

Vice President-Community Service Officer Packet



Duties of the Vice President-Community Service (VPCS)

(from Policy and Procedures Manual section D, policy 16)

- Development and implementation of a community service program for the chapter.
- Ensure that the chapter is educated on the importance of being involved in the campus community and the surrounding area (town, city or county).
- Promote participation in any national or provincial community service project/programs and encourage attendance.
- Coordinate community service activities with the Provincial Community Service Committee.
- Serve as Chairman of the Community Service Committee (if the chapter has one).
- Talk to provincial and national committee members as resources for community service information.

Additional Resources

- [Service section of dsp.org](http://www.dsp.org)
- [National and Provincial Community Service Committee Chairs and Members](#)
- [CMP Guide](#)
- [Awards and Recognition Guide](#)
- [Service Activity Ideas](#)

Philosophy

Service is one of the guiding principles in our Fraternity. It increases our feeling of brotherhood. It is rewarding to each participant, and also makes a difference in the lives of those individuals we have touched through our service programs.

Community and university service is the collective effort of a group to help bring about a positive change in some aspect of our society. As business professionals, we are called upon to do more than just produce goods and services. It is also our duty as good corporate citizens to help better our community and to make a healthier, safer, and more productive society for ourselves, our families, and fellow business students and professionals.

By using our special knowledge and resources, we can make a difference by improving the quality of life around us. Today, the public expects corporate America to be responsive to community needs. As business students and professionals, we can extend our professional and fraternal ideals to those who need our assistance the most. It is important to remind members the impact they make through their participation of these events.

Vice President-Community Service

One of your main duties as VPCS is to develop and implement of a community service program for the chapter. Chapters, per CMP, are required to have at least six approved service activities over the course of a year. It is suggested the chapter plan at least three events in the fall and three events in the spring, so depending on your term as VPCS, you will need to plan accordingly. You may plan additional events in the fall to insure the chapter stays on track.

It is very helpful for the VPCS to have a committee of three to five members to oversee and assist with the chapter's service program. This helps members of the chapter to become involved in an important part of programming and helps elicit support for the service programs to be undertaken. The use of a committee provides additional ideas and creativity for the service program and helps generate feedback regarding the program. It also assists in proper administration through the delegation of authority. The committee should consist of membership from a cross section of the chapter to provide the needed interaction and support.

The VPCS must lay the foundation for the chapter's service program and be responsible for the following:

- Selecting the projects
- Developing a strategic plan
- Setting a budget (if necessary)
- Encouraging participation by all chapter members
- Promoting the program
- Supporting National and Provincial Initiatives of the Fraternity

The VPCS will also serve as the communication link between the chapter, beneficiary organization and, if applicable, the public. By serving as the chapter's "external" contact, the charity or public will have the name of someone to get in touch with for information on your events.

Selecting a Project

The higher percentage of member participation, the more visible the service efforts will be. It is important that you choose a program that the membership feels is valuable. If possible, conduct a survey to get members' ideas on what they feel is important. If chapter members see value in the program, they are more likely to become active participants.

The service project should:

- Address a need
- Require active participation of all or most of the chapter members
- Lend itself to year-to-year continuity (if desired)
- Stay within the budget and time constraints of the chapter
- Be simple to execute
- Provide visibility in the community for the chapter

Some chapters have found success in making a tradition of a particular community or university service activity. Doing the same project year after year builds up chapter pride and creates "ownership" of the event, as well as providing an ongoing service source for a needy cause or organization. You may also choose a type of event (i.e. creating care packages) each year, but choose different organizations (i.e. military, senior citizens, etc.) to support each year.

In support of fraternal tradition, Delta Sigma Pi has selected a few opportunities for national focus. All chapters are encouraged to participate in at least one of the following national initiatives:

- [Ronald McDonald House Charities](#)
- [Make a Difference Day \(MDDay\)](#)
- Provincial service activities at LEAD events and Grand Chapter Congress

Chapters seeking to be a Chapter of Recognition or seeking eligibility for the Community Service Award must participate in a National Service project.

To keep members engaged, the chapter should also be creative and add new and exciting dimensions to the community service program. There are several ways to research the most pressing social needs in your community and university. Members can contact local community leaders and government officials as well as search the local newspapers for ideas on projects. (Some newspapers have volunteer "wish lists.") The chapter may also want to contact an "umbrella agency" (such as the United Way) or a local volunteer organization.

Contact your Provincial Community Service Chair (or the national chair) for details and ideas about events in your area or nationwide.

Chapter Management Program (CMP) Reporting and Outstanding Service Award

Each chapter must conduct at least six community/university service activities each year to reach the Accredited Chapter level of CMP. The VPCS is responsible for submitting all CMP information through the Hub or providing the information to the VPCO to submit. You should coordinate with the VPCO to determine when items should be submitted.

Before each event, the VPCS should add the event to the Hub Calendar, which will create a service event submission form within the Forms Module. After the event, the VPCS will need to submit the form within 30 days after the event. Events occurring in the fall must be submitted no later than January 31 and events occurring in the spring must be submitted no later than June 15. When submitting the form, the VPCS will also mark any credit for Chapter of Recognition and Chapter of Excellence tiers. For more details refer to the [CMP Guide](#).

The Outstanding Service Award is presented each year to collegiate and alumni chapters which plan and implement the broadest and most effective programs of service to others. Information submitted for CMP is gathered towards the chapter's award submission. For complete details about this, and all awards, refer to the [Awards and Recognition Guide](#).