



**YOUTH
WITHOUT
LIMITS**

DofE Recruitment Toolkit: Template letters

For parents and carers

Dear parent/carer,

I'm delighted to let you know that we are about to launch the [Bronze/Silver/Gold] Duke of Edinburgh's Award (DofE). I'm the DofE Manager for the [school/organisation] and wanted to write to let you know more about what's involved.

Why do DofE?

Doing their DofE is a brilliant way for your young person to discover just how much they are capable of. It gives young people the chance to make new friends, follow their passions, learn new skills and make a difference in our community. Achieving a DofE Award is a great way to impress employers too. And it helps young people to see themselves differently and gain a new level of confidence. We always say that after taking on your DofE, you know that whatever life throws at you, you're ready to deal with it.

The DofE is non-competitive and a powerful way for every young person to build belief in themselves, whatever their background, interests and abilities.

How it works

There are three levels of DofE Award – Bronze, Silver and Gold. To achieve their Award, your young person will need to complete four sections – Volunteering, Physical, Skills and the Expedition [add Residential for Gold].

Young people can choose what they would like to do for the first three sections, and we will provide all the guidance and support they need. The Expedition involves spending [two/three/four] days and [one/two/three] nights in the countryside. We provide comprehensive training beforehand to ensure everyone is fully prepared and has the best possible experience.

Next steps

We hope lots of our young people will take this opportunity to get involved with DofE. The cost is [£xx] per person. [If your child is interested in taking part but the cost is prohibitive, please do speak to me as we may be able to arrange financial support.]

We have planned an information event for parents, carers and young people on [date and details here]. If you have any questions in the meantime, please feel free to contact me. The DofE website dofe.org - has a lot of useful information too.



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Thank you for your support. I hope you'll agree that the DofE is the perfect way for your young person to feel ready for anything.

Yours faithfully,

[Name]

DofE Manager
[Email address]

For participants

Dear [name],

I'm excited to let you know that you can now sign up to do your [Bronze/Silver/Gold] Duke of Edinburgh's (DofE) Award.

Doing your DofE gives you the chance to discover just how much you're capable of. It's also a great way to meet new people, try new things, do what you love and make a difference in your community. Through the DofE, you could try everything from surfing to salsa dancing, coding to candle making, bee keeping to BMXing. It's your call.

DofE is non-competitive and for everyone – whatever your interests, background and abilities. It's about finding the confidence to be yourself, and knowing that when things get tough, you can find a way through.

How it works

To achieve your Award, you'll need to complete four sections – Volunteering, Physical, Skills and the Expedition [add Residential for Gold]. What you do for the first three sections is up to you, and we'll give you all the support you need. The Expedition involves spending [two/three/four] days and [one/two/three] nights in the countryside, and again we'll make sure you're fully prepared for it. I'm the DofE Manager for [school/organisation], so if you think you might be interested or have any questions, do get in touch. It would be great to get a big group of students together to make the most of this opportunity. With the DofE, you can prove to yourself that you're ready for anything.

[name]
DofE Manager