

Contact Information		Date	
Name		Address, City, State Zip	
Daytime Phone	Evening/Nighttime Phone	Email Address	
Home Group		Home Group City	Sobriety Date

## Volunteer Opportunities

<p><b>Make 12 Step Calls?</b> (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>See 12-Step volunteer description on back of page</p>	<p>Check One or Both:</p> <p><input type="checkbox"/> Can take a 12 step call daytime (9:00 a.m. - 6:00 p.m.)</p> <p><input type="checkbox"/> Can take a 12 step call at night (6:00 p.m. - 9:00 a.m.)</p>
Notes: (Example: weekend only)	
<p><b>Take the phone Hotline?</b> (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>See Take Hotline description on back of page</p>	<p><b>Requires 2 years sobriety</b></p>
Notes: (Example: Except Tuesday evenings)	
<p><b>Take website chat requests</b> (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>See Take Chat Requests description on back of page</p>	
Notes: (Example: Only on Tuesdays and Thursdays)	
<p><b>Speak at Speaker Meetings?</b> (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>See Speak at Speaker Meetings description on back of page</p>	
Notes: (Example: Only in Bartlesville)	
<p><b>Volunteer for the Office?</b> (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>See Volunteer for the Office description on back of page</p>	
Notes: (Example: I am familiar with MS Word and Excel)	
<p><b>Work at Special Events?</b> (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>See Work at Special Events description on back of page</p>	
Notes: (Example: Only on Saturdays)	

# NECS Volunteer Form Description of Volunteer Opportunities

## Description of Make 12-step Calls

Volunteers who do 12th Step Work are willing to make phone calls to alcoholics in need of help. This is the classic 12th step call. It is some of the most rewarding service work there is. Our Central Service office maintains a 24-hour telephone line and a website. Alcoholics needing 12-step help sometimes contact us via the phone or the website. (See "Take the Hotline" and "Take Chat Requests" below.) When this happens, the person taking the hotline or taking chat requests will talk to them briefly and answer short questions, but for anything beyond that they will get the caller's phone number. Then they will call a 12-step volunteer and ask them to call the alcoholic back for further help.

## Description of Taking The Telephone Hotline

Our Central Service office maintains a 24-hour telephone line, known as the "hotline". During office hours, the Central Service staff answers that phone. But overnight and on weekends, the phone is forwarded to a Hotline volunteer to take the calls. This is a great way to serve. Hotline volunteers are expected to answer the phone, talk for a few minutes max, answer short questions etc. But for calls that require further attention, you will get the caller's phone number and then get a 12th Step volunteer to call them back. (See "Make 12-Step Calls" above.) You will be provided with a list of 12th Step volunteers who have agreed to do this. You will also receive some guidelines on how to respond to various types of callers.

## Description of Answering Chat Requests

Our Central Service office maintains a website ([www.aaneok.org](http://www.aaneok.org)). On that website is a "Chat" button. When someone clicks the chat button, they are connected to a "Chat Requests" volunteer for anonymous chat. This is a great way to use your familiarity with technology to be of service.

Chat volunteers install an app on their smart phones and take a short class on how to use the app and how to respond to chat requests.

Chat volunteers are expected to answer the chat request, chat for a few minutes max, answer short questions etc. But for chats that require further attention, you will get the chat requester's phone number and then get a 12th Step volunteer to call them back. (See "Make 12-Step Calls" above.) You will be provided with a list of 12th Step volunteers who have agreed to do this.

## Description of Speak at Speaker meetings

Sometimes Central Service gets requests from groups to provide speakers for their speaker meetings. Speaker Meeting volunteers are willing to provide this service. You will occasionally get a call from Central Service to be a speaker.

## Description of Volunteer for the Office

Our Central Service office has only minimal staff. They are dependent on volunteers to help do the work required to keep the office running. You may answer the phones, make calls to AA members, do some filing, update computer records, or even fulfill continuing roles. Some committed volunteers may work at home. Whether you have an hour, or can give a few hours a week, this is a wonderful way to be of service.

## Description of Work at Special Events

Our Central Service office hosts four special events per year: Soberfest, Chili Cookoff, Parking Lot Party, and an Open House. These events need volunteers to help out setting up, cleaning up, serving food and any number of other tasks. You will enjoy yourself while being of service.