

Tips for Effective Solicitation



- ✓ **PREPARE** – Don't Ad lib.
 - Be Prepared. Know your material.
- ✓ **PLAN YOUR WORK & WORK YOUR PLAN!**
 - Before making contact, organize your thoughts and develop an outline of what you would like to cover, step by step
 - You'll feel more comfortable and will save time if you have a idea beforehand of what you'd like to accomplish during your visit
 - When making the visit, use your plan. Stay on topic – it will save you time and the manager's as well.
- ✓ **BE COMFORTABLE WITH YOURSELF.**
 - You are volunteering your time to help others in our community. You are representing agencies that provide services to thousands. You are special...**BE POSITIVE!!**
- ✓ **AVOID ANXIETY.**
 - When you are anxious, your brain shuts off and you begin to forget. To avoid feeling anxious, focus on your plan.
- ✓ **IMAGERY IS POWERFUL.**
 - You've heard the saying, "if you see it, you can achieve it." When you think of yourself as achieving success, then you will project that positive image every time.
- ✓ **PROJECT ENTHUSIASM.**
 - Smile and be energetic. Others will follow.
- ✓ **BODY LANGUAGE.**
 - Use body language to your advantage. Make eye contact. Use a moderate tone of voice and speech to project a positive image. Project confidence in your posture as well.

DO:

Relax
Be Yourself
Smile
Maintain Eye Contact
Be Confident
Show Pride
Offer a Benefit
Time Your Presentation
Be Prepared

DON'T

Be Aggressive or Pushy
Be Apologetic
Be Evasive
Be Hurried
Exaggerate