

Session 9

PHONE CALL CAMPAIN

□ MAKE PHONE CALLS.

HERE ARE SOME PHONE CALL TIPS AND A SAMPLE PHONE GUIDE.

1. When someone on the other end of the line picks up, introduce yourself by giving your **name, grade**, and the **organization** you're working with.
2. If the person is not there, ask when he/she will be back. Write down the time, and call back then. You can speak to a staff person if a legislator is unavailable.
3. If you need to leave a message, leave your **name, grade, organization**, phone **number**, the **best time to call you back**, and a **short message** about why you are calling.
4. While you have your contact person on the phone, get the correct spelling of his/her name, title, mailing address, and phone number.
5. Say thank you before saying good-bye.
6. **Practice your call before contacting decision-makers and practice answering questions they might ask.**

PHONE GUIDE:

FILL OUT COPIES OF THIS GUIDE BEFORE MAINF YOUR CALLS.

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|---|----------------------------|
| <u>Before the call:</u> | |
| Contact name: _____ | Title: _____ |
| Contact organization: _____ | Phone: _____ |
| Contact address: _____ | |
| Organization name: _____ | Project coordinator: _____ |
| Organization address: _____ | Phone number: _____ |
| <u>During the call:</u> | |
| Hello, may I please speak to [contact name] _____ ? | |
| My name is _____ and I am in _____ grade. I'm doing a project with [organization] _____. | |
| I'm calling to speak about [why you are calling / What you want to say or ask]. _____ _____ | |
| Notes: [write down what your contact tells you] _____ _____ _____ | |
| Thank you very much. Good-bye. | |