Chapter Hour Requirements-

Each chapter should host a minimum of six (6) chapter projects and accumulate 150 hours of service per fiscal year.

Two (2) projects must be reflective of the fraternity’s National Initiatives.

In order for a service to count towards chapter hours they must meet the following guidelines:

1. Three (3) active members of the chapter present.
2. Have documentation of service…...i.e. photographs, fliers, or Facebook invites.

If event is sponsored by another organization or group, make sure letters are being worn.

All chapter hours must be reported within 72 hours of event and documentation e-mailed to the National Director of Community Service on the 5th of every month.

If no service is rendered, a statement of non-service should be submitted.

If a total of 150 service hours are not rendered by a chapter a penalty fee of 1.00 per hour will be assessed to the chapter. The fee will be allotted to the Upsilon Phi Upsilon Fund.

Individual Hour Requirements-

Active members are required to complete a minimum of 50 hours per fiscal year.

All individual hours (those reported outside of chapter service hours) must be reported via [www.chapterspot.com](http://www.chapterspot.com) in the service hours section 72 hours after service has been rendered.

Documentation of service hours should be submitted with your chapter’s hours by the 5th of the following month.