



How to Prepare for a Meeting

Tips, & Helpful Resources

As an Athletes vs Epilepsy Youth Ambassador you will be empowered with the opportunity to open doors and share your knowledge about epilepsy and educate others about seizures and how they can participate in making a difference in the lives of the 3 million people in the United States and 65 million people worldwide living with epilepsy. To do this successfully, you should develop a plan that will encourage the leaders in your community to join and help you as an advocate for epilepsy.

Here are a few tips:

1. Create a list of at least 5-10 individuals in your community (Coach, Teacher, Principal, local youth sports organization, local YMCA or other Community Center) that can help you raise awareness:

Name & Title	Organization	Email & Phone Number
<i>Ex: Jane Smith, Principle</i>	<i>Roosevelt Junior High</i>	<i>Jsmith@email.com/(123)-456-7890</i>

2. Schedule an appointment with your Coach, Teacher, Principal, or local youth sports organization.
 - Call/email office to set up an appointment.
 - Identify yourself and why you are calling.
 - Request a meeting to discuss the opportunity to raise awareness with their organization.

Sample Script:

“Good Morning Mrs/Ms/Mr. _____:

My name is _____ and I _____ *-(state your*

relationship with the organization: I am a student at your school; I am soccer player on

one of your youth teams; I live in the community.) **I am an Athletes vs Epilepsy Youth**

Ambassador for the Epilepsy Foundation. The Epilepsy Foundation is the leading

organization in the fight to overcome the challenges of living epilepsy and to

accelerate therapies to stop seizures, find cures and save lives. One of my goals

as a Youth Ambassador is to raise awareness about epilepsy in the community

and raise funds toward the mission and goals of the Epilepsy Foundation. I

would enjoy the opportunity to meet with you to discuss how we can raise

awareness and funds with in _____ *(organization).*

Do you have time to meet _____ *(provide date and time) or*

_____ *(provide second date and time option)?*

Thank you, and I look forward to meeting with you on

_____ *(date and time of meeting).* **If for some reason you need to**

reschedule, please contact me at _____ *(your contact information)*

Have a good day/evening.”

3. Be prepared for your appointment:

- Do your research, and know your facts – read through the Epilepsy Foundation’s About Epilepsy: The Basics that can be found at:
<http://www.epilepsy.com/learn/about-epilepsy-basics>
- Be comfortable telling your story about living with epilepsy. Write down your key points ahead of time.

Final tips for a successful appointment:

- Be prepared, punctual, and dress the part.
- Relax, and be sure to tell your story. It is important to establish a personal connection.
- It’s ok if you don’t know the answer to a question. You can refer the question to your local affiliate, the national office, AthletesVsEpilepsy.com or epilepsy.com.
- Make suggestions on how you can raise awareness within that organization and establish a plan and your next steps to accomplish your goal.
- Be sure to find out who you will be working, your point of contact, with to establish your awareness goals
- Thank them for their time.

