**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 |