
- ◆ Manage the community service budget

Semester Tasks

- ◆ Structure and organize a community service committee
- ◆ Set goals related to community service
- ◆ Set the community service budget
- ◆ Creating and maintain a community service spreadsheet to track the community service of each chapter member, each event, and overall chapter efforts
- ◆ Create and maintain a philanthropy spreadsheet to track the philanthropy efforts of each chapter member, each event, and the overall chapter
- ◆ Host one major community service event
- ◆ Host one major philanthropy event
- ◆ Co-host one major community service event with another student organization
- ◆ Co-host one major philanthropy event with another student organization
- ◆ Participate in other major community service events around campus
- ◆ Participate in other major philanthropy events around campus
- ◆ Create and maintain a uniform community service handbook including guidelines, ideas, and suggestions for future community service chairman
- ◆ Assist in the completion and submission of a Year End Summary

Completion of Position

- ◆ Review position with the new community service chairman and provide a written note to successor and any other materials that were developed during your tenure as community service chairman including a uniform community service handbook with guidelines, ideas, and suggestions for future community service chairman

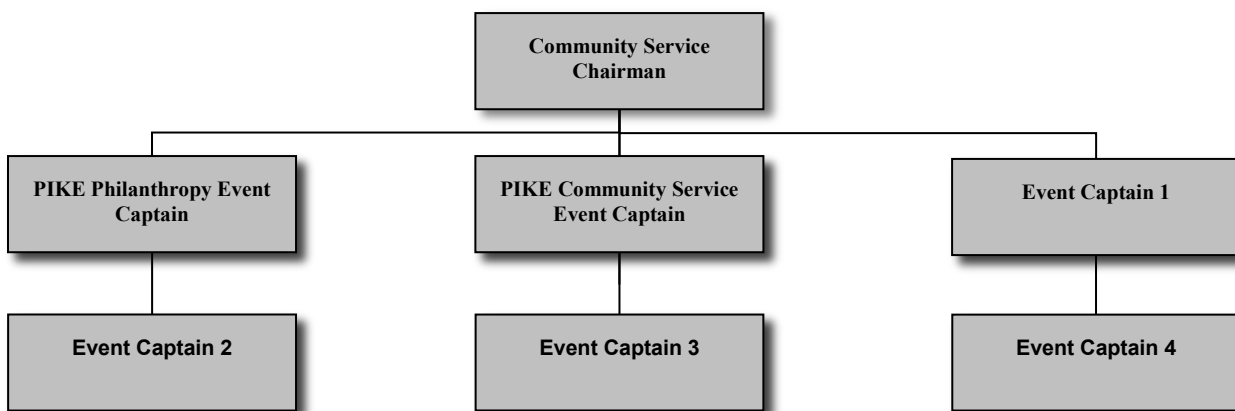
Create the Plan for your Position

Organize the Committee

In order to more effectively accomplish your duties as community service chairman, it is important to form a community service committee. The steps involved with forming your committee are: (1) determining who is interested in being involved with the committee and (2) which positions each person should hold in the committee.

The first step to forming the community service committee is determining who wants to be involved with the committee. In order to get the best response for involvement, you want to engage the chapter membership through numerous avenues, typically via electronic communication such as e-mail or Facebook as well as in person during the chapter meeting or a separate meeting. Prior to sending out communication asking for help from chapter members, you want to make sure you have a way to meet with all of those interested and delegate responsibilities, typically through a meeting on campus or in the chapter house (if applicable). Once the meeting location is finalized, you simply want to engage the chapter by telling those who are interested about the meeting time and location. Ask for chapter members to hold up their hands if interested when in chapter and to respond if sent out over e-mail. This is to ensure you have interest from the members since otherwise you will have to appoint and ask certain members to help with the committee. Once you have verified involvement from chapter members and informed them of the meeting, you may now determine the best method to delegate responsibility within the committee.

The purpose of the meeting with the chapter members who will be involved is to give each person a role, a goal, and a title since this will be the best way to engage each person. Prior to holding the meeting, you want to ensure you have a good understanding of the way you will delegate responsibilities. After receiving initial interest responses from or identifying certain chapter members, you will now have a good idea of how many people will be involved with the committee. Depending on the number of people involved, the community service committee is typically composed of many undergraduate members.



The number of undergraduate members will vary depending on the number of community service and philanthropy events that are held at your campus. You will have a chapter member in charge of the PIKE sponsored philanthropy event; a chapter member in charge of the PIKE sponsored community service event; and an event captain for every other community service and philanthropy event. That means you appoint members for each sorority philanthropy event, each campus community service event, each campus philanthropy event, each fraternity philanthropy event, each community service event from other organizations, etc. Every single community service and philanthropy event that you choose to participate in should have an event captain. A brief job description for these positions is listed

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below along with a full-page overview for these positions which can be given to each member of the committee and can be found starting on the next page in this handbook.

PIKE Philanthropy Event Captain – the primary organizer and overseer of the PIKE sponsored philanthropy event.

PIKE Community Service Event Captain – the primary organizer and overseer of the PIKE sponsored community service event.

Event Captain(s) – the primary organizers of the various community service and philanthropy events. There should be an event captain for each community service and philanthropy event.

These are typically the positions involved with the community service committee. However, if you are unable to identify enough chapter members to be involved with the committee and oversee each event, it is recommended to work to combine the outlined positions so that every event will have oversight and be successful. For example, if you only have five-chapter members involved for ten events, you can then combine the responsibilities of two events to everyone in the committee. Also, if you can identify more than enough chapter members to be involved with the committee, you may work to add positions so that you are not turning away help. For example, if you have twelve-chapter members involved, you can give each person oversight of an event and add more positions such as another event captain for each big event you must ensure these bigger events are successful. As you can see, the committee structure is very flexible and primarily used to ensure all the responsibilities associated with the community service program are completed. If you ensure that all responsibilities are accomplished and you are effectively engaging more chapter members, the community service committee and program will be successful.

Once you have created the community service committee, you will want to be continually updated on progress with tasks that the committee members are charged with, so it is recommended to hold weekly community service committee meetings. During these meetings it is important to allow every person in the committee (or at least those who are relevant to those events at that time of the year) to detail what it is they have done in the past week, what they failed to do in the past week, and anything that they plan to do or major events that are taking place in the near future. It may even be helpful to utilize and expect a report from each committee member, like the one outlined on page 11. These meetings should not take long but it is a simple way to help ensure all necessary work is completed while also effectively delegating responsibilities.

PIKE Philanthropy Event Captain

Job Description

As the PIKE philanthropy event captain, you are the primary organizer and overseer of the PIKE sponsored philanthropy event.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Scheduling and organizing PIKE sponsored philanthropy event
- ◆ Budgeting for the costs of event
- ◆ Notifying membership of event

Goals

- ◆ Complete scheduling and organizing of event at least two weeks prior to the event
- ◆ Notify membership of event at least one month prior to the event
- ◆ Market and publicize event at least two weeks prior to the event
- ◆ Document and photograph attendance at event
- ◆ Document dollars raised for event

Weekly Tasks

- ◆ Continually maintain the budget for the event
- ◆ Continually evaluate options for holding the philanthropy event

Semester/Quarter Tasks

- ◆ Schedule and organize one PIKE sponsored philanthropy event
- ◆ Notify membership of event in order to increase attendance
- ◆ Market and publicize event in order to increase attendance
- ◆ Document and photograph attendance at event
- ◆ Document dollars raised for event

Completion of Position

- ◆ Review position with the community service chairman and return at least written notes to successor and any other materials that were developed during your tenure as PIKE philanthropy event captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

PIKE Community Service Event Captain

Job Description

As the PIKE community service event captain, you are the primary organizer of PIKE sponsored community service event.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Scheduling and organizing the PIKE sponsored community service event
- ◆ Budgeting for the costs of event
- ◆ Notifying membership of event

Goals

- ◆ Complete scheduling and organizing of event at least two weeks prior to the event
- ◆ Notify membership of event at least one month prior to the event
- ◆ Market and publicize event at least two weeks prior to the event
- ◆ Document and photograph attendance at event
- ◆ Document community service hours given for event

Weekly Tasks

- ◆ Continually maintain the budget for the event
- ◆ Continually evaluate options for holding the community service event

Semester/Quarter Tasks

- ◆ Schedule and organize one PIKE sponsored community service event
- ◆ Notify membership of event in order to increase attendance
- ◆ Market and publicize event in order to increase attendance
- ◆ Document and photograph attendance at event
- ◆ Document community service hours given for event

Completion of Position

- ◆ Review position with the community service chairman and return at least written notes to successor and any other materials that were developed during your tenure as PIKE philanthropy event captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Event Captain

Job Description

As an event captain, you are the primary organizer of a specific community service or philanthropy event. There should be an event captain for each community service and philanthropy event.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Scheduling and organizing community service or philanthropy event
- ◆ Budgeting for the costs of event
- ◆ Notifying membership of event

Goals

- ◆ Complete scheduling and organizing of event at least two weeks prior to the event
- ◆ Notify membership of event at least one month prior to the event
- ◆ Market and publicize event at least two weeks prior to the event
- ◆ Document and photograph attendance at event
- ◆ Document dollars raised for event
- ◆ Document community service hours given for event

Weekly Tasks

- ◆ Continually maintain the budget for the event
- ◆ Continually evaluate options for holding the community service or philanthropy event

Semester/Quarter Tasks

- ◆ Schedule and organize one community service or philanthropy event
- ◆ Notify membership of event in order to increase attendance
- ◆ Market and publicize event in order to increase attendance
- ◆ Document and photograph attendance at event
- ◆ Document dollars raised for event
- ◆ Document community service hours given for event

Completion of Position

- ◆ Review position with the community service chairman and return at least written notes to successor and any other materials that were developed during your tenure as event captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Sample Weekly Committee Member Report

Please provide a 2-3 sentence answer for each question.

What have you done in the past week?

What have you failed to do in the past week?

What do you plan to do in the upcoming week?

What other upcoming events take place soon?

Do your events/activities cost any money?

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Set the Goals for your Position

Once you have the committee formed, the next responsibility as the community service chairman is to determine and set the goals for your position. When setting goals for any position, you should always determine the metric that you can use to appropriately determine success or failure with your work. Since the objectives as community service chairman are to ensure that every chapter member is eager and able to participate in community service and philanthropy events and to ensure that records of community service and philanthropy are kept to improve community service and philanthropy in the future, you should determine metrics that will allow you to determine success or failure when your position is complete in addition to giving status updates while performing the duties as community service chairman. With that being said, you want to determine how you can best judge whether you are accomplishing these objectives.

You can easily assume that providing at least one opportunity for most members to participate in community service and philanthropy each semester/quarter is a good determinant of the status of accomplishing the first objective. If you can secure separate weekends, one for the community service event and one for the philanthropy event, where there are not many other time commitments for chapter members, you should be able to accomplish this task.

Additionally, it should be easy to track community service and philanthropy efforts through photographs, spreadsheets and other documentation.

This leaves you with your two goals for the community service chairman position and allows you to easily get a weekly update on how the chapter is performing with the community service program so that you may make changes or corrections if necessary. You should take note of these goals that you have now set and continually revisit them on a weekly basis. Again, the goals you have set are:

- ◆ Host and photograph one major community service event
- ◆ Host and photograph one major philanthropy event
- ◆ Creating and maintain a community service spreadsheet to track the community service of each chapter member, each event, and overall chapter efforts
- ◆ Create and maintain a philanthropy spreadsheet to track the philanthropy efforts of each chapter member, each event, and the overall chapter

Now that you have set the goals for your position, you can now set the overall financial goal so that you may successfully accomplish the goals for community service.

Set the Budget for your Position

When setting the budget for community service, you must take into consideration all the possible expenses that may be incurred during the program and then work with the treasurer to allocate the correct amount of the budget to community service. You can first begin to think of all of the expenses that will be incurred during the program.

After reviewing the expenses of community service, you can determine that many of the expenses will be incurred primarily if you need to purchase any materials for the event(s). However, there are quite a few community service and philanthropy events that should give you the ability to provide service and raise money without any initial investment. Nonetheless, depending on the number of community service and philanthropy events you participate in, the list of expenses can then look something like this:

- ◆ PIKE philanthropy event
- ◆ PIKE community service event
- ◆ Co-hosted philanthropy event
- ◆ Co-hosted community service event
- ◆ Participated community service events
- ◆ Participated philanthropy events

Once you have determined what the expenses will be, you can then begin to work with the treasurer to ensure the correct amount is allocated to the community service budget. The best way to go about working with the treasurer is to submit this information with the approximate corresponding amounts into the treasurer on the committee budget request form. This form can be found online at www.pikes.org in the financial documents of the officer resources. It would be beneficial to practice working with this document to make sure you fully understand how it works before developing your community service budget with the document. After entering this information, the document you submit to the treasurer should look something like the table listed below:

ΩΩ Chapter of The Pi Kappa Alpha International Fraternity	
Community Service Budget Request Form	
Event/Activity (see detail pages for more)	Amount
PIKE Philanthropy Event	\$ 3,000
PIKE Community Service Event	\$ 3,000
Co-hosted Philanthropy Event	\$ 1,500
Co-hosted Community Service Event	\$ 1,500
Participated Philanthropy Events	\$ 500
Participated Community Service Events	\$ 500
Total Budget Request	\$ 10,000

Once you have submitted this document, after approximately a week the treasurer should have a fully developed budget and the amount you requested should be fulfilled. If there are any discrepancies, make sure to work with the treasurer to resolve any issues. The budget is now set to enable you to accomplish the goals set for community service. You are now able to move on to planning the tentative community service schedule for the year.

Sample Committee Request Form

<Chapter Name> Chapter of The Pi Kappa Alpha International Fraternity

<Insert Committee Name>

Line Item Details with Monthly Breakdown

Event/Activity	Line Item Details	Total Cost	Jan	Feb	Mar	Apr	May	Jun
<Activity 1>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 2>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 3>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 4>		\$ -						
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Event/Activity Totals		\$ -						
<Activity 5>		\$ -						
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Event/Activity Totals		\$ -						
<Activity 6>		\$ -						
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		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 7>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 8>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						

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	A	B	C	D	E	F	G
1	Name of Brother	Ronald McDonald	Race for the Cure	Soup Kitchen	Blood Drive	Retirement Center	Total Hours
2	Adams, Matt	5	3	8	3	3	
3	Allen, Joe	4	3	8	3		
4	Anderson, John	5	3		4	3	
5	Austin, James		3	5		3	
6	Berke, John	5	3	3	2	3	
7	Brown, Tom	3	6	6	5	3	

A separate community service document should be kept to track hours earned by brothers at non-Chapter sponsored events. Below is an example:

	A	B	C	D	E	F	G
1	Name of Brother	Event #1	Event #2	Event #3	Event #4	Event #5	Total Hours
2	Adams, Matt	32, Dance Marathon	4, Make-A-Wish				
3	Allen, Joe	12, Relay For Life					
4	Anderson, John						
5	Austin, James	32, Dance Marathon	12, Relay for Life				
6	Berke, John						
7	Brown, Tom	32, Dance Marathon					

Create a Philanthropy Spreadsheet

A chapter's philanthropy spreadsheet is designed to track all contributions a PIKE makes to charities. This also includes all the funds a chapter raises throughout the year as they host philanthropy events. Below is a sample spread sheet of how to track dollars raised by members:

	A	B	C	D	E	F
1	Name of Brother	Event #1	Event #1 Funds	Event #2	Event #2 Funds	Total Funds
2	Adams, Matt	Dance Marathon	\$150	Make-A-Wish	\$60	
3	Allen, Joe	Relay For Life	\$30			
4	Anderson, John					
5	Austin, James	Dance Marathon	\$180	Relay for Life	\$50	
6	Berke, John					
7	Brown, Tom	Dance Marathon	\$150			

Below is a sample spread sheet of how to track dollars raised for philanthropic organizations through chapter sponsored events:

	A	B	C	D	E	F
1	Event	Beneficiary	Date	Sponsorship	General Admission	Total Funds
2	Bowl-A-Thon	Boys & Girls Club	9/5/2012	\$500	\$900	\$1400
3	Haunted House	Children's Miracle Network	10/31/2012	\$1000	\$2600	\$3600
4	Cycle for Life	Leukemia & Lymphoma	4/12/2012	\$800	\$3000	\$3800

Identify Potential Sponsored Community Service Events

Chapter sponsored events are often the most fun to be part of because brothers coordinate the service event from start to finish. A chapter sponsored community service event is one that the chapter organizes. These events do not raise money but are designed to give time and effort to an organization. Here is a listing of potential events your chapter can host:

- ◆ Visitation of retirement center, nursing homes, children's hospitals, general hospitals
- ◆ Mentor program at local elementary, middle, or high school
- ◆ Clean-up day at a local retirement center or local charity
- ◆ Hosting a community and campus cleanup
- ◆ Volunteer to do office work at a local charity
- ◆ Organizing an Easter egg hunt for local children
- ◆ Establishing a canned-food drive
- ◆ Hosting a Christmas party for local underprivileged children
- ◆ Recycling
- ◆ Clothing drive
- ◆ Highway or block clean-up
- ◆ Safe ride program
- ◆ Book drive
- ◆ Hosting a rake-a-thon for neighbors or shoveling snow

There are many more potential events. The most important thing in effective community service is to pick events that members will be excited to be part of and events they have a connection to.

Identify Potential Sponsored Philanthropy Events

Philanthropy events help to raise money for organizations in your community. Often, these are well-planned special events that are open for the college community as well as the city in which your chapter is located. Here is a listing of potential philanthropy events your chapter can host:

- ◆ Open microphone night
- ◆ Athletic event
- ◆ Powder puff football
- ◆ Basketball tournament
- ◆ Volleyball tournament
- ◆ Golf tournament
- ◆ Bowl-A-Thon
- ◆ Dance
- ◆ Haunted house
- ◆ 5K
- ◆ Bike-A-Thon
- ◆ Gala or formal dinner event
- ◆ Car wash

Chapters are also encouraged to team-up with a sorority or fraternity on their respective campus and host an event together.

Identify Potential Participated Community Service Events

While chapters are encouraged to host their own community service events, many institutions and communities have volunteer opportunities throughout the year for students to take part in. These events involve some sort of labor and do not raise funds. Here is a list of potential service events your chapter can be part of:

- ◆ Service-learning trips
- ◆ All sorority & fraternity events
- ◆ Read Across America Day
- ◆ Martin Luther King Day of Service
- ◆ Health fairs
- ◆ Campus tour guides
- ◆ Student government events
- ◆ University programming board events
 - Concerts (security, sales, green room, set up and tear down, etc.)
 - Speakers
- ◆ Chamber of Commerce
 - Local concerts and community events seeking security, ticket sales, set up and tear-down of events.
- ◆ Big pal/little pal programs
- ◆ Community and campus mentor programs
- ◆ Deliver meals to elderly or immobile individuals
- ◆ University alumni or advancement office campaign callers

Identify Potential Participated Philanthropy Events

There are many organizations that host fundraising events for certain causes or organizations. Just on an institution's campus, there are numerous opportunities for students to take part in events that raise both awareness and funds. Here are some events your chapter can be part of:

- ◆ Events hosted by other fraternities and sororities
- ◆ Walks, 5K runs, etc.
 - Organizations such as American Heart and Stroke Association, American Cancer Society, Alzheimer's Association, March of Dimes, Diabetes Association, Lung Association, United Way, etc. all host walks or runs in communities across the country.
- ◆ Meals on Wheels
- ◆ Up 'til Dawn (St. Jude Children's Research Hospital)
- ◆ Dance Marathon (Children's Miracle Network)
- ◆ Fraternity & sorority life fundraisers
- ◆ Telethon volunteers
- ◆ Boys and Girls Club fundraisers

Many campuses have events listed on their website, or simply by contacting the institution's involvement and engagement office.

Execute the Plan for your Position

Organize and host Sponsored Community Service Events

Giving back to the community is a big part of membership in Pi Kappa Alpha. Below you will find a step-by-step process for you to follow in order to see success at your chapter when hosting a community service event:

1. Select the type of project
 - a. Manual labor, working with elderly, working with children, etc.
2. Select a date for your event
3. Develop a strategic plan
4. Recruit committee
 - a. Do you need a committee? If so, recruit members to be part of your committee.
5. Confirm budget
 - a. Meet with the treasurer and confirm the budget needed for the service event.
 - b. Some items you may be purchasing include t-shirts, water, snacks, tools (dependent on project), sunscreen, etc.
6. Contact organization and secure date of volunteer event
7. Encourage participation
 - a. Announce the event to all brothers at chapter meeting or at the beginning of the semester chapter goal setting retreat
 - b. Circulate a sign-up sheet
 - c. Speak with brothers one-on-one
8. Promote the event to the public by sending out a pre-event press release and a post-event press release with photos, volunteer details, total hours given by brothers, and some quotes
9. Host successful event and have all pre-registered brothers in attendance
10. Complete event evaluation with community service committee, external cabinet, and chapter members.

Organize and host Sponsored Philanthropy Events

Giving back to the community is a big part of membership in Pi Kappa Alpha. Below you will find a step-by-step process for you to follow in order to see success at your chapter when hosting a philanthropic event:

1. Select the event and beneficiary
 - a. Concert, walk, etc.
2. Select a date and location
 - a. Speak with university/college reservations office to secure space and date
 - b. Cross-reference with university/college and fraternity & sorority life master calendars
3. Develop a strategic plan
4. Recruit committee
 - a. Do you need a committee? If so, recruit members to be part of your committee.
5. Confirm budget
 - a. Meet with the treasurer and confirm the budget needed for the philanthropy event
 - b. Some items you may be purchasing include t-shirts, food, printing of flyers and tickets.
6. Begin sponsorship solicitation
7. Encourage participation from the entire chapter
 - a. Announce the event to all brothers at chapter meeting or at the beginning of the semester chapter goal setting retreat

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- b. Circulate a duties list
- c. Hand-out tickets to members to sell
- d. Speak with brothers one-on-one
8. Promote the event to the public by sending out a pre-event press release and also a post-event press release with photos, volunteer details, total hours given by brothers, and some quotes.
9. Host successful event and have all members in attendance.
10. Complete event evaluation with community service committee, external cabinet, and chapter members.
 - a. Send thank you cards to donors and sponsors

Participate in other Community Service Events

Having a strong presence on a college campus, or within the community, is a vital part to a successful PIKE chapter. Notifying members about volunteer opportunities available through other organizations allows brothers to become more engaged within the community that his college is located. Additionally, this allows brothers to become involved in organizations outside of Pi Kappa Alpha. It helps build better leaders while showing other organizations the men who make up Pi Kappa Alpha. Taking part in sponsored community service events is one of the easiest ways to improve your public image. Take part in an event not hosted by PIKE and become engaged in the community.

Participate in other Philanthropy Events

Chapters can make a big impact when brothers take the time to take part in philanthropy events made available to the student body at your specific institution or by the community. These events are opportunities to showcase your membership in Pi Kappa Alpha and to help raise funds for an organization that makes a difference. By properly notifying your brothers of the events that are being planned by organizations on campus or in the community, you can ensure attendance and more funds raised by your chapter. This will help the overall success of your chapter when applying for campus awards and Pi Kappa Alpha international awards.

Document Community Service and Philanthropy

Reporting hours is one of the most important parts to a successful community service program. While hours are easily tracked when it is a chapter sponsored event, volunteer hours outside of chapter sponsored events must be tracked as well. To do this, chapters can create the form shown on the next page and either email it out to members weekly, host it on their website, or pass out forms at meetings.

Community Service & Philanthropy

Brothers,

Thank you for giving back to our community. Please take a moment and record the hours and dollars you have given to a local organization outside of the Chapter sponsored events.

In the Bonds,

John Smith
Community Service Chairman

Name

Date of Event

Event Name

Number of Hours

Amount of Dollars Raised

Submit

Forms like the one above can be easily created in Google documents.

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Enhance the Plan for your Position

Review of the Program

Once your tenure as community service chairman has been completed for the year, it is important to get feedback from your committee and any other member of the chapter that may be able to help better the community service programming. This may be accomplished by numerous different methods.

It is important to get input from the community service committee since they were involved with the process. Hold a meeting with the committee like normal and ask for feedback from the men. Also, announce in chapter meeting and over e-mail to the general membership that you would like to receive feedback about the community service programming. You can communicate to the chapter members that they may submit recommendations through e-mail or on paper in person.

It may be beneficial during all discussions with members to list out discussion points of the community service programming such as specific philanthropy and community service events organized and participated in, planning and execution of events, communication of events, etc. to ensure that feedback is constructive and on point. Make sure that all feedback is captured and documented so that it may be added to the community service documentation and the programming may be improved in the future.

Ensure a Successful Transition for your Successor

It is vital to the performance of your chapter that there is some transfer of knowledge to the next community service chairman when your tenure is complete. This knowledge should be communicated in person and in writing through physical documentation.

The purpose of the physical documentation is to ensure that information is available for the new community service chairman to easily reference during his tenure in the position. Documentation to include would be anything that could help your successor including but not limited to: the community service chairman handbook, agendas for committee meetings, community service and philanthropy event planning and execution materials, locations for potential community service and philanthropy events, rosters of community service and philanthropy, documentation of previous community service issues, slideshows, e-mail correspondence, notes to successor, etc. Ensure that every event that is completed with the position has an accompanying event summary as well. This includes all committee meetings, any community service and philanthropy documents, community service and philanthropy event planning and execution materials, pictures of community service and philanthropy activities, etc. Any activity that you organized and completed during your tenure as community service chairman should have an accompanying event summary. A sample event summary can be found on page 23 of this handbook.

A sample contact list can be found on page 24 of this handbook. A sample notes to successor can be found on page 25 of this handbook. Again, the physical documentation pertains to anything that would help your successor transition more easily into his new position, so please ensure the physical documentation is organized.

Once the physical documentation is compiled, then you will be able to sit down with your successor to have a transition meeting. During this meeting, you want to make sure to describe the overall position (including the purpose of the position, the goals, weekly tasks, semester/quarter tasks, successes and failures, recommendations) and detail the physical documentation. Communicate anything to your successor that will be helpful and may be difficult to understand in the physical documentation.

It is beneficial to review the goals that you set as community service chairman, to help the new community service chairman set goals, and to discuss any points that may be of difficulty during his tenure or that affected you while holding the position. Taking notes during this meeting will ensure that everyone is aware of what was discussed on the development of community service programming.

By ensuring proper transfer of knowledge takes place, the chapter will be able to continually develop better performing community service programming.

Event Summary

Date _____

Event _____

Committee and Chairman _____

Date and Time of Event _____

Description

Steps in Planning

Needed Supplies, Cost, Attendance, etc.,

Persons to Contact, Addresses, Phone Numbers

Suggestions for Improvement

Your Name _____

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Contacts

Phone _____

Name _____

Organization _____

Address _____

Phone _____

Name _____

Organization _____

Address _____

Phone _____

Name _____

Organization _____

Address _____

Phone _____

Name _____

Organization _____

Address _____

Frequently Asked Questions

Why should your chapter do community service?

As Pikes we make a commitment to serve our community. Giving of one's self must continue to be an element of the chapter's curriculum for producing well rounded citizens/brothers. Community service and philanthropy provides recognition of individuals, chapter, and the Greek system. Some institutions even offer university credit for participation. Additionally, your chapter can receive recognition for philanthropy and service work by:

- ◆ Submitting an update to the *Shield & Diamond* under chapter notes and potentially a story
- ◆ Pi Kappa Alpha International Awards
- ◆ Media Coverage
- ◆ Campus news, local newspaper, radio, television
- ◆ Fraternity and sorority advisors
- ◆ Faculty
- ◆ Community officials
- ◆ Alumni

Should your chapter require hours per man?

Yes. Having a required amount of service hours helps keep all brothers accountable.

How far in advance should we plan our events?

Always plan. Make the necessary plans well before the event to avoid problems. Inform the brothers of their tasks well in advance. Keep an open line of communication with the outside organizations and individuals that are working with you on the events. With philanthropy events, planning must begin months before the event in order to get sponsorships, marketing pieces, tickets/invitations, food, etc., to the event.

How do you get members to show up to community service events?

There are many ways to encourage Brothers to take part in events. Pair-up with a sorority; make it a competition for hours earned; offer snack/food; or host a brotherhood event immediately following the event.

Should your chapter host weekly events?

Yes. Smaller weekly events help PIKEs become more engaged with not only their brotherhood, but also their community. A set time and day of the week helps for increase in community service hours as it sets a routine for your brothers.

Should you have a committee?

Depending on the size of your chapter, a community service committee can only aid the chapter's participation in events. Additionally, when it comes to philanthropy, a committee plays a key role in raising funds, event logistics, etc.

Who do you contact for community service events?

Any community organization is always looking for volunteers. Whether it is a senior citizen retirement center or a local elementary school, organizations within your community have volunteer opportunities. Many organizations have a volunteer engagement coordinator.

Who do you report to?

The community service chairman reports to the external vice-president.

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