

Guidelines for contacting and convincing potential hosting organizations

- how to contact and convince organizations potentially open to employing a volunteer with a disability

Target group: volunteer centers, volunteer involving organisations, organisations working with disabled people or people with mental health issues

Aim	To convince, to win for the cause, to inform
How to prepare for the first contact	<p>Information about the potential hosting organization, find out who is the key responsible person in the organization and communicate with her/him</p> <p>Find out informations about volunteer, his possibilities, his/her ideas about work</p> <p>A prepared offer of options for volunteer activities in the host organization (in case the hosting organization has no idea what kind of activity the volunteer could perform)</p>
Tools for convincing	<p>Collection of good practices photobook</p> <p>Presentation of benefits for the organisation: e.g. reputation, increased horizons for employees, better understanding of the target group...</p> <p>Benefits: Methodology, training for coordinators</p> <p>Full service (trainings, supervision, Inclusion Buddy - Volunteer Buddy couple): explanation that our project means no extra work</p>
List of information	Presentation of the entire IMProVE concept: volunteer – Buddy - coordinator, training of coordinator
First contact via phone	<p>Introducing yourself, the project</p> <p>Explanation concept</p> <p>Confirmation of interest</p> <p>Plan for further communication</p>

	<i>see more under the table</i>
First contact via email	<p>Introduction</p> <p>Clarification of interest - If you have interest - join us!</p> <p>Free counseling and training, support</p> <p>Information - web links</p> <p>Next steps</p> <p><i>see more under the table</i></p>
Personal contact	<ul style="list-style-type: none"> - In case of an informal meeting, for example at a workshop, conference or social event. - Arranged informational meeting - we have already arranged a personal meeting by phone or email, so we know the organization is interested. <p><i>see more under the table</i></p>
Questions to clarify interest, Where does the organization fall on the openness spectrum?	<p>Are you interested in cooperation?</p> <p>Are you interested in hosting a volunteer with disability?</p> <p>Would you like to try employ Volunteer with disability/mental health issues - Inclusion Buddy (Volunteer without disability) couple?</p> <p>Is it possible that our volunteer could work in your organization?</p>
Vision of cooperation	In the case of a cooperation agreement - fine-tuning the specific vision of the organization and the activities of the volunteer inside

Contact e-mail for potential hosting organizations

The style of writing the contact email depends on your relationship with the receiver of your message:

- If you know the person personally you can start with relating to your personal relationship and mention that you work for the organisation X and that you are involved in an EU-project called “Improve” an inclusive volunteering project, that might be interesting for them.
- If you have a direct professional relationship, you start with mentioning that professional connection and write, that you are involved in an EU-project called “Improve” an inclusive volunteering project, that might be interesting for them.
- And of course there are many potential hosting organizations, you have no connection with, which you address neutrally.

Here are our tips for writing the first contact email:

Subject: Participate in an EU-project on inclusive volunteering

Dear,

Do you need new volunteers? Are you interested in hosting volunteers with disabilities?

You want to become a more inclusive organisation?

You want to use the opportunity of free counseling and training to do so?

Then join our EU-project “IMProVE” on inclusive volunteering, where we support people with disabilities or mental health issues to become active volunteers themselves.

We’ll provide free counseling services and a training for staff and/or volunteers.

In a personal talk or in an online meeting we can provide you with all the relevant information, how you can benefit from our EU-project.

To find out more about our project, click here:

If you want to know more about us, click here:

If you are already interested in participating in this project, fill out our survey, so that we know more about the situation in your organisation, before we’ll meet. Click here:

Please contact us (Email and phone number).

We are looking forward to having a fruitful cooperation with you!

Yours sincerely

Contact call for potential hosting organizations

The same applies to calls as to contacting by email - the style of communication by the phone depends on your relationship with the receiver of your message.

Introduction me and organization, introduction of the project

According to options and choice of contact person:

- I can introduce our project now:

- Explanation of the whole project concept: How the volunteer buddy (volunteer with disability) - inclusion buddy (volunteer without disability) pair works.
- We'll provide free counseling services and a training for staff and/or volunteers.
- Explanation - what greater inclusivity can bring you.
- Giving an example of good practice

- I can send you more information via email

- or later in our personal meeting

Clarification of interest - examples of questions

1. Did it interest you?
2. Do you want to become more inclusive?
3. Do you think that our volunteer would find job application in your organization?
4. Do you need new volunteers?
4. Do you want to join our project? Can I send you more information?
5. Would you prefer a personal meeting? Can we come with volunteer?

Do you have any other questions?

Personal meeting

If we mean an informal meeting, for example at a workshop, conference or social event. Either a representative of the organization asks us about current activities; or we can introduce our intention to find out about interest in a few social sentences, for example:

"We are now interested in new opportunities in volunteering, we want to involve a much wider range of people interested in volunteering. Have you heard of inclusive volunteering? We'd be happy to arrange a meeting at your place or ours to introduce you to the opportunities and benefits of engaging people with disabilities."




Or at an arranged informational meeting - we have already arranged a personal meeting by phone or email, so we know the organization is interested.

We will introduce to the contact person from the potential hosting organization the whole range of inclusive volunteering and the IMProVE project, explain the whole concept of Inclusion Buddy - Volunteer Buddy, training them and coordinator.

In both cases, do not forget to mention the possibility of free counseling, all benefits and show Photobook Collection of good practice as well.

Then we will make sure to cooperate and plan the next steps together.



Project Title	IMProVE 2:0 – Inclusive Method in Professional Volunteering in Europe	
Lead partner organisation	Dobrovolnické centrum, z.s. Czech Republic	
Partners	Jaunuolių dienos centras (JDC) Lithuania	
	ASSOCIAZIONE UNIAMOCI ONLUS Italy	
	Gemeinsam leben und lernen in Europa e.V. Germany	