

- Think about how you want to record the interview. You can:
 - a. Take notes while the person is answering the questions over the phone or in person. You may think you will be able to remember the answers and write notes later, but it is very difficult to ask interview questions and remember every detail of the answers. The best way to take interview notes is to write brief, bulleted notes *during* the interview and then to review the notes and add details *immediately after* the interview. Taking notes is the simplest way to interview someone, but it is more difficult to jot down direct quotes by hand.
 - b. Create an audio recording of the interview using a dictaphone or DVR. Remember that you need to ask the interviewee for permission to record the interview. It is a good idea to ask for permission to record the interview after you introduce yourself and describe Roots & Shoots. Using audio recording can help improve accuracy but it can be time-consuming to review the recording.
 - c. Create an audio visual recording of the interview. Remember to get permission from the interviewee as above. Your school or community center might have a DVD recorder that your group can borrow. This would be an ideal option if you are creating a documentary.
- You might also want to consider asking questions over email or in letter form. This may work especially well if you and the interviewee have difficulty finding a time to meet that fits both of your schedules.

3. Conduct the Interview

- Introduce yourself and Roots & Shoots. You may want to bring along a Program Information Sheet to give to the interviewee that further explains Roots & Shoots.
 - a. When you have the interviewee on the phone or in the room with you, make sure s/he knows your name and that you are conducting the interview on behalf of your Roots & Shoots group. You may want to begin by describing Roots & Shoots.

For example, "I am interviewing you on behalf of _____ Roots & Shoots group. Our group has _____ members in grade(s) _____. The purpose of the group is to plan and organize service projects showing care and concern for the environment, animals and the human community."
 - b. If the person seems interested, you can tell him or her that Dr. Jane Goodall started the Roots & Shoots program in Africa in 1991 and that since then it has spread to more than 100 different countries around the world.
 - c. Ask the person politely if s/he has time to answer a few questions about the community or about a particular subject. If s/he say yes, move on to your project purpose and questions. If s/he say no, politely ask if there is a better time to talk to him/her. You can also contact the person before the interview to introduce yourself, ask if they would like to help you and set up an interview time.

- Explain the purpose of your project and tell the person generally what you want to find out through the interview (from your preparation and planning work above).
For example, we plan to create and run an Earth Day Event at our school and we intend to invite community members to attend. We would like to find out when the Earth Day Event began in our city, what the event accomplished in the community, what challenges the organizers faced and why the event was discontinued.
- Begin asking your questions.
Don't forget to record your conversation. If you are taking written notes, make sure to have plenty of paper. If you are using an audio/visual recording device, be sure to ask the person for permission. It's a good idea to write some notes even if you are recording the interview in case the recording malfunctions.

4. After the interview

- At the end of the interview, thank the person for his/her time. Let the person know that s/he has helped make a difference in your community service projects. Be sure to send a thank-you note and include a project update when your project is complete.
- Process the information
 - a. Organize your notes and review your recording.
 - b. Share important findings with your group.
 - c. Record your findings in your group's binder.