

HOW TO COLLECT CONTACT INFORMATION



This document will explain different methods to collect contact information. It will also provide additional resources for you to consult. Please make sure to utilize the methods on the first page while also using the tips on the second page to perfect them. When collecting contact information, always try to be as direct as possible with your efforts. In any email, make sure you get straight to the point. Your email should introduce yourself and explain your position. You should confirm the email addresses you have already been provided with (if applicable).

SEARCH FOR EXISTING INFORMATION

Reference the Key Club Listing, The Carolinas Key Club Key, or the Contact Information Handouts for existing information.

EMAIL THE ADVISOR

Reference the introduction paragraph above for direction towards crafting your email. You should wait one full week from when you sent your previous email to send a follow-up email.

EMAIL ANY OTHER OFFICERS

If emailing the advisor yields unsatisfactory results, try emailing the any other officer with existing information.

CALL OR TEXT

If a phone number is available, try texting or calling the advisor or president during an appropriate time. If calling/texting does not work, try calling the school's office. If the advisor is unavailable, leave a message and request the teacher contact you at his/her earliest convenience. Always remember to be polite.

EMAIL THE SPONSORING KIWANIS CLUB

Try checking the sponsoring Kiwanis Club's website. Or, contact me and I can find the right Kiwanian to email. The Kiwanis Club may even be able to set up a meeting with the principal to establish the connection you need.

CHECK FOR SOCIAL MEDIA ACCOUNTS

Consider searching for the school's (or Key Club's) social media. Hopefully, you may find a post that will provide you with a lead. If there are any Key Club posts that have people tagged in them, try reaching out to them. You could even try direct messaging the owner of the club's account.

LOOK FOR A WEBSITE

Many school websites have a "clubs" tab. If that information is unavailable, the school county's website may have it instead. Many county websites have an "offered programs" tab too.

TIPS TO COLLECT CONTACT INFORMATION



HOW TO NAVIGATE A PHONE CALL

1. Greet the person on the receiving end
2. Confirm who you are speaking to
3. Introduce yourself
4. State the reason for your call
5. Ask for the information you need
6. Thank the person for their time
7. If prompted, leave a message following the same steps

If the phone number is incorrect or if numerous calls fail to go through, contact the school's front desk and leave a message for the advisor.

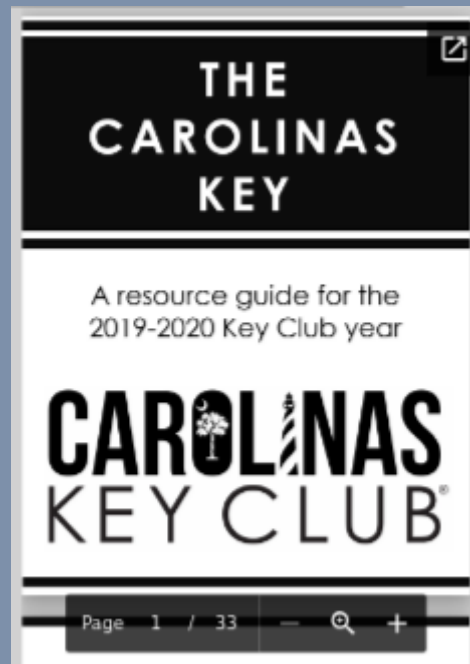
PERFECTING THE SUBJECT LINE

- Use catchy words to grab the reader's attention
- Words or phrases such as: IMPORTANT, URGENT, TIME SENSITIVE, or CRITICAL reflect the urgency of the email's contents
- Try using the following characters to spice up the subject line: * and !
- Surround important words in other characters for emphasis: *IMPORTANT*, URGENT!
- Try bolding certain words too: **IMPORTANT**

Be persistent! If you need to, be assertive. But always remain respectful and professional.

DON'T FORGET

Be polite! Being rude to advisors, club presidents, administration, and any other points of communication will hurt your reputation. Being rude will also make the recipient less likely to respond to you.



Double Click the Black Arrow to Access the Key (last year's contact information)

HELPFUL LINKS

Contact Information Form - <http://www.carolinaskeyclub.org/officerinfo>

Kiwanis District Reports (click on Key Club Listing) - <https://www.kiwanis.org/clubs/member-resources/district-reports>

Secretary's Page - <http://www.carolinaskeyclub.org/secretary>

Never give up! You will never fail if you learn from your mistakes!

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