

REACHING OUT TO COLLEGES ABOUT FA

1. **FIND OUT IF THERE ARE FA MEETINGS NEAR THE COLLEGE** by doing a zip code search on the FA [Find A Meeting](#) page, using the college's zip code. This will help you determine whether you will be able to offer Health Fair participation and invite local members to the college for Q&A or an Information Session. Choose from the drop down menu, "within 50 miles," to see how many meetings come up.
2. **(If you are working on reconnecting colleges that have dropped their link to the FA website, you can skip/ignore this following section 2)** SEARCH THE [College Healthcare Outreach database](#) (GOOGLE SHARED SPREADSHEET) under the "All Colleges" tab to see if we have it listed in our [College Healthcare Outreach database](#). If we do, you can follow the links to the school we have in column-X, Y or Z, to find out where an FA weblink would be placed on their website. Codes: "p" in column A, means "in-person," (near live FA meetings), code "n," in column A, means no FA meetings nearby. "Sent" in column A, means emails have already been sent to that school's contacts at some time in the past. Email addresses we have used can be found in the next two tabs, "Completed IP" or "Completed NIP" (for In Person or Not In Person). Use control-F (Find Key) to find your college on the sheet. Contact collegeoutreach@foodaddicts.org to see when the emails were sent; it might be time for another round!

3. **FIND WHERE THE FA LINK SHOULD BE POSTED ON THE COLLEGE'S WEBSITE:** You can do this either by going first to one of the following webpages: Health Services, Wellness Center, or Counseling & Psychological Services (CAPS), then follow links to the Health or Eating Disorders resources page. Common names for these pages include: **Mental Health Resources, Eating Disorder Links, Community Resources, Online Links, Self-Help Resources, Eating Disorders Resources**, etc. See what types of links are listed to see whether FA would be a good fit or an option and also to see what type of link (a short url or longer paragraph link). Examples of types of FA links that can be placed on College websites **can be found at the bottom of this paragraph**. you can request from Weblinks. If you can't find anything, try typing in: "eating disorders" or "anonymous" into the college's general search box. When you have found the right page, review it thoroughly to see what we are up against. This will help when asking the director or contact to post a weblink. Copy (control-c) and paste (control-v) the URL of the page(s) you find where resources are listed into your spreadsheet or notes, for easy access. Examples of some types of links colleges have posted in the past are below. A link can be as simple as one or two words with a hyperlink to the FA website, or as detailed as a description of the FA program, and may even include a link to the quiz: [Are You A Food Addict?](#)

[Canada College:](#)

[Food Addicts in Recovery Anonymous](#) <http://www.foodaddicts.org/>

[College of Marin:](#)

[Food Addicts in Recovery Anonymous](#)

Assists individuals who have been obese, too thin, or otherwise obsessed with food. Food Addicts in Recovery Anonymous provides solutions that free them from these problems.

[UTS, Sydney, Australia](#)

[Food Addicts in Recovery Anonymous](#) – A program of recovery for overeaters and undereaters based on the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

[Laney College, California](#)

4. **MANAGE EXPECTATIONS EARLY ON.** Some colleges do not have very good websites or even health services. If the college you are looking at contacting doesn't have this, then they probably will not have anywhere to post the FA website. Don't worry though, we have a lot of other things we can offer the college. You should ask: 1) **Could FA participate in Health Fairs?** 2) **Would they like a visit from local FA members?** 3) **Would they like some FA literature or an FA book?** 4) **Do they have an Employee Assistance Program?** These options are outlined in the email script (see below).
5. **GET DIRECTOR'S PHONE NUMBER.** Copy and paste the phone number of the director of the department to your notes or spreadsheet. You will want to call him/her or his/her secretary to follow up after your initial email to the college health care and/or counseling center staff professionals. Find out if the director is interested in a link to FA. (You do need 2 years of abstinence to make a call to the college, so speak with the college outreach chair if you have any questions. We can send out emails and contact people, even if you can not.)

- 6. CONTACTING COLLEGES BY PHONE/EMAIL.** If you do not want to contact the college by yourself, you can have the College Outreach Committee do it for you. If you chose to email the college yourself, you may wish to call them first. There is a phone script below for contacting local colleges. To email your college use one of two templates, for alumni use the [Alumni Email Template](#). For all other colleges, use the [Standard College Email Template](#). Please remember to copy and paste the email template to your own files so you can personalize the email. Please BCC collegeoutreach@foodaddicts.org and weblinks@foodaddicts.org on any outgoing emails, so we can keep track of all FA college correspondence. Schools like to hear from their students, so definitely use your local contact information and email address at the bottom of each email. You can also insert any local meeting information at the end. Emails may be addressed to the college counseling center, the college health center or to any professional staff at either. You may also try reaching out to a college professor who teaches classes on eating disorders.
- 7. YOU'RE READY TO MAKE THE CALL!** Make the call to the Director of the Health Center or Psychological Services Centers, using the **College Weblinks Phone Call Template script** (below) as a rough guide. If the Director is too busy, talk to the department's secretary to propose the link. (You do not need to use this script if you don't wish to but it is here to help, if you need some direction.)

8. **FOLLOW UP, FOLLOW UP, FOLLOW UP!** Make sure to set up a call back time with them before you hang up. Many colleges need time for the board to vote on whether they add our link, or they are updating or changing their website. I typically say something like: *“Do you mind if I check back with you after September to see how the board voted?”* or *“Would you mind if I Checked in in 3 weeks to see what you how the process is going?”* Many times it takes up to 6 follow-up calls before the website it actually posted. You need to continue calling until the link is visible on the website because things fall out of existence and people lose track of things, so be polite and continue to support your school until they have posted the link.
9. **RECORD YOUR PROGRESS** on a **Tracking Sheet** (below) to remember what your next action will be and what you have done so far.
10. **CONFIRM THE LINK** - Track the site to make sure the link goes up. Once the link is up, email weblinks@foodaddicts.org to let us know we have a new college weblink.
11. **NO LINK?** If the link doesn't go up when your contact said it would, follow up with them by phone and email until the issue is resolved. **REPORT** on your progress to weblinks@foodaddicts.org.

COLLEGE WEBLINKS PHONE CALL TEMPLATE

Intro	Hi, my name is _____, and I'm a volunteer with Food Addicts in Recovery Anonymous. I'm calling to see if [college] would consider putting up a link to foodaddicts.org on your website. Are you the person in charge of deciding which links go on your website? (pause)
Back-ground	(Once you have the decision maker) Food Addicts in Recovery Anonymous is a free 12-Step program with groups all over the world, <including <u>closest meeting place(s)</u> >. I'm one of thousands of people who've lost weight and kept it off. As you probably know, eating disorders are common with teens and 20s due to various stresses and other factors. Eating disorders can cause bulimia, diabetes, alcoholism and other negative behavior patterns for college students that may have an adverse effect on their education, health, social and family lives.
Need	We'd like to make it easier for students who are suffering with food-related issues such as weight gain, bulimia, and body image issues to find us. FA is a free program; all are welcome and there are no dues or fees to get help.
Ask	Would you be willing to include a link to FA on < <u>webpage name</u> >? STOP TALKING
YES	If YES: Great! I'm so glad! The link is foodaddicts.org. <Ask when they'll have the link up by.>
NO-Questions	If NO, Find out why. · If they're not sure: "Do you have any questions about FA that I might be able to answer? Can I send you an email about FA and its success in helping individuals with food-related addictions?"
Wrap up	Make sure you have their correct contact information. If they need additional informations, let them know you'll send them a follow-up email with the weblink and any other information they need. Also, ask if you can call or email them in a few weeks, months, etc. to check in on their progress. Write in your notes, where you left it with them and put an alarm in your calendar for the next check in date.

MORE SAMPLE EMAILS

College Alumni Email ([LINK](#))

Standard College Email:

Dear Health Care Professionals/Counseling Center/Health Center,

As a member of our community and a member of a Twelve-Step program called [Food Addicts in Recovery Anonymous](#) (FA), I am reaching out to provide you with some educational information for your students, your colleagues, and your staff about food addiction.

Please use and share any of the FA resources/services seen below:

1. The FA [Digital Newcomer Packet](#) includes links to:
 - FA [Pamphlets](#)
 - the [Food Addicts in Recovery Anonymous](#) book
 - [Podcasts](#) with audio recordings of stories of hope and recovery from FA Members
 - Instructions for how to participate remotely during Covid-19
2. Hard copies of FA literature can be mailed to you, again free of charge, to read and share with others
3. Two to three FA members can (via video conference and eventually in person!), meet with your school's staff and/or students to share our personal stories and speak about recovery from food addiction.

FA is available locally for anyone struggling with the way they eat and is entirely free.

Please let me know how we can best serve you by replying to this email or calling me at 925-963-7037. I am more than happy to answer any questions you might have!

Thank you for your time,

Shelby M

Food Addicts in Recovery Anonymous

www.foodaddicts.org

Alternative Email:

Dear [NAME],

I am writing to you because I understand you manage the above website for your college and are open to listing additional community resources that would benefit your student body and faculty. I am writing to you in my capacity as a member of a subcommittee in Food Addicts in Recovery Anonymous tasked with the mission of helping food addicts in their teens & 20s who are still suffering, find their way to a solution.

There are thousands of people around the country just like me that are still suffering with no solution. Would you consider adding the Food Addicts in Recovery Anonymous link: www.foodaddicts.org to your Health Resources webpage?

FA is a free program modeled after the Twelve Steps of Alcoholics Anonymous that has helped many young people with their relationship to food. People come into our program from all areas of the weight spectrum. Some people are overweight and lose hundreds of pounds, some are underweight, and some, like me, come in close to their goal weight. [YOUR STORY IF YOU LIKE I have been in this program for over a year and I can honestly say that it has completely changed my life. I am 24 years old and had the gift of coming into this program when I was finishing up my Masters degree. My food addiction was something I thought I would struggle with forever and never knew that one day I could live a happy, sane, productive life, free from dieting and from an unhealthy obsession that plagued almost every waking thought I had. I am in my right size body, healthy, and free, and for that I am truly grateful.]

The following link will take you to our [Digital Newcomer Package](#), which provides more online resources for food addiction and the FA program, including podcasts, free pamphlets, the FA magazine and the FA book which include food addiction recovery stories. If you would like us to send you some hard copy literature, I can arrange to have some sent.

"Food Addicts in Recovery Anonymous (FA) is a 12-step program of recovery for anyone who suffers from overeating, under eating, bulimia, or obsession with food, weight or body size. There are no dues or fees, and meetings are open to anyone who wants to stop eating addictively."

Thank you for considering making this resource available. Let me know if I can answer any questions regarding FA.

Yours,

[YOUR NAME]

[YOUR PHONE NUMBER]

[YOUR EMAIL]

On behalf of FA and the FA Teens & 20s Public Information Committee
Food Addicts in Recovery Anonymous
400 W. Cummings Park #1700
Woburn, MA 01801

Followup College Email:

Dear [NAME],

RE URL :

I'm writing to thank you for your time today and for your consideration with regard to including www.foodaddicts.org as a link on your school's website.

FA is a free community-based program modeled after the Twelve Step program of Alcoholics Anonymous and as such, has had much of the same success with food and eating issues as AA has had with alcohol.

Please visit our website for more information about FA, such as, [What is FA](#). The Food Addicts In Recovery Anonymous website link with a short description is:

Food Addicts in Recovery Anonymous-FA is a 12-step program of recovery for anyone who suffers from overeating, under eating, bulimia, or obsession with food, weight or body size. There are no dues or fees, and meetings are open to anyone who wants to stop eating addictively. Find out, [Am I a food addict?](#)

Please let me know if you have any questions. I'd be grateful if you would keep me posted in the process.

Thanks again,

[YOUR FIRST LAST NAME]

[YOUR PHONE xxx-xxx-xxxx]

On behalf of FA and the FA Teens & 20's Public Information Committee

Food Addicts in Recovery Anonymous (FA)

www.foodaddicts.org

Follow up College Email:

Dear [NAME],

Following up our phone conversation just now, I'm writing to thank you for your time and for considering including the FA website, www.foodaddicts.org, as a link for your school.

Food Addicts in Recovery Anonymous (FA) is a 12-step program of recovery for anyone who suffers from overeating, under eating, bulimia, or obsession with food, weight or body size. There are no dues or fees, and meetings are open to anyone who wants to stop eating addictively. For a list of meetings, see our website: www.foodaddicts.org or call 781-932-6300.

FA is for men and women who have experienced difficulties because they cannot control their eating or are obsessed with food or weight, and have searched for help around diet, weight loss, and certain eating disorders, FA has proven to be an effective and long-term solution, offering hope and recovery. There are no dues, fees for meeting weigh-ins. FA is based on the Twelve Steps of Alcoholics Anonymous (AA) and membership is open to anyone who wants help in recovering from food addiction (overeating, under-eating and bulimia). We are listed on many college and university health and counseling center sites as well as organizations that list online and community resources for eating disorders.

Please let me know if you have any questions. I'd be grateful if you would keep me posted in the process.

Thanks again,

[YOUR NAME]

[YOUR PHONE]

On behalf of FA and the FA Public Information Committee

TRACKING TEMPLATE -please print and use to keep track of your progress

STEPS ON HOW TO CONTACT:

- 1) Please BCC collageourtreach@foodaddicts.org on all emails sent out to colleges
- 2) Some questions to ask the schools: 1) Who is the right person to speak to regarding your list of health/community resources? 2) Is there anyone in the Health or Counseling Center that deals with eating disorders? 3) Would you like us to provide you with any trifold or speak to them? Do you have a newsletter we could provide a piece on FA for? Are there any other ways we could work together?

ORGANIZATION INFORMATION

Name of College / University: _____

Name & Title of Contact Representative: _____

Email: _____ Phone: _____

Mailing Address (if sending trifold or pamphlets): _____

Where the FA link should be (Name of the webpage and URL)

TRACKING LOG

Date Contacted	Contact Info	Response	Follow-Up Date
Date Contacted	Contact Info	Response	Follow-Up Date
Date Contacted	Contact Info	Response	Follow-Up Date
Date Contacted	Contact Info	Response	Follow-Up Date
Date Contacted	Contact Info	Response	Follow-Up Date

