

**GROUP PHONE VOLUNTEER LIST  
For Answering Phones At Central Office**

**Group Name:** \_\_\_\_\_

Date:

9:00 PM: \_\_\_\_\_ Through 9:00 AM: \_\_\_\_\_

**Emergency Call Forwarding Volunteer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

SHIFT	NAME	PHONE NUMBER
9 PM – MIDNIGHT	_____	_____
	_____	_____
MIDNIGHT – 3 AM	_____	_____
	_____	_____
3 AM – 6 AM	_____	_____
	_____	_____
6 AM – 9 AM	_____	_____
	_____	_____

**GROUP LEADERS:** It is suggested that you phone each of your volunteers 24-48 hours before your scheduled date to remind them of their commitment. If one of your shifts is a “no-show”, Central Office will be locked up until 9 AM and phone calls will be forwarded to you.

	NAME	PHONE NUMBER
ALTERNATE	_____	_____
ALTERNATE	_____	_____
ALTERNATE	_____	_____

## AFTER-HOURS PHONES

The \_\_\_\_\_ **SUNDAY** of the Month

**ALL GROUP MEMBERS ARE WELCOME TO DROP BY ALL DAY  
SUPPORT YOUR SERVICE WORKERS ( BRING COOKIES OR ?? )**

Group Coordinator: \_\_\_\_\_

Shift	Name	Phone
9 AM to Noon	_____	_____
	_____	_____
<b>Alternate</b>	_____	_____
Noon to 3 PM	_____	_____
	_____	_____
<b>Alternate</b>	_____	_____
3 PM to 6 PM	_____	_____
	_____	_____
<b>Alternate</b>	_____	_____
6 PM to 9 PM	_____	_____
	_____	_____
<b>Alternate</b>	_____	_____

**THANK YOU FOR YOUR SERVICE**