



Luke Killeffer <lukekilleffer@gmail.com>

Spaghetti Dinner Fundraiser email draft

6 messages

Luke Killeffer <lukekilleffer@gmail.com>
To: David Killeffer <dkilleffer@gmail.com>

Mon, Jun 17, 2019 at 4:16 PM

Hey Aaron, I'm emailing you now to let you know that I want to plan a spaghetti dinner but I don't know how to. Could you teach me how to do it? Maybe we can talk this Tuesday if your available after or before the meeting at the Legion.

Yours In Scouting,
Luke Killeffer

This should be good, right?

David Killeffer <dkilleffer@gmail.com>
To: Luke Killeffer <lukekilleffer@gmail.com>
Cc: Sarah Killeffer <sarahkilleffer@gmail.com>

Mon, Jun 17, 2019 at 4:26 PM

Not exactly. What you want to communicate is:

- You heard that Aaron ran a spaghetti fundraising dinner for his Eagle Scout project, and wanted to hear more about it

Now, think about your conversation with Aaron about running a spaghetti fundraising dinner. What should your goal be with that communication? Think of the "W's" and "H" - "who", "what", "when", "where", "why", "how". You should be trying to answer those types of questions. Such as:

WHO do you need to speak to in order to get the ball rolling with running a spaghetti fundraising dinner? WHO should you ask for help? WHO do you need to ask for approval from?
WHAT would you be serving? WHAT types of ingredients do you need? WHAT is a good tar
WHEN would you plan this dinner? WHEN is the best time to do it?
WHERE would you be having the dinner? American Legion or United Church of Christ? WHERE in each location is the best spot to have the dinner?
HOW much should you charge people? HOW long should you run the dinner for? One hour? Two hours? Longer?
HOW much money can you reasonably expect to raise from doing this? HOW many people and Scouts do you need to help run it? HOW are you going to advertise and promote the dinner?
WHY would you want to have a spaghetti dinner fundraiser as opposed to something else like a car wash, candy sale, etc? What are the pros/cons of doing this?

Do you see what kinds of questions you want to get answered? Ideally you would get a lot of these questions answered naturally over the course of a maybe 10-15 minute conversation. So with all that said, here is what I would email to Aaron:

Hi Aaron,

I'm looking into ways to raise money for my Eagle Scout project, and I heard from some people that you ran a spaghetti dinner fundraiser when you were working on your Eagle. I was wondering if you could chat with me for 10-15 minutes at some point before/after the Scout meeting tomorrow night and help answer some questions I have about that process. I have a lot of questions about the logistics, planning, preparation, etc. Thanks for your help!

Make sense?

~ Dad

[Quoted text hidden]

Luke Killeffer <lukekilleffer@gmail.com>
To: David Killeffer <dkilleffer@gmail.com>

Mon, Jun 17, 2019 at 4:27 PM

This is exactly what I want to talk about with him, so what are talking about? I hope to talk to Aaron about this in person.

[Quoted text hidden]

David Killeffer <dkilleffer@gmail.com>
To: Luke Killeffer <lukekilleffer@gmail.com>
Cc: Sarah Killeffer <sarahkilleffer@gmail.com>

Mon, Jun 17, 2019 at 4:36 PM

Your planned email to Aaron:

"Hey Aaron, I'm emailing you now to let you know that I want to plan a spaghetti dinner but I don't know how to. Could you teach me how to do it? Maybe we can talk this Tuesday if your available after or before the meeting at the Legion."

My suggested email to Aaron:

"Hi Aaron, I'm looking into ways to raise money for my Eagle Scout project, and I heard from some people that you ran a spaghetti dinner fundraiser when you were working on your Eagle. I was wondering if you could chat with me for 10-15 minutes at some point before/after the Scout meeting tomorrow night and help answer some questions I have about that process. I have a lot of questions about the logistics, planning, preparation, etc. Thanks for your help!"

My email shares your purpose ("*...I'm looking into ways to raise money for my project...*"), speaking to Aaron's experience and expertise ("*...I heard...that you ran a spaghetti dinner fundraiser...*"), clarifies exactly what you are asking for along with an expectation for how much of his time you are asking for ("*...I was wondering if you could chat with me for 10-15 minutes...*"), and also lets him know exactly what your main area of concern is ("*...have a lot of questions about the logistics, planning, preparation...*"). I am trying to help you communicate more effectively, clearer, and more concisely. You aren't going to ask Aaron to "teach you how to run a spaghetti dinner, you're going to ask specific questions and get guidance. Also, the things I wrote about regarding the "W" and "H" questions were to help you guide your own thinking and make sure that YOU get those questions answered. In other words, rather than being a passive "learner" from Aaron, you're being an "active" learner and asking for answers to specific questions. This is a change of mindset from the passive.

Does this make sense to you?

[Quoted text hidden]

Luke Killeffer <lukekilleffer@gmail.com>
To: David Killeffer <dkilleffer@gmail.com>

Mon, Jun 17, 2019 at 4:38 PM

Yeah, that makes sense. Should I send the draft to Aaron?

[Quoted text hidden]

David Killeffer <dkilleffer@gmail.com>
To: Luke Killeffer <lukekilleffer@gmail.com>
Cc: Sarah Killeffer <sarahkilleffer@gmail.com>

Mon, Jun 17, 2019 at 4:40 PM

Yes, you can send the draft email that I wrote to Aaron. Remember, your goal is to get all those W and H questions answered that I thought up, as well as any questions of your own. But the point is that you're being an "active" learner asking these questions, rather than being a "passive" learner (e.g., "please teach me"). Change in mindset.

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