

# Join us!

be a part of the  
**CONVERSATION**™



Be a Part of the Conversation is growing! This year, our programs will be appearing in Montgomery, Chester, Delaware, Bucks and Philadelphia Counties.

If you are interested in serving those who are hungry for information, education, resources and the shared experience of others who have been impacted by substance use, misuse or addiction, *we need You!*

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## Facilitators Coordinator

A “Facilitators Coordinator” would be responsible for keeping a contact list of our Facilitators (see description below) and would ensure that we have ample volunteers for each of our events. The Coordinator would also be responsible for distributing Facilitator name tags and question prompts at each event.

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## Facilitators

At almost every Be a Part of the Conversation event, we start with a presentation (speaker, panel, etc.), then our participants (we call everyone “participants” rather than “attendees” because we are all engaging in the conversation) break up into groups of 8 to 10 for 15-20 minute conversations. Our Facilitators receive a sheet with question “prompts” so they can each join a group and help move the conversation along, taking notes in case group members aren’t comfortable participating in the Q&A, which is the final phase of each event. We will provide some brief training and guidelines for this position.



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## Help with Fundraising



This is definitely our most important need. Be a Part of the Conversation was created in 2011, and has had nonprofit, 501(c)3 status since February of 2015. Demand for our programs has far outweighed the human resources and other expenses needed to manage all the exciting work we are doing. In order to plan for paid staff, office space, program materials, and so much more, we need to increase our funding. **Here are some ways you can help:**

- plan fundraising events
- increase donor outreach
- explore other creative funding avenues

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## Help with Programming

Our community programs are at the heart of our organization, engaging a variety of audiences in meaningful conversations about substance use, misuse and addiction. Here are some ways you can help:

- Explore public speakers who offer expertise or proactive messages that would benefit our participants.
- Determine the most effective and innovative topics that fit varying needs, based on areas of concern.
- Once programs are identified, we will plan logistics and follow through so that there is as much ongoing support available to participants as possible.

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## Website

You do not need any experience with building or maintaining a website! We just need someone to periodically check for:

### Updates:

- Recommended Reading
- In the News
- Our "Resources" section
- Calendar (are there outside events/activities we can share?)

### Keeping the website fresh:

- Checking for "broken links." In other words, just clicking through our various pages and making sure that links to outside resources are still working.

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### *If you are interested in joining us, you can:*

Complete the attached form and email it to [kim@conversation.zone](mailto:kim@conversation.zone),  
or mail to P.O. Box 8, Horsham, PA 19044.

*or*

Submit a form electronically at: [surveymonkey.com/r/conversationvolunteer](https://www.surveymonkey.com/r/conversationvolunteer)

*Thank you!*