



School Counselor “Cold Call Script”



Greeting: good morning, good afternoon,
good evening.

Date of
contact:

MM

DD

YY

This is

Name of Representative/Executive

<i>“I am calling to speak to the school counselor about nursing careers. Would they be available to speak?”</i>	Name of Counselor				
<i>“Hello, _____, My name is _____. I am a local RN, Student Nurse and I would like to speak to your students about nursing careers”.</i>	School				
<i>“Does the school have a healthcare course/club?”</i>	Yes		No		Specify
<i>“Would you be interested in a nurse/student nurse coming to visit the course/club?”</i>	Client Requirement		Who from organization will go to the location?		
<i>“Thank you! I will get back to you with more information within the next 2 hours/days/weeks.”</i>	(list the follow-up that is needed)				
<i>“When would be a good time to reach you?”</i>	Time				
<i>“What number should I call?” (if different)</i>	Phone Number				
<i>**IF talking to instructor/ club leader</i>	Home		Mobile		Work
<i>If you leave a voicemail, please introduce yourself and AAMN chapter/school. Provide your contact information, and/or link to the AAMN resource site.</i>	** Email them as well if you have the address.				
<i>Location of meeting: Have the counselor provide the proper address and entrance procedure to the school. (see below)</i>	Address		City		
	State		Zip Code		
<i>Is there any additional information that the nurse/student needs to know about the course? (Level of education, materials covered, interests, time allowed.)</i>	Additional Information:				
<i>“Is there anything the instructor/course/club want to cover?”</i>	If YES: (or below in notes)				
Notes:					