



# Partnering Organization Contact 1

## Initial Intro and Organization Description



### Overview:

Your team will establish an initial connection with a partnering nonprofit organization that relates to your theme and addresses a similar social problem. In the first contact, you will call to introduce yourselves, explain the project, and seek out some basic info about the organization which will help you in your own Section 1: Corporation Description.

### Objective/ Info to Obtain:

Your first objective is to create a new relationship with a contact person (already identified) at the partnering organization. You will want to create a good first impression and conduct yourself in a professional manner. Your second goal is to find out some information about the organization's start up, size, mission, vision, purpose, service, principles, location, and staffing. Do not make the phone call until you have previewed and prepared the info below.

### Contact Directions & Script:

**STEP 1: Gather contact information to make your call:** *Who are you contacting? List their info here.*

Partnering Organization You will Contact: \_\_\_\_\_

Contact's Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**STEP 2: Prepare what you will say.** How will you introduce yourself? Use this Script.

"Hello, my name is \_\_\_\_\_ and I am an 11<sup>th</sup> grade student  
Your first and last name

from the Clairemont High School Academy of Business." I am doing a class project on starting up

a nonprofit organization for \_\_\_\_\_. I was told by Veronica Baker, one of  
Your topic

our school community partners, that \_\_\_\_\_ volunteered to  
Mr. or Ms. Contact's Name

be available to answer some questions about \_\_\_\_\_.  
Name of nonprofit organization you're calling

**Is he/she available for about 5-10 minutes?"** *(If yes: proceed on to questions. If no: ask to leave a*

*message and/or make an appointment in the next 24 hours for a better time (preferably during*

*hours of your academy class periods or after school).*



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### STEP 3: Make the call using the script above.

- Make sure you are in a quiet place and undistracted.
- Make sure you speak clearly, loudly, and politely, no matter who you are on the phone with.
- You may be transferred several time before you get who you are looking for. You may have to leave a message. If so, use the same script above and at the end of the message add your return phone number, email and “thank you.”
- Once you get the correct contact person, introduce yourself using script from STEP 2.
- Then, proceed on to ask questions below. Be sure to record the answers! Take good notes! You may want to put your phone on speaker and have one person conduct the interview while another team member writes!

1. How did the idea or start-up of the organization begin? Where are you located?

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2. Can you describe the service your organization provides?

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3. What is your organization’s mission statement? Do you have a vision, purpose and/or tagline? If so, what are they?

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4. What are the core values of your organization?

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5. What are the benefits offered by your organization to the target population?

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6. What kind of staff do you employ? How many? In general, what is their education, experience, background, etc.? How long have you been working for this organization?

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7. Anything else we should know to better understand an overview of your organization?

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### CLOSING:

- Be sure to thank the contact for their time.
- Be sure to ask if you can call again and keep in touch to interview them about other aspects of the organization. Get their direct contact line and ask when the best times to talk are.
- Explain that you will be writing a business plan for your own nonprofit start up as part of this project. Thank them again and say you will be in touch soon.