



How to make a cold call to a name on the Seeking a Transfer List

Please use the following guidelines when speaking in person or leaving a message.

A P.E.O. who is Seeking a Transfer will log her request on the International Hub. She may show a status of Active or Inactive, depending on if she has continued to pay her dues. She will select the chapters that meet at a day and time that work for her.

- 1) Review the Seeking a Transfer list for your chapter and give anyone on the list a call, text, or send an email.
- 2) Introduce yourself as a P.E.O. member from (Chapter ____ and name of your city).
- 3) Explain that you are calling to help her find a new P.E.O. home and would love to find out more about her. Ask how long she's been living in the area and if she's currently working or retired. Lovingly try to get to know a little bit about her.
- 4) Ask if she's interested in attending a chapter meeting, upcoming social or just meet for coffee/ice cream, etc.
- 5) If she's interested in attending a meeting or social, offer to pick her up or meet in a location to carpool.
- 6) Make sure you give her your name and contact information and let her know she can reach out to you at any time.
- 7) **After your call, please document the contact attempt on the Hub.**