



## **Top 5 Tips: First Contact with Data Collection Partners**

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Your first contact with partners can be the most important interaction. Here are some tips to guide the conversations.

1. **State purpose & expectations briefly:** Be sure to explain the purpose of why you want to collect information on health outcomes. This will ensure that partners know their role in the process. It is essential to be clear about what you expect from them and what they can expect from you.
2. **Provide the benefits:** Share the benefits of partnering with Special Olympics in this capacity. Benefits could include earning volunteer hours, getting hands-on experience with collecting data, and connecting with people with disabilities in your community.
3. **Training information:** Explain that there will be training involved to teach them how to collect the data. The training should include how to effectively communicate with people with disabilities and how to ensure accuracy in data collection.
4. **Allow time for questions:** Every question is important and creating a safe environment for partners to ask questions is essential. It may be helpful to keep a log of questions for future partners.
5. **Coordinate follow up:** Send each partner an introduction letter and schedule a time to discuss possible training opportunities.