

Final notification for site visit

If you've contacted a waiting list participant a few times (email and phone call) without any response, use this language as a final email reminder. If they don't respond, then change their Presspoint Site Status to HOLD and take your name off as the Technician. Also make a note in Scheduling Notes in the database that summarizes your communication with them.

Hello (name),

I'm emailing because I've tried to contact you a few times both by email and phone to schedule your Backyard Habitat site visit. Though we'd love to have you enrolled in the program, we totally understand that schedules get busy and this might not be the best time for the visit.

Please let me know by this Friday (*or insert a specific date*) if you'd like to schedule your visit. Otherwise, we can place your site visit on hold until time permits. To re-active your application, simply contact JP Marchetti-Mendez, Program Assistant of the Backyard Habitat Program, to let him know you're now available. No additional costs are required and it's a simple process to update your record.

He can be reached at (971)222-6100 or email him at jmarchettimendez@backyardhabitats.org.

Thanks again for your interest in the program.

Your Name

Site Technician - Backyard Habitat Certification Program

Your Phone #

The Backyard Habitat Certification Program is a collaborative effort by Columbia Land Trust and Audubon Society of Portland www.backyardhabitats.org.