



HANSBERRY
COLLEGE PREP

Contacting Volunteer Organizations

When contacting organizations to volunteer your time, it is important that you positively represent Hansberry College Prep and the entire Noble Network. You are expected to be professional and respectful. You should contact the organization about one week prior to the date you'd like to volunteer. Please use the following script to help when calling or emailing someone about volunteer opportunities.

"Hello! My name is _____. I am a student at Hansberry College Prep and we are required to complete 10 hours of community service each academic year. I found your organization on our "recommended sites list" and am interested in volunteering my time on _____. Do you have the need for a volunteer on this date?"

[Wait for the response from the contact.]

If the date offered works for the organization:

"I'm excited to get involved with the organization! What time should I arrive and what time should I expect to be finished?"

If the date offered does not work for the organization:

"I'm excited to get involved with the organization! Is there another date and time that works better for you?"

Other questions to ask:

1. Do you require an orientation session before I can begin volunteering? When is this offered?
2. Are you close to public transit? Is there parking offered on site?
3. What will I be helping with as a volunteer?
4. Are there specific dress requirements for volunteers?
5. Is there anything else I should know before arriving to volunteer?

Noble Efforts Change Lives. Be Noble.