

# SERV INFORMATION

## (SERVICE, EDUCATION, RESOURCE & VOLUNTEER)

Service in Mu Phi Epsilon plays an important role in the life of every member of Mu Phi Epsilon. Much of what we stand for is “service through music.” The acronym of SERV can provide important guidelines and examples of what can comprise this service. Each member should keep track of how many hours of service they earn and report it at [muphiepsilon.org](http://muphiepsilon.org). In general, an activity can count for SERV hours if you do not receive payment, if the chapter does not collect any funds for the activity, and if the activity is not part of a class credit or degree requirement. You are encouraged to involve music in your service wherever possible. However, hours CAN count for SERV when music is not the focus of the service activity. Travel DOES count, to and from an event. Within reason, hours spent in ‘preparation’, including rehearsals, DO count, if the activity is done as a group. Practicing music individually does NOT count—you accomplish this on your own, for yourself. For example: Time spent setting up a stage for a community performance night before the final performance, can count. But time spent baking cookies, at home alone, for said event, does not. SERV hours are now reported as total hours and not in categories as in the past. The following information is just to be used as examples of what can be used for SERV hours. If you have any questions please contact:

[collegiateadvisor@muphiepsilon.org](mailto:collegiateadvisor@muphiepsilon.org) or [alumniadvisor@muphiepsilon.org](mailto:alumniadvisor@muphiepsilon.org)

**SERV HOURS can be reported anytime and as many times as needed up until the June 1, 2024 deadline. It is suggested that you report SERV hours after you do a SERV project or once a month to keep better track of your hours.**

**SERVICE** To your community or school with no personal or chapter remuneration or fulfillment of class credit or degree requirements, such as:

Accompanying, church musician, or director, musical group participation or performance, music management, ushering, free labor for a civic musical group, fundraising for the international fraternity/foundation/another non-profit or philanthropic organization.

**EDUCATION** Musical instruction with no personal or chapter remuneration or fulfillment of class credit or degree requirements, such as:

Private or group lessons, theory/music history/appreciation classes or sessions, conducting, directing musical theater production, instrument demonstrations (petting zoos).

**RESOURCE** Activities where “special populations” specifically benefit, with no personal or chapter remuneration or fulfillment of class credit or degree requirements, such as:

Projects serving disadvantaged persons, geriatric, hospitals, nursing homes, special education, inner city children, homeless, assisted living, homebound, abused, minority or handicapped, women’s shelters, LGBTQ+populations, etc. Volunteer musical group activities such as concerts, sing-a-longs, group involvement activities with rhythm instruments, caroling, music therapy, sharing taped or recorded music for these special populations.

**VOLUNTEER** The above gives you some good guidelines for tallying your service hours and planning your special events. Remember that the ‘heart’ of service is when you give of yourself to others but receive no tangible benefit. Tally your hours with integrity, use YOUR best judgement and SERV! YOU are the key to SERV success!

## HOW TO REPORT SERV HOURS

In the effort to make reporting your SERV hours easier we are starting a new on-line system. Everyone should report their OWN hours. If you do not have access to a computer please contact an officer in your chapter, your collegiate advisor, alumni advisor, or executive office of Mu Phi Epsilon for help. It only takes a few minutes, and we feel it will be easier for you to report your SERV hours throughout the year instead of waiting until May and trying to remember your hours for the entire year. Chapter will receive a report at the end of the year for all SERV hours reported by their members. Directions and samples of the form are below. ALL SERV hour reporting is due by June 1, 2024.

### Directions for reporting **your** SERV hours.

1. Sign into the Mu Phi Epsilon website at [muphiepsilon.org](http://muphiepsilon.org)
2. Go to “Member Resources” For Alumni members scroll down to “Alumni Forms & Manuals” then to “Alumni Report SERV hours” For Collegiate members scroll down to “Collegiate Forms & Manuals” then to “ Report SERV hours”
3. Double click on that link.
4. The form will auto fill, with your name, address, chapter, and email.
5. You will be asked “I am submitting SERV hours on behalf of” click on “myself”.
6. You will need to fill out the following:
  - \*Description of Projects / Activities (**Optional**)  
(This information is for the collegiate and alumni advisors to give us an idea of the project/activities that our members are doing)  
**This is optional but we encourage you to fill it out.**
  - \*Total Hours for the Date Range Reported Below\* (***This is required***)
  - \*Start Date\* (***This is required***)
  - \*End Date\* (***This is required***)
7. Submit the form! You will receive an email with a summary of your submission for your records. Easy peasy!!

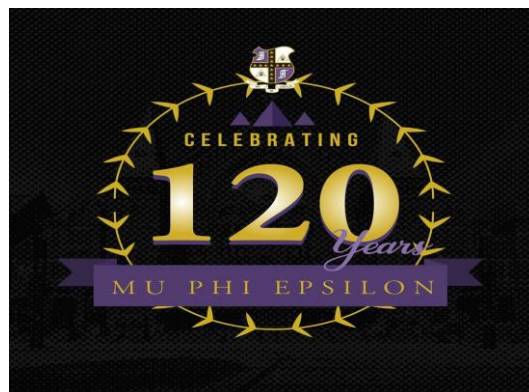
*Hours may include travel to and from the SERV activity.*

Directions for reporting SERV hours for **someone else**.

1. Sign into the Mu Phi Epsilon website at [muphiepsilon.org](http://muphiepsilon.org)
2. Go to “Member Resources” For Alumni members scroll down to “Alumni Forms & Manuals” then to “Alumni Report SERV hours” For Collegiate members scroll down to “Collegiate Forms & Manuals” then to “ Report SERV hours”
3. Double click on that link.
4. The form will auto fill, with your name, address, chapter, and email.
5. Next you will be asked “I am submitting SERV hours on behalf of” click on “Someone else.” Then a line will open for you to submit the name of the person that you are submitting hours for. Put in their name.
6. You will need to fill out the following:
  - \*Description of Projects / Activities (Optional)  
(This information is for the collegiate and alumni advisors to give us an idea of the project/activities that our members are doing)  
**This is optional but we encourage you to fill it out.**
  - \*Total Hours for the Date Range Reported Below\* (*This is required*)
  - \*Start Date\* (*This is required*)
  - \*End Date\* (*This is required*)
7. Submit the form! You will receive an email with a summary of your submission for your records. Easy peasy!!

*Hours may include travel to and from the SERV activity.*

SCROLL DOWN TO SEE SAMPLE REPORTING FORMS.....



The screenshot shows a web browser window with the address bar displaying the URL: [mpe.memberclicks.net/index.php?option=com\\_mcform&view=ngforms&id=2184072#!](https://mpe.memberclicks.net/index.php?option=com_mcform&view=ngforms&id=2184072#!). The page content is divided into two main sections: a user profile form on the left and a sidebar on the right.

**User Profile Form:**

- Contact Name:** Ann Geiler
- Chapter:** St. Louis Alumni Chapter
- Address - Preferred:**
  - #2 DL
  - Line 2
  - City: [text input] MO [dropdown]
  - 53368 [text input]
  - United States [dropdown]
- Email:**
  - Preferred:** alumniadvisor@muphiepsilon.org
- I am submitting SERV hours on behalf of\***
  - ☒ Myself
  - ☐ Somebody Else

**Sidebar Content:**

- View Current and Past Issues of The Triangle** (button)
- Announcements**
  - [2023 Founders Day Message](#)
- Upcoming Events**
  - Fri Mar 1, 2024**
    - [Deadline: Foundation Scholarship and Grant Applications](#)
    - Category: Deadlines
  - Mon Apr 15, 2024**
    - [Deadline: Foundation Summer Scholarship and Grant Applications](#)
    - Category: Deadlines
  - Sat Jun 1, 2024**
    - [Deadline: Alumni Chapter Annual Report](#)
    - Category: Deadlines
  - Sat Jun 1, 2024**
    - [Deadline: Annual Report of Collegiate Chapter President](#)

Chrome File Edit View History Bookmarks Profiles Tab Window Help

Mu Phi Epsilon

mpe.memberclicks.net/index.php?option=com\_mcform&view=ngforms&id=2184072#1/

## Confirmation

**Thank you!**

Your SERV hours have been recorded.

Remember, SERV hours can be reported anytime and as many times as needed up until the June 1, 2024 deadline. It is suggested that you report SERV hours after you do a SERV project or once a month to keep better track of your hours.

A summary of your submission has been sent to you via email.

[Finish](#)

### Quick Links

- [My Profile](#)
- [Alumni Dues / Membership Options](#)
- [Make a Gift to MPE Foundation](#)
- [View Current and Past Issues of The Triangle](#)

### Announcements

[2023 Founders Day Message](#)

### Upcoming Events

**Fri Mar 1, 2024**  
**Deadline: Foundation Scholarship and Grant Applications**  
 Category: Deadlines

**Mon Apr 15, 2024**  
**Deadline: Foundation Summer Scholarship and Grant Applications**  
 Category: Deadlines

## SAMPLE FORM FOR ENTERING SERV HOURS FOR SOMEONE ELSE

This screenshot shows the initial form for entering SERV hours for someone else. The form is titled "My information" and includes fields for Contact Name, Chapter, Address, Email, and a selection for who the hours are being submitted for. The right sidebar contains links for options, announcements, and upcoming events.

**My information**

Contact Name  
Ann Geller

Chapter  
St. Louis Alumni Chapter

Address - Preferred  
#2 DL  
Line 2  
City MO 63368  
United States

Email  
Preferred  
alumniadvisor@muphiepsilon.org

I am submitting SERV hours on behalf of\*

☐ Myself

☒ Somebody Else

**Options**

[Make a Gift to MΦE Foundation](#)

[View Current and Past Issues of The Triangle](#)

**Announcements**

[2023 Founders Day Message](#)

**Upcoming Events**

Fri Mar 1, 2024  
Deadline: Foundation Scholarship and Grant Applications  
Category: Deadlines

Mon Apr 15, 2024  
Deadline: Foundation Summer Scholarship and Grant Applications  
Category: Deadlines

Sat Jun 1, 2024  
Deadline: Alumni Chapter Annual Report  
Category: Deadlines

Sat Jun 1, 2024  
Category: Deadlines

This screenshot shows the second part of the form, where the user provides details about the SERV activity. It includes a field for the name of the person, a description of the project, and a date range for the hours.

Name of person who should receive credit for SERV hours\*

Jane Doe

Description of Projects / Activities (Optional)  
Orchestra Practice

Total Hours for the Date Range Reported Below\*

30

Start Date\*  
12/05/2023

End Date\*  
12/05/2023

Hours may include travel to and from the SERV activity.

[Next](#)

**Quick Links**

[View Full Calendar](#)

**Upcoming Events**

Fri Mar 1, 2024  
Deadline: Foundation Music Educators Grant Application  
Category: Deadlines

This screenshot shows the final confirmation page of the form. It includes a navigation bar, a confirmation message, and a "Finish" button. The right sidebar contains links for quick links, announcements, and upcoming events.

**Confirmation**

**Thank you!**

Your SERV hours have been recorded.

Remember, SERV hours can be reported anytime and as many times as needed up until the June 1, 2024 deadline. It is suggested that you report SERV hours after you do a SERV project or once a month to keep better track of your hours.

A summary of your submission has been sent to you via email.

[Finish](#)

**Quick Links**

[My Profile](#)

[Alumni Dues / Membership Options](#)

[Make a Gift to MΦE Foundation](#)

[View Current and Past Issues of The Triangle](#)

**Announcements**

[2023 Founders Day Message](#)

**Upcoming Events**

Fri Mar 1, 2024  
Deadline: Foundation Scholarship and Grant Applications  
Category: Deadlines