 **Insert name of community**

**New Member Welcome Call Script**

**Insert date**

**Objective**

Insert objective here. Keep it short and to the point.

**Introductions**

* What is your name
* What year did you graduate from Cornell?

* What College or School did you graduate from?
* What is your position within the community?

**Why you are calling**

* Outline Reason 1

* Outline Reason 2

* Outline Reason 3

**Review the Following Frequently Asked Questions**

**Who are the members of the insert community name?**

Mention two or three items that makes your community unique, including the demographics, etc.

**What are the expectations of a insert position title?**

Cover all apsects of expectations, but do not reread the position description as they should have already received the position description. Outline time expectations.

**How long is the term?**

Outline how long the person is expected to commit to this position. Be sure to outline any kind of hiatus or how one becomes relected, etc..

**What are the philanthropic expectations of a insert position title here?**

What are your goals? Do you expect everyone to give at a certain level and to a specific fund? Stress the importance of meeting your participation goals and be sure to provide the volunteer with the link to make an online gift.

**Insert Community Specific question 1 here.**

What else is important that this new volunteer needs to know about your organization or the position? Be sure to provide them with as much information as possible.

**Insert Community Specific question 2 here.**

Are there events that the volunteer needs to attend? (example, Reunion, TCAM, CALC, etc.

**Insert Community Specific question3 here.**

Perphaps provide the volunteer with a little more information about those events that they are expected to attend.

**Now what?**

What should the volunteer expect next?

**Who do I contact at Cornell for more information?**

Insert name of staff contact and their position within the university.

Insert staff contact phone number

Insert staff contact email address

Insert staff contact web address