

Volunteer Relationship Cultivation

Step #1

- Identify potential volunteer partners in your area.
 - Are they local to your chapter? How close is their location to your chapter?
 - Do they support the Ability Experiences mission?
 - Are there volunteer opportunities available on a:
 - Weekly basis?
 - Monthly basis?
 - Semesterly basis?
- Find contact information (email + phone) for staff member of organizations online.
 - Recommended staff members to reach out to:
 - Volunteer Coordinator
 - Group Volunteer Manager

Step #2

- Choose top 2 organizations from your list:
 - Allow chapter to vote for top two options
 - Choose based on information researched i.e.:
 - If staff members contact information is not available online
 - Too far away from campus
- Prepare to reach out to organization.
 - Know before reaching out: How many hours are you and your brothers willing to give this organization?

Step #3

- Example Email to Volunteer Partner

Dear (**Organization or Point of Contact**),

My name is (**Name**) and I currently serve as the Philanthropy Chairman for my chapter of Pi Kappa Phi at (**University**). I came across your organization while doing some research on local organizations that support people with disabilities. Our national philanthropy, The Ability Experience, has a mission of spreading acceptance and awareness for people with disabilities. One way our organization accomplishes this is through our local volunteer partnership program. In doing my research, I believe that (**Organization Name**) would be a terrific organization for our chapter to partner with. This partnership can range from regular volunteering, to coordinating events with you. I would love to discuss this opportunity more in depth over the phone or in person. Please let me know if you would be interested in discussing this opportunity so we can set up a time to connect.

I look forward to hearing back from you!

Best,

(Name, Philanthropy Chair)

(University)

(Phone #, Email)

Step #4

- Send out email and expect 7-14-day turnaround time for organization
- o If you haven't heard back after 14 days- it is appropriate to follow-up via email or call.
- o Example Follow-Up Email
 - When you send email, find previous email and respond to original email so there is former context in follow-up.

Dear (Organization or Point of Contact),

This is (name) from Pi Kappa Phi, reaching back out in regard to my previous email. I would like to follow-up on the opportunity to partner with your organization. Please let me know if this is still an opportunity you would like to pursue. Should it be easier to contact me over the phone, please don't hesitate to call or text.

I look forward to hearing back from you.

Best,

(Name, Philanthropy Chair)

(University)

(Phone #, Email)