

9/2017

# RHODE ISLAND AL-ANON FAMILY GROUPS

## Office & At-Home VOLUNTEERS

### Step 12

Having had a spiritual awakening as a result of these steps, we tried to carry this message to others

### H O W ?

**Office volunteers** are needed to work in the area office (located at 106 Rolfe Street Cranston.)

A simple training opens the door to service! Office volunteers:

- △ greet anyone who calls the office
- △ greet visitors to the office. Visitors are usually coming in to purchase literature.
- △ retrieve recorded messages, return calls and record them in our log
- △ open and distribute the mail
- △ fill literature orders for in-person purchasers

Having the office open as much as possible is an important way to carry the Al-Anon message to those in need. It is rewarding to be there for others.

**At-Home volunteers** access the Al-Anon voicemail account from their home phone, retrieving messages.

- △ When a caller leaves a message and a number, the At-Home volunteer calls them back.
- △ Mailing a meeting list or referring the caller to riafg.org are the action steps
- △ At-Home volunteers keep a brief written log of calls returned and communicate with the Office Coordinator accordingly.

Being an At-home volunteer is an excellent opportunity for Al-Anon members to share their experience, strength, and hope.

Interested in giving an hour or two of your time each week? Please fill out the information below

#### YES, I WOULD LIKE TO VOLUNTEER!

Select which type of volunteer work you would like to do:

Office Volunteer       At-Home Volunteer

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

Day(s) I am available to volunteer \_\_\_\_\_

Hours I am available to volunteer \_\_\_\_\_

Please return this form to: Office Coordinator Rhode Island Al-Anon/Alateen Office  
106 Rolfe Street Cranston, RI 02910

or to: office.riafg@gmail.com

**Questions? Call 401-781-0044 and leave a message for the Office Coordinator**