

Alpha Phi Omega Region H  
Tips for Virtual CAPS Meetings  
Spring & Summer 2020

1. Review the APO Chapter Assessment & Planning Session Handbook to review the sample meeting agenda, activities, and instructions (PDF available on RH Website).
2. Find a virtual meeting host that works for the size of your chapter.
  - a. Google Hangouts, Skype, and Zoom work great for small chapters. Zoom is highly recommended for meetings with over 30 participants.
  - b. Make sure to note if any meeting host/website has a time limit or attendee capacity.
  - c. Regions have Zoom accounts available for chapters to use this summer!
3. Set a date and time with the members in your chapter.
  - a. CAPS is designed to be a meeting for the entire chapter. At minimum, chapter officers and other chapter leaders should attend.
  - b. We recommend setting at least a 2 hour time frame for the Virtual CAPS meeting. Based on your chapters' past CAPS experiences in person and chapter membership size, you may need to adjust this time frame.
4. Distribute a copy of the Personal Interest Survey and the How Does Your Chapter Rate Form to every brother and advisor in your chapter **before** CAPS. We recommend sending these out 2 weeks prior to the virtual meeting if possible.
  - a. These are both available in the CAPS Handbook. You can either copy & paste these surveys into a Word Document to email out to your chapter members, or create an electronic survey using the same questions.
  - b. Electronic survey sites like Google Forms or Survey Monkey would be super helpful in compiling & organizing responses!
  - c. Exec officers can review these responses in summary form at a separate meeting in the future as they begin planning for the 2020-21 school year.
5. Chapter Presidents should work with their exec officers to finalize an agenda for the Virtual CAPS meeting that works for the chapter size. It's important to be **creative and flexible** when revising some of the typical CAPS activities and discussions since everyone is working remotely.
  - a. Several parts of CAPS typically involve small group work. With a smaller chapter size, you could lead these activities in a full group discussion instead.
  - b. With a larger chapter, you could organize small groups ahead of time (possibly by year in school or by APO families) that can setup group chats (GroupMe or Facebook Messenger would work great) to utilize during the meeting. Allow for time to chat in their group messages before bringing everyone back to the live session together. Each group could nominate a speaker to summarize what they came up with during the chat.
  - c. Meeting hosts like Zoom offer a chat and 'raise hand' features that can also be helpful tools during group discussions.

- d. Some of the activities (I.E. Post-It Notes) are hard to do virtually, so you could revise certain things to be held via chapter discussions instead. You could also have the leader of the meeting share their screen to type up ideas shared in the live discussion.
6. Make sure you have a dedicated exec officer taking notes during this virtual meeting. There are forms due on Officer Portal by 7/31, so the Chapter President will need to make sure they have information on hand.
7. Lastly, Chapter Presidents should complete the After-CAPS Checklist found in the CAPS Handbook. The summary from this Virtual CAPS meeting will be crucial for exec officers to finalize their programming plans for the upcoming year based on chapter feedback of the previous term.
  - a. Reach out to chapter advisors and Section Chairs if you need any help with follow-up from the Virtual CAPS meeting.

**Still have questions before hosting a Virtual CAPS meeting?**

Reach out to your chapter advisors & Section Chairs to help structure the meeting in the best way possible for your chapter. The main purpose of CAPS is to discuss & evaluate the previous year in order to set goals & plans for the future. Hosting CAPS virtually offers your chapter the opportunity to share their voices, while also giving your exec officers the chance to utilize feedback during planning processes.