To: Dr. Boyd Petersen, Professor

From: Russell Andlauer, Student

Date: September 19th, 2014

Subject: Service Interview

I am hoping to do my community service with a non-profit organization ‘The Bicycle Collective’. Despite my best efforts, I have yet to hear back from this organization.

**Communication Difficulties**

The Bicycle Collective has several locations. The location I am hoping to serve at is in Provo. The contact page of the organization’s website states that the Provo location does not have a phone. The only method of contact available is an email address. I sent two emails indicating that I was interested in volunteering, and I gave them my phone number to call. I also called the main location in Salt Lake City and was given the phone number for the director of the Provo location. I have called that number several times but no one has answered and I am unable to leave a voicemail. Another challenge is that the Provo location is only open on Thursdays, Fridays, and Saturdays. I was unable to visit the organization last week to discuss volunteering.

**Possible Solutions**

I am going to go in person tomorrow and ask about volunteering. I may be able to do the service interview tomorrow. Most likely I will have to schedule a time to do the interview with the director, and I will try to schedule it for next week. If I am unable to volunteer for this organization, I will perform a new search for other organizations and attempt to contact another organization this weekend.