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How to Use the APO Website

Service

1. On the left click "service" tab.
2. Click "Add new project"
3. In the "description" box, type in the service project name
ex. Pages for Prisoners
4. Select the date of service
5. In the "quantity of hours" box, type in the number of hours. The website only logs increments of .25 hrs.
ex. 2.5 hrs
6. On the drop box, select APO affiliated yes or no.
If the organization is one that APO directly works with, then it is "APO" affiliated. If not, then it's outside hours and not affiliated. If you have questions about this, please ask a PT or PT buddy. :-)

Socials

1. On the left side, click "membership" tab
2. Click "Add social"
3. In the description box, put which social you attended followed by a dash and classification social. i.e. pledge, promoted, active, or informal
Note: Informal socials count as a pledge social. Informal socials are 3 or more APO members/pledges getting together. Please follow all Risk Management guidelines. (Aka NO Alcohol)
4. Enter Date of social

Big/Little

1. Log all big/little requirements (including service with big) under Membership followed by (-big/

little)

2. If it is a service requirement done with your big, log it once under membership as a big/little requirement and then again under service as a service requirement (do not add big/little under this tab)

How to reset your password

1. Log-in
2. On the left side click "Contact"
3. Click the first link "Edit Contact Info"
4. There are boxes to put in your contact information and at the bottom of the page you can reset your password.

****PLEASE do not use the same password for your apo account as for your IU account. It's a little screwy.****

Forgot your password?

Contact the PTs or the webmaster for help on resetting your password.

Pledge Program Requirements Spring 2012

Service

- **20 hours total**
- 3 Pledge Project
- 2 Rubber Duck
- 10 inside chapter
- 5 out of chapter

Membership

- **5 socials total**
- 2 active
- 2 pledge
- 1 promoted
- The pledge book (15 active member signatures+ 1 advisor signature)

Leadership

- Pledge Retreat
- History presentation

Meetings

- Miss no more than 2 pledge
- Attend 2 full active meetings
- Attend an active exec meeting

Quiz

- Group Competition
- Pass Quiz

Big/Little Requirements

- Two socials with Big
- One service project with Big
- One one-on-one meeting with Big
- Family meeting

Finance

- \$40 induction fee
 - \$35 Initiation fee
 - \$5 for pledge pin

Pledge Syllabus

Week 1: Sunday 2/12- Induction

Week 2: Saturday 2/25- PLEDGE RETREAT! CPPC

Ice Breakers, Review Requirements, Introduce Exec, explain pledge exec positions, break out into groups for history presentations, review voting procedures, and LUNCH

Week 3: Sunday 2/26- Elections

Review voting procedure, Elections, Discuss pledge project if time

Week 4: Sunday 3/4- Pledge Project

Decide on Pledge Project, service chairs introduction

Week 5: Sunday 3/18- Presentation

- history and traditions
- history of Mu
- [PT Interviews/ Check-in](#)

Week 6: Sunday 3/25- Presentation/ BIG LITTLE week

- national, regional, sectional organization of APO

Week 7: Sunday 4/1- Presentation

- chapter structure and operating procedures

[PT Interviews/ Check-in](#)

Week 8: Sunday 4/8-Presentations

- bylaws
- define associate, active, probation, purging

[Exec Interviews](#)

Week 9: Sunday 4/15- Intro to be an Active

- leadership requirements and fundraising (new requirements)
- active exec
- TURN IN BOOKS
- Quiz

[Exec Interviews](#)

**** ALL REQUIREMENTS MUST BE LOGGED IN BY TUESDAY APRIL 16TH, NO LATE LOG INS WILL BE ACCEPTED****

Week 10: Sunday 4/22- Initiation and Elections

Exec's Info

Erica Young, President



- youngej@umail.iu.edu
- 812-489-0039
- Office hours: 9:30am (Tuesday)

Max Hand, VP of Service



- maxhand@indiana.edu
- 317-850-6866
- Office hours: 11am (Wednesday)

Susan Robinson and Clayton VonDras **Co-VP of Membership**



Susan Robinson- VP of Membership

- susrobin [@indiana.edu](mailto:susrobin@indiana.edu)
- 937-287-5291
- Office hours: 11:30am (Monday)

Clayton VonDras- VP of Membership

- cvondras [@indiana.edu](mailto:cvondras@indiana.edu)
- 314-775-7671
- Office hours: 2:30pm (Tuesday)

Chevron Washington- VP of Leadership



Chevron Washington- VP of Leadership

- chswash@indiana.edu
- Office hours: 11am (Thursday)

Jessica Joseph- VP of Finance



Jessica Joseph- VP of Finance

- jesjosep@imail.iu.edu
- 949-292-1920
- Office hours: 12pm (Thursday)

Shannon Elgin -VP of Communication



Shannon Elgin -VP of Communication

- scelgin@indiana.edu
- 815-274-6038
- Office hours: 10:15am (Monday)

Manveer Grewal and Dayana Arellano **Pledge Trainers**



- apoplegetrainers@gmail.com
- Dayana - 219-577-6250, Manveer- 317-908-4545
- Office hours: Dayana's- 12:15 pm(Tuesday), Manveer's- 2:30pm(Monday)

Resources

Links to Useful Sites:

Pledging manual:

http://www.apo.org/site/site_files/national_pledging_standards.pdf

[Mu Chapter Website](#)

[Official National Fraternity Site](#)

Meet Your Pledge Class!!

PT Buddies:

Deirdre Tromp

dtromp [@indiana.edu](#)

630-390-8279



Corinne Jung

comajung [@indiana.edu](#)

219-616-6467



Kirsten Biehl
kmbiehl [@indiana.edu](mailto:kmbiehl@indiana.edu)
636-579-2668



Pledge Exec:
TBA

Pledge Positions!

- Must be able to attend Pledge Exec meetings every Sunday at 5:30 in Woodburn 101

Pledge Class President:

- Call Pledge meeting to order
- Run Pledge meeting
- Compose weekly PowerPoint

Pledge Class VP of Service:

- In charge of pledge project

Pledge Class VP of Membership:

- Schedule weekly pledge socials

Pledge Class VP of Finance:

- Manage budget of pledge project
- Manage budget for socials

Pledge Class VP of Communications:

- Send out weekly pledge Mu Mail

Pledges at Large

- Must attend Active Exec board on Mondays at 8PM in SPEA 275
- Must attend all Active meetings to relay information from the pledge class
- Serves as a liaison between the active and pledge body *Very important

Pledge Project

The pledge project is a combined effort of the entire pledge body in a unified service effort. It can be anything you want it to be. You can raise money for an organization, or make a large scale service effort. It can be anything. Whatever you decide, it is YOUR project as a pledge class. We are here for guidance, but not to lead it. It will prepare you for the type of leadership roles you will be taking on when you are an active. Committees and chair positions will be necessary to carry out the project successfully.