# Phone Call Script Template

### Introduction

Before using this phone call script:

* Fill in any of the placeholders with relevant information
* Make sure all of the information you are sharing is accurate.
* Make sure you are following [youth protection guidelines](https://www.scouting.org/health-and-safety/gss/gss01/); always have a buddy on the call.
* If you reach a “wrong number” let your section leadership know so that they can flag the number internally as being incorrect.
* If something occurs that makes you uncomfortable or does not follow youth protection guidelines, **immediately** end the call and report the incident with the section adviser and section staff adviser.

### Script

Hey! This is [YOUR NAME, POSITION] from the Order of the Arrow, is this [NAME]?

***[If the answer is yes, continue. If the answer is no, end the conversation nicely and hang up]***

Hey [NAME], good to meet you, how are you doing?

***[Wait for response]***

That’s good to hear! Just to let you know, I also have my friend [FRIEND LISTENING TO THE CALL] with me for youth protection purposes.

I’m calling today wondering if you have heard about the annual Conclave, taking place from [DATES]?

Conclave is an annual event bringing together hundreds of Order of the Arrow members from [LIST STATES THAT YOUR SECTION IS IN], this year it’s hosted at [LOCATION] in [TOWN, STATE]. We will have high-quality training on a variety of different topics in the OA. We will also offer a great program, with lodge versus lodge competitions, so you can show your lodge is the best in the Section. While all that’s going on, we will have casual games, patch trading, and more to meet some new friends! Not to mention our evening shows, which will have unique skits related to our theme; [THEME]! Come join many other Arrowmen from around the area, this is an event you won’t want to miss! **Do you have any questions about Conclave?**

***[Answer any questions the best that you can.]***

**Are you going to come to Conclave?**

If yes, go to [REGISTRATION LINK] to register

If not, what are the barriers?

Thank you for your time, and I look forward to seeing you at Conclave! Have a great rest of your day!