

Women's Conference

Possible Script When Calling an Agency for the First Time

Greet and ask to speak with the Volunteer Coordinator

(If the coordinator or employee who needs to be contacted is not available, please leave a message for the person and try back another time.)

Tell him/her your name and that you are calling on behalf of your ward/school/organization, etc.

Ask "Do you have a few minutes that I could visit with you?"

Briefly describe your organization and the type of service you are able to provide (time, in-kind donations, homemade items, funding, etc.)

I am contacting you on behalf of [your ward/school/organization] to see if we might be able to help your agency in some way. Share specific examples of the type of service you can give. For example:

- Crocheted hats, scarves, and gloves
- Reading to children or the elderly
- Offering musical talents
- Fleece blankets or quilts
- Sock and underwear drive

Questions to Ask:

- Would any of these items/services be a benefit to your agency?
- Is there something else we could do that would benefit your agency?
- What are your greatest needs? Top 5?
- Can you email me a list or is there a list of your needs available on your website?
- What is your storage capacity (if providing homemade items or in-kind donations).

Although I can't promise you any specific help today, I will take the information that you have given me back to my organization and follow-up with you. What is the best way to reach you?