

Sample Membership Acceptance Script to Contact Prospective Members

Use this Sample Membership Acceptance Script, or create your own script when contacting prospective members to answer their questions about membership benefits:

Version #1: (if the prospective inductee answers):

Hello, this is ____ (your name) calling from ____ (college name) College's chapter of Phi Theta Kappa. Is this a convenient time for us to talk briefly about our upcoming New Member Orientation?

If the answer is yes:

I want to congratulate you on being invited to become a member of Phi Theta Kappa. I'm calling to personally invite you to our New Member Orientation, on _____ (day & date) at _____ (location) at _____ (time). We hope you are planning to attend, so we can meet you and let you know more about Phi Theta Kappa and the opportunities and benefits membership offers.

If you cannot come to the Orientation, could we meet on campus some time? We hope you will take advantage of this opportunity, which you have earned. Do you have any questions about our chapter or about Phi Theta Kappa? I'll be happy to answer them.

Thanks for your time! I'll be looking for you at the Orientation. If you need to reach me before then, please call me at _____ (phone number).

If the answer is no: Would there be a better time to call? Our orientation is very soon and we would like for you to attend.

Version #2: (to be left on voice mail):

Hello, this is ____ (your name) calling from ____ (college name) College's chapter of Phi Theta Kappa, reminding you that our New Member Orientation will be held on ____ (day & date) at ____ (location) at ____ (time). I want to congratulate you on being invited to become a member of Phi Theta Kappa. We hope that you will join us to learn more about Phi Theta Kappa and the opportunities and benefits membership offers. If you have questions, you may reach me at _____ (phone).