



Monthly Thank You Letter Volunteer Project

Updated October 2013

Purpose:

To provide assistance with monthly ALARM donor Thank You letters.

Length of Project:

This project occurs once each month. You may come just one time. You may help with part of the project if you do not have skills for the complete project.

Benefits:

- To insure that ALARM is able to provide each of its many generous donors with proper documentation and thanks for their financial contributions. Donors include individuals, organizations, and churches.
- To insure that continued appeals for contributions are presented to donors—a secondary purpose of these thank you letters.
- The joy of using your gifts to help a ministry that supports leaders and communities in eight Africa nations.
- The fun of interfacing with other individuals who are passionate about helping others through service with ALARM.
- Joy in helping ALARM stay financially viable.

Work Location:

- The ALARM Dallas Office is located at 14140 Midway Road in Farmers Branch, TX. This is near LBJ and the Dallas N. Tollway.

Skills/Qualifications:

- A commitment to confidentiality.
- A strong desire to know God.
- Basic computer skills to work on a program on a Windows 7 computer.
- Availability sometime on Monday, Wednesday or Thursday 10-3 for training. Training time should be approximately 1 hour.
- Willingness to organize, sort, fold, and insert letters into envelopes.
- Willingness to run envelopes through a postage machine and deliver them to a local U.S. Postal Office.
- Availability to work on the project after training during ALARM's regular business hours, 3-4 hours, on the first Wednesday of the month. (Note: sometimes this project has to be bumped to the second Wednesday of the month.)
- Have transportation to and from the ALARM Dallas Office.

Oversight:

Lauri Lanier will oversee the project.

Steps to Volunteer: If Interested please provide your name and email contact to Naomi Wheeler at naomi@alarm-inc.org.