LEC Phone Call Script Template

This phone call script is one that you can use to remind LEC members of an upcoming meeting. It is recommended that this script is used at least a week before the meeting. 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; always have a buddy on the call.
- If you reach a "wrong number" let your lodge 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 lodge adviser and lodge 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], I hope you are doing well. 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 to remind you about the upcoming LEC meeting. We will be meeting on [DATE] at [TIME] at [LOCATION]. Are you going to be able to join us?

[If the answer is yes, continue. If the answer is no, skip to the line with the *]

Awesome, I'm glad to hear! Make sure you send a report to the lodge secretary [SECRETARY NAME] at [SECRETARY EMAIL]. Do you have any questions about the meeting or any other lodge-related questions?

[Answer any questions the best that you can.]

I'm looking forward to seeing you there!

End the call here.

*I'm sorry to hear that, is there any way that you can send someone from your chapter or committee in your place?

[Wait for response]

Okay, I will note that down. Make sure either way that you send a report to the lodge secretary [SECRETARY NAME] at [SECRETARY EMAIL]. Do you have any questions about the meeting or any other lodge-related questions?

[Answer any questions the best that you can.]

I'm looking forward to seeing you there!

End the call here.