



CONTACTING YOUR PROJECT ADVISOR

GETTING READY

1. Find a quiet place to call. There should be no interruptions. There should be no loud music or noise near you.
2. Have your paper and pen ready. Have your script and anything else you need in front of you.
3. You may be nervous, but try to sound friendly and enthusiastic.
4. Talk slowly and clearly. Speak up but not too loud. Don't chew gum or eat while on the phone.
5. Be polite and patient.

WHAT YOU NEED TO DO

1. Identify yourself and tell him/her you are a student at Waipahu High School.
2. Tell why you are calling.
3. Ask to speak to the person you wish to be your mentor.
4. If that person is not available, ask when he or she will be available.
5. Explain what you would like him/her to do for you.
6. If he/she agrees to be your mentor, set up an appointment for you to get together.
 - a. Use common sense; arrange meetings in public places or the work environment.
7. If he/she cannot be your mentor, ask him/her to suggest someone else in the same field.
8. Thank the person you are calling.

SAMPLE SCRIPT:

"Hello, my name is _____, and I'm a student at Waipahu High School. I'm involved in a Senior Project that includes writing a research paper on a topic/issue of my choice and completing a product that is related to my topic. My topic is _____ and for my product/activity I would like to _____. I have been asked to find someone in the community who would be willing to assist me in the product/activity phase. I was wondering whether you would be interested in mentoring me."

Then ask him/her if you can schedule a meeting with them to discuss your project and his/her role and responsibilities.

Bring these forms with you:

- A copy of your Project Proposal
- Project Advisor Introductory Letter
- Advisor Information Sheet
- Project Advisor's Roles and Responsibilities Handout

