

We are looking for volunteers to work with TOPAC to spread the news about New Jersey's Overdose Prevention Act and to get as many people trained in the use of EVZIO, the Naloxone auto-injection system, to reverse an opiate overdose. As of today TOPAC has trained over 380 people providing each with an EVZIO Kit. The demand for this service is growing and we need your help now.

We are planning a volunteer meeting in early November, which we hope all volunteers can attend, and are looking for people interested in assisting with the following tasks and responsibilities.

**Data Entry:** All information collected from trainees at registration and events is entered into various worksheets and databases for statistical purposes.

**Location/Time:** TOPAC Headquarters, Mon-Thu, 9:30 am – 3:00 pm, Fri, 9:30-12:30 pm, Wed 6:30 – 8 pm

**Training Package Printing and Assembly:** Packages containing various printouts about TOPAC, The OPA Act, and EVZIO must be printed and assembled for all scheduled trainings.

**Location/Time:** TOPAC Headquarters, Mon-Thu, 9:30 am – 3:00 pm, Fri, 9:30-12:30 pm, Wed 6:30 – 8 pm

**Naloxone Training:** TOPAC has 3 on-site trainings at its headquarters each week and also offers remote trainings to larger groups.

**Location/Time:** TOPAC Headquarters, Tues 1:30 pm – 3:00 pm, Wed 6:30 pm – 8 pm, Thu 9:30 am – 11:00am. Remote TBD

**QuickBooks Donation Account Management:** Contributors and donations need to be tracked.

**Location/Time:** TOPAC Headquarters, Mon-Thu, 9:30 am – 3:00 pm, Fri, 9:30-12:30 pm, Wed 6:30 – 8 pm

**Miscellaneous Office Work:** There is always something that needs to be done.

**Location/Time:** TOPAC Headquarters, Mon-Thu, 9:30 am – 3:00 pm, Fri, 9:30-12:30 pm, Wed 6:30 – 8 pm

**Outreach Events:** TOPAC is represented at various venues to inform others about what we do as well as raise funds.

**Location/Time:** TBD by event

**Fundraising:** TOPAC is developing a live event for 2016 that will require many volunteers.

**Location/Time:** various

**Networking through Social Media:** TOPAC has a presence on Facebook, but we are looking to enhance its reach as well move into other media such as Twitter.

**Location/Time:** TBD by individual effort

If you are interested in volunteering for any of these activities please indicate your preferences and availability on the attached sheet. We will collect this information and use it to organize our upcoming volunteer meeting.

Thank you for time and commitment. Many seek change but those that work at it make it happen. You should be proud of being part of that group.