

Holiday Project telephone script

Hello, may I speak to (contact person's name)? [After person comes to phone] Hi, I'm (first name, last name) and I'm a student at Memorial Junior High School in South Euclid. I and a friend are working on our holiday project and we need to complete 3 hours of community service, and we'd like to volunteer at (name of business). [pause for a reaction; if person who says okay, say:] Great. We can come on (date 1) or (date 2). Which of these would be better? [pause for reaction]. That sounds good. So, we'll see you on Tuesday, December 23 at 9:00 A.M. Thanks and have a nice day.

Dec 3-2:24 PM