**Exhibition Community Experience Script - Thursday 2/23**

Three contacts should be made by Friday, February 24th

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisory Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Experience Desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Contact Name | Phone Number | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Voicemail/Phone Conversation/Email Script**

*Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a student from Benjamin Holt College Preparatory Academy in Stockton. We are currently working on an exhibition that requires a community experience component. My topic that I am presenting is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I would like to learn more about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I would like to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (explain experience: shadow, interview, etc.) *with your company. Is this something that you could help me schedule? If not, is there someone else that you could put me in contact with? I am available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (consider Spring Break dates which are March 13th to March 24th).

***Voicemail:*** *I can be reached at \_\_\_\_\_\_\_\_\_\_\_. I look forward to your response and support. Thank you.*

***Person:*** Get details and next steps. Try to schedule an actual date/time.

***Email*:** *Please reply to this email with any additional information that you can provide or a phone number at which to respond. I look forward to your response and support.*

*Thank you.*

*(Insert Name, email and phone #)*

Discussion Questions

1) What if the contact person does not respond? What will you do next? What is an adequate amount of time to wait for a response?

2) What do I need to do to prepare for my experience? Do I need to write interview questions? Take pictures?

3) Work with a partner/group to create 3-4 more questions about your community experience. What are you still wondering? What concerns do you have? What challenges do you anticipate?

a.

b.

c.

d.

\*\*\*As a class, discuss possible responses to your questions.