



CMM SCRIPT TO CONTACT LOCAL B&GC

It is recommended that CMM Studio Owners contact the Administrative Office of their local Boys & Girls Club (B&GC) by August 2, 2019. Please review each step before using this script.

1 Contact your local B&GC Administrative Office by August 2, 2019 to introduce the Work of Heart event.

Their contact information is in the CMM/B&GC Directory on the same line as your studio. *Refer to CMM website.*

Why call the Administrative Office rather than the local B&GC directly?

The Administrative Office is responsible for and oversees the clubs in their area. They are open Monday-Friday during normal business hours. The clubs are staffed by a combination of professional staff and volunteers Monday-Friday in varying hours when children are not in school.

After introducing your Work of Heart community event, the administrator may ask you to contact the local B&GC staff to work out the event details. If so, provide the administrator with the name of the local B&GC listed on the Directory next to your studio's name. Ask the administrator to provide the B&GC staff person's name, phone number, and best time to call.

2 Script & Talking Points

"Hello, my name is _____ and I am from the _____ Color Me Mine Studio. I am calling to talk with you about an exciting project that we are hosting to give back to our community. Our studio would like to work with our local Boys & Girls Club by inviting ___ club members with staff to experience art through ceramics. My studio will supply everything needed to make this a fun, educational, and empowering event. My donation includes bisque, fun facts, and an instructor to teach each of your club members about painting ceramics. After my studio fires each project, I will personally deliver them back to the club so each child can see their amazing piece of art that they created and take it home to share with family and friends. Are there any questions I can answer before we talk about next steps?"

**Note: Decide how many club members you would like to host before calling. Supplies will be provided for 18 club members. Add'l supplies may be purchased through ChesapeakeCeramics.com.*

3 Next Steps

• Event details: ***"First, let's choose a date and time in September as well as a location that works for both of us."***

- Date/Time: September - 2 hour block
- Location: Studio or Club - ***"Your club would transport ___ club members and 1-2 staff members to and from my studio OR I can bring the supplies to the club."***
 - Based on the location of the event:
 - CMM Studio: Club provides transportation to and from CMM Studio
 - Local B&GC: Club provides tables, chairs, and a dedicated space

**Note: Approximately 6 kids per 6-8ft. table*

• Clubs Commitment: ***"Your club's participation requires selection of ___ club members to participate, 1-2 staff members to assist with event, and photo releases for each of the club members and staff so we can take photos and videos during the event and post on social media."***

**Note: Some B&GC include a photo release as part of their club membership application.*

• Final Step: Coordinate a date and time after the event to return with the fired projects and take pictures with the club members and their amazing Work of Heart projects. ***"I am excited that your club is interested in participating. If you have questions, please call me at _____. I will check back with you in mid-August to confirm your club's participation."***



NOTES FOR STUDIO OWNERS

B&GC Administrative Office Contact Information from Directory:

Administrator's Name: _____

Phone Number: (____) _____

Local B&GC from Directory:

Club Name: _____

Staff Person's name: _____

Phone Number: (____) _____

Best time to call: _____

Event Details:

Date & Time: September ____, 2019

_____ am/pm - _____ am/pm (2 hours)

Location:

- CMM Studio Club

Event Participation Confirmation (Mid-August):

- Date & Time
 Location
 # of B&GC Members
 # of Staff Members
 Photo Release Approval

Staff Name: _____

Date: _____