

# HOH Phone Call Recorder

Volunteer Name: \_\_\_\_\_

We request HOH volunteer make a phone call to our members every week. It not only warms the members' hearts but also brighten their lives. Furthermore, it is also a great opportunity for volunteers to practice their social skills and gain more confidence. Below are some suggestions that volunteers can use when they make the call. This will count for 30 minutes volunteer hours.

Step1: Greet and introduce yourself to whoever answers the phone and ask to talk to the member.

Examples: Good Evening. This is \_\_\_\_\_ from HOH. May I speak to \_\_\_\_\_ please?

Step2: Greet and introduce yourself to the member. (Same as above)

Step3: Chatting with the member. (Below are a few examples)

\*How was your school today?

\*Do you have anything that you want to share with me?

\*What game do you like to play? (Poker/Sand/Playdough/Boardgame.....?)

(I can play with you on Sunday afternoon)

\*What sport do you like? (Basketball/Jump rope/Golf/Softball/Badminton....?)

\*Talk about what you did together last week.

Step4: Ending

\*It was nice to talk to you. See you this Sunday.

Member's Name _____ Phone number _____
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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Content: (what you were talking about/additional info)

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Content: \_\_\_\_\_

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Content: \_\_\_\_\_

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Content: \_\_\_\_\_

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