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## Calling Script to Originate Project

Use this as a guide when calling Organizations/Schools to inquire about projects

Hi, this is \_\_\_\_\_ and I'm calling on behalf of [Name of church], and we're participating in ServeFest this year on **DAY OF SERVEFEST**. ServeFest is a day when churches all over our region come together to serve their community. We would love to include your (SCHOOL/ORGANIZATION) in the organizations we serve. We will do all different kinds of projects on that day at a number of different places—spring mulching, planting flowers, weeding, painting, cleaning, sanding, and more. Whether you need painting done, boxes moved, weeds picked, or have other needs that could be met by some willing, unskilled workers, we'd love to serve you.

Are there any projects that we could help you out with on **DAY OF SERVEFEST**?

Name of Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address of the site: \_\_\_\_\_

### 1. What is the project that needs to be done?

*Reminder:* We are providing LABOR. Supplies that need to be purchased will need to be provided from your organization. We can bring things like shovels, rakes, hand tools, garden gloves, paint brushes – Anything that we can bring and take back home with us.

### 2. How many volunteers do you need us to bring?

### 3. What timeframe would you like us to be available? (generally, 9am is a good start time, but can be earlier if needed. Working til Noon at minimum or 4pm at maximum)

*Reminder:* We'll need to have someone from (NAME OF ORG) available with us during that timeframe to guide and direct us on what needs to be done throughout the time specified.

### 4. What tools do you need us to bring to complete the project?

We are excited to have the opportunity to serve (NAME OF ORG). There will be a Project Manager to lead this project and I will give him/her all this information. He/she will be in touch with you to finalize everything between now and **DAY OF SERVEFEST**. In the meantime, let me leave you with my contact information (phone and/or email). Please feel free to contact me with any questions or updates.