

The CSO Volunteer is responsible for:

- responding to telephone and in-person 12th step requests using the 12th Step Volunteer list.
- keeping the desk copy of the East Texas Meeting Schedule and 12th Step Volunteer list are kept up-to-date with known changes.
- taking and filling orders from walk-in and mail order customers.
- receiving and handling mail and phone inquiries or channeling them to the appropriate person or AA group.
- accepting group & personal donations and Newsletter subscriptions and giving receipts.
- stamping all new inventory with the CSO office stamp and storing them on shelves. Packing Slips and Invoices should be given to the Office Manager.
- maintaining copies of upcoming AA events in the display for that purpose.
- assisting in maintaining adequate inventory by advising the Office Manager of items needing to be reordered before actually running out.
- keeping the office clean & orderly.
- keeping the Desk Daily Activity Log updated.
- adhering to all Board of Trustee policies.

**CENTRAL SERVICE OFFICE
VOLUNTEER APPLICATION**

Date: _____

Name: _____

Sobriety Date: _____

Email: _____

Address: _____

Phone Numbers (please include cell and pager #s) _____

Home Group: _____

Pertinent Experience (i.e. related business or personal experience dealing with the public)

References (at least three, please include phone #): _____

Days and times you would be free to volunteer: _____

Comments: _____