

Script for Starting a Conversation in Your Community

You are ready to make contact with an organization in your community to learn what they do and how you can help. How do you start the conversation?

1. Find the phone number or email of the person you want to meet.

Write the number here:

2. Call the number and ask for the person by name or title, either Ms. Lee or the reference librarian, for example.

“May I speak to [Ms. Lee/the reference librarian]?”

3. If the first person asks for more information or when you reach the person you want, tell them why you are calling. This may also be adapted as email text.

“Hi, my name is _____. I’m calling because I am interested in the work of [the organization]. I’d like to learn more about what you do and how I can help make a difference for the community. Could we talk for 30 minutes now or make an appointment to talk later?”

Interview Questions

These questions can help you learn about your community and ways you can get involved.

1. What is the main purpose of _____? This may be its mission or vision.
2. What are some challenges in the community that _____ seeks to address?
3. What are some programs that address those issues?
4. What can a young person do to help you and make a difference to your work?

Closing

“Thank you for your time.”

