

TIPS FOR A SUCCESSFUL SITE VISIT - Mount Notre Dame YPC

Do Your Homework

- Know the basic information about your agency. (Review their information on www.mgprograms.org/qualified site, Grant Application, their 990 Form, review their website, ex.)
- What is the name of the person you are going to meet with? Are they the director, manager, founder?
- What questions do you want to ask that were not answered by your research?
- It is your group's responsibility to ensure that every member of the group has a ride both to and from the visit. Be sure to organize and coordinate rides before the day of your site visit.

Get Out the Map

- Know where you are going. What does the building look like? Do you have to pay to park? If so how much is it, do all the drivers in your group have enough quarters to pay a meter if necessary?
- Though caravanning is usually the best option, cars tend to become separated. Ensure that each car has a correct set of directions and address of the building.
- Take the organization's phone number with you for when you get lost.

Once You Have Arrived

- Do not go in until all members of your group are present, to ensure that everyone has arrived safely and is on the same page.
- *STOP* Is your skirt zipped? Hair somewhat put together? Sweat pants off? Cell phone in the car?
- Notebook in hand? (If you answered yes to all of the above questions you may proceed into your agency.)
- You will not remember the answers to all the wonderful questions your group has prepared; at least one member of the group should take a few brief (but thorough) notes.
- Introduce yourself! Shake their hand, look them in the eye, and speak clearly; you are representing not only yourself but MND and Magnified Giving as well.
- Make sure to ask if you are permitted to take pictures.
- Yes you would like a tour, how nice of them to ask!

Before you Leave

- Thank them for their time, and let them know you will keep in touch to let them know if they are still in the running.
- Tell them the schedule for your decision-making.

Afterwards

- Send them a Thank You note signed by your group.
- Tell them once again the schedule for your decision-making.