

SCRIPT for talking with potential Community Advisor

Practice this – in front of a mirror or with a friend

Hi, I'm _____. I am a senior at Squalicum High School. All seniors in Bellingham Schools have a graduation requirement called the Culminating Project.

This project requires us to pick a topic of our choice, complete a research paper on that topic, and present our project at the end of the year. One of the requirements is that our project must benefit or connect to the community. We also need to connect with a "Community Advisor" – someone who is involved with our topic or who has some experience with our topic.

My project topic is _____.
My faculty advisor at Squalicum suggested I contact you as a potential Community Advisor. He/she felt you might have some experience related to this topic.

I'd like to set up a time to talk with you more about this. We could talk in person, over the phone, or via email. Does this sound like something you'd be interested in?

If they say YES, then tell them "THANK YOU"! Talk through the details of where & when to meet. Write down his/her name, phone #, email, etc. Tell him/her that you'll bring more information about the project and how the Community Advisor portion works.

o **Take the following with you to your appointment:**

1. **Letter**

<http://www.bham.wednet.edu/learning/culminating-project/documents/CPPotentialComAdvisor.doc>

2. **Community Advisor Background Check Form**

<http://www.bham.wednet.edu/learning/culminating-project/documents/CPCComAdvisorBackgroundCheck.doc>

OR,

IF your parents waive this background check,

<http://www.bham.wednet.edu/learning/culminating-project/documents/CPParentAdvisorApproval.doc>

then don't take the Background Check form – the community advisor does NOT have to go through that process!

3. **Guidelines** (print this off – available at:

<http://www.bham.wednet.edu/learning/culminating-project/documents/Guidelines.pdf>

- **The minimum time commitment is 3 meetings (again, these 'meetings' can be via email, etc.)**

1. Initial meeting – overview of project, sign forms, etc.
2. Mid-point check –in
3. Final Observation Sign-Off Form
- 4.

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- **If they say NO, THANK THEM** for their time. But, ask them, “Do you know anyone else in the community who may be able to support me in this project requirement?” Get that referral’s name & phone #, & start again!