**Aloha e Na Haumana,**

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| **Below is a script that has been provided for you to help alleviate your anxiety when calling.**  **Be courteous, Respectful and speak clearly**  **“***Aloha My name is (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) I am calling to see what types of community service opportunities you have available?”*  **If they have something you are interested in respond by saying:**  *“Could I please volunteer for that specific community service opportunity?”*  **If they do have community service opportunities but are not available at the time of calling please say:**  ***“****Could you please take down my name (\_\_\_\_\_\_\_\_\_\_) and number (\_\_\_\_\_\_\_\_\_\_\_) and give me a call when something becomes available or I will call back periodically to see if anything has come available, Mahalo or Thank you for your time.”*  **If they don’t spark your interest or they don’t have an opportunity available than say:**  ***“****Mahalo and Thank you for your time.”*  **Key information Reminders:**  Please get date, time and length of Community service and clarity on what your obligations will be and if you make a commitment **Please follow through with it.**  **Also** please pick up or print out a Community Service Verification form and takewith you so that the person supervising can sign the form at the location and day of completion.  Good Luck |