

## How to Make a Phone Call

\*\*\*\*\*Have a pen/pencil and the **Donor Contact Process Questionnaire** in front of you and ready before making the phone call.

*\*Dial Number\**

*\*Ring\**

*\*Ring\**

*\*Ring\**

Hello, my name is \_\_\_\_\_. I am calling on behalf of the Kinetic Knights Robotics Team. I would like to discuss to the possibility creating partnership with our team. May I speak with \_\_\_\_\_? (Insert contact name {if known} or your manager/supervisor/appropriate person to ask for)

*\*Wait for boss\**

Hello, my name is \_\_\_\_\_. I am calling on behalf of the Kinetic Knights Robotics Team. I was hoping that I would be able to schedule a meeting with you to discuss a possible donor partnership with our team. Is there a time that would work well for you?

Continue to speak with them, to arrange a meeting and answer general questions. Before hanging up, **thank them for their time**, and if you have a meeting say something along the lines of “see you on (insert date)”.

DO NOT READ THIS WORD FOR WORD – THIS IS JUST A GUIDELINE

Tips:

- Make sure you are in a quiet area before making phone calls. Background noise is distracting and unprofessional.
- Be familiar with what you are going to say, but don't make it sound like you're reading from a script.
- Make sure you write any follow up information on the **Donor Questionnaire**.
- **Be professional, confident and calm.**