

Sample Invitation Follow-Up Telephone Script

Once your developing honor society delivers an email invitation, many candidates will accept the invitation and pay membership dues. A few weeks before the induction respond-by date, the developing honor society should follow up via telephone with inductees who have not accepted the invitation.

Gather as many volunteers as possible, and adapt the following scripts to include your developing honor society-specific information and offerings.

Sample voicemail message for candidates who do not answer:

Greetings! My name is [insert name], and I am calling on behalf of [developing honor society name]. You recently received an invitation to join our developing honor society – and I want to remind you that the response date is [list response date]. I hope you will accept your invitation to join our group! If you have any questions about belonging to our developing honor society, please contact [list developing honor society contact information]. Thank you, and have a great day!

Sample script for candidates who answer:

Hello, my name is [insert name]. Is [candidate's name] available?

If yes: Hi, [candidate name]. I am calling on behalf of [developing honor society name]. I want to remind you that you have been invited to become a member. If you reply by [response date], you will be recognized at the induction ceremony on [induction date]. Do you have any questions or is there anything I can help you with?

The volunteer should be prepared to answer questions about financial assistance, the developing honor society's value proposition and benefits, and the induction ceremony. Please compile this information and provide it to callers.

If no: I am calling on behalf of [developing honor society name]. Could you let [him/her] know that I will send a follow-up email message? Thank you!