**Congratulatory Contacts to admitted students/parents via phone and email**

After admissions decisions are released, admissions volunteers are asked to call or e-mail admitted students/parents in their local area. Accepted phone/e-mail contacts occur in late November, late January and late February during each cycle.

Volunteers are emailed a spreadsheet with admitted student contact information and a script for phone and e-mail conversations. Please feel free to engage either with the student or the parent. Once contacts are completed, volunteers notify us about their results by email. Results are tabulated for our annual statistical report. The general format is:

- Introduce yourself by name and UVM graduation year or current student’s class year to the student or their parent/family member.
- State your reasons for contacting them: congratulations on your acceptance to UVM and encouragement of visiting campus for an Admitted Student Visitation Day in February, March or April or local admitted student reception (locations vary).
- Establish a friendly rapport. Introduce yourself as a local UVM alumni/parent volunteer and are available as a UVM resource for questions. Tell them a little bit about how your UVM experience shaped you or your UVM student.
- Ask how they became interested in UVM or their major; have they visited? If so, what did they think? Are there any questions?
- Determine if the student needs additional information. Please forward the inquiry to the program coordinators (Liz and/or communications intern) immediately via e-mail.
- Encourage the student or parents to contact you for additional information.
- Inform the coordinators of any unusual aspect of the conversation.