

## YPI – Phone call planner

- Determine who you need to speak with and find their name, phone extension, and email whenever possible. Some sample job titles to look for include:

**Fundraising/Development Coordinator,  
Communications Coordinator, Program Coordinator,  
Program Manager, and Executive Director.**

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Organization name: \_\_\_\_\_

You need to clearly explain who you are, which school you attend and what the Youth and Philanthropy Initiative is. Be sure to tell them why you chose their charity to represent.

My name is \_\_\_\_\_ and I am a grade 10 student at \_\_\_\_\_.

I am calling today as (I am/my group is) working on the

\_\_\_\_\_ for my Civics class.

I/We chose your charity because: (list 3 things)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Thanks to the Youth Philanthropy Initiative, the winning project will receive a \$5,000 grant at the end of the school year.

I would like speak with you about:

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I/We would also like to organize a visit to be able to better showcase your organization in my presentation to classmates. Is there a time, after school, where I/my group can plan a visit?

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**\*\* DON'T PROCRASTINATE!** It can take time to organize a visit and you can't expect them to available the day after you call. Plan to contact them at least one week in advance \*\*

Notes about your call:

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