

FOLLOWUP TOOL INSTRUCTIONS for DC's (as of Dec 8, 2015)

with SCRIPT FOR PHONE CALLS

The four Florida email templates are named and posted for easy selection. Be sure to read through the auto-formatted template to make sure it has your information correct prior to clicking "complete" to send it.

Sign in to COS website.

1. Access list at <http://www.conventionofstates.com/followup>
2. To sort, enter YOUR FL(space)## (District #) in oval under "Lower" on blue band at top, you will see followups for YOUR district only.
3. If person has a phone number, click on phone dropdown box, **CALL THEM**, make notes in box, click "In Progress" or "Complete" when finished. They will disappear from f/u tool, but will show as one of your "people" with the tags they have received grassroots welcome
4. Look at person's info to determine which email template to select:
 - a. **DC TO PETITION SIGNER** (*Subject: Thanks for your support*)
 - b. **DC TO VOLUNTEER** (*Subject: Thanks for standing with us!*)
5. Now Select the appropriate template.
6. Then click on person's email address, see dropdown box
7. Now you see the personalized completed template for the email you selected in the box! Remember to proofread your personal information prior to sending.
8. **YOU MUST ENTER THE SUBJECT** of the email – we do not want it to go out without a subject.
9. **Click complete in the bottom oval to send.**
10. Email followup done. How great is that?

When you receive "YES" I'll volunteer answers from people in your District, go to their NB profile page to tag with grassroots volunteer and also in Edit check their volunteer box remembering to click on yellow save person box at bottom!

Then copy and paste the following email (DC TO VOLUNTEER) **from your gmail**
Subject: Thanks for standing with us!!

Hi (**insert name**),

How great to have you stand with our Florida Article V Convention of States (COS) team as a volunteer! We are making a great effort to let all concerned Americans who are dismayed with what's happening to our great country know there IS something WE can do about it! Here's what YOU can do NOW:

Spend as much time as you can on our [Convention of States website](#) and learn more about an Article V COS to share with all your friends. This link to a short video explains it well, and is easy for you to send to other like-minded patriots: [short video](#)

Thomas Jefferson said, "*An educated citizenry is a vital requisite for our survival as a free people.*"

THEN, help us spread the news about COS! Copy this link:

<http://www.cosaction.com> (**OR insert your personal recruiter hyperlink here**) paste, and send it in an email to your family and friends not just locally, but across America. Post it on your facebook page and/or tweet it out. This link will take them to the COS website to sign the petition which goes directly to their state legislators! State legislatures across the country are preparing for their next legislative session. We need to do everything we can to notify all those legislators *we want a COS!*

As District Captain for your legislative district, I am your personal FL COS contact. Please let me know if you are up for more involvement in our huge, historic project! Thanks again for standing with us!

(Your name)

DC##

STARTING PHONE SCRIPT:

Hi (name), I'm (your name), your Convention of States District Captain, and am calling to say thanks for your support and get acquainted! Would you have a few minutes to talk with me? **(If ok, ask leading questions that cannot be answered with just yes or no)**

For example:

How did you hear about COS?

Why do you think it's something you want to be a part of?

(Etc., etc. – think of things you are comfortable and confident with for now – it will come with time 😊)

***SHOULD YOU HAVE ANY TIME TO HELP OUT SENDING EMAILS AS FOLLOWUP
TEAM VOLUNTEER TO THOSE WHO ARE IN A DISTRICT WITH NO DC:***

1. Under “Has DC?” column, select “NO” to sort and follow directions above sending out Volunteer templates:
 - a. FROM F/U TEAM TO PETITION SIGNER (Subject: *Thanks for your support*)
 - b. FROM F/U TEAM TO VOLUNTEER (Subject: Thanks for standing with us)
2. **“YES” I will volunteer responses should be forwarded to Sherry Clark cos.rd4.fl@gmail.com for editing**