

# Tips for Contacting Schools and Community Organizations

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This guide is meant to assist new and current volunteers in bringing Safe and Secure Online to schools and community organizations. These practices have helped many volunteers to bring this program into their communities.

## **Schools**

1. Locate schools within your community by performing a web search within a certain mile radius that is comfortable for you.
2. Find the correct person to contact by following these tips:
  - Many school websites list the Head Teacher, administration staff, Safety Resource Officer, and the PTA contacts.
  - Check to see if the school website has FAQs. On most websites, the FAQs will state who you need to contact if you want to volunteer your time.
  - Reach out to the local police department to see if they present their own program within schools. You may be able to collaborate with them. For example, on an education day they can discuss safety from a police aspect and then you can talk about cyber security. They may also be able to direct you to a point of contact for getting presentations scheduled.
3. Introduce the SSO program and offer to volunteer by using the School Outreach Letter template located on the Volunteer page. Feel free to customize this letter to your needs.
4. Send the outreach email and do not be discouraged if you do not hear back immediately. Oftentimes, a follow up phone call is needed to get the process started. Keep in mind that a school may ask you to visit the school beforehand and show the presentation to the administrator/teacher.

## **Community Organizations**

1. Many community organizations host events for adults and children that are perfect for providing either a child or adult Safe and Secure Online Presentation. Search for libraries, YMCAs, sports clubs, youth clubs, and other community organizations located near you and keep an eye out for these events.
2. Look for contacts on the organization's website under About Us, Events, Services, or Contact Us.
3. Modify the school outreach template to suit your needs and send to the appropriate contact.