



SUGGESTED PHONE SCRIPT #1

Identify the Fundraiser Contact

Use this script when you contact prospective organizations to identify the fundraiser Chairperson.
Make sure you get a phone number, e-mail address and mailing address.

"Hello, this is _____. I am an Avon Representative and would like to speak with the person in charge of fundraising for your organization/school. With whom should I speak?"

(Response)

"Is she/he available now?"

"Is there another number where she/he can be reached?"

If you are calling a school, also ask for the names and numbers of the PTA/PTO President or fundraiser Chairperson as well as any school group (band, cheerleaders, sports teams, drama clubs) that might do its own fundraising.

If you are mailing the information:

"I'd like to send her/him an information packet about holding an Avon fundraiser. What is the mailing address? What is the e-mail address?"

"If anyone involved in fundraising would like to contact me directly, my name is _____. My phone number is _____. My e-mail address is _____."

"Thank you for your assistance."

Fill out a Contact Worksheet with the information you have received.

TIP: Follow up as soon as possible, either in person or on the phone.
Also, see Suggested Phone Scripts #2 and #3.