



**YOUTH  
WITHOUT  
LIMITS**

## **DofE Recruitment Toolkit: Template Emails**

### **For parents and carers:**

Dear parent/carers,

I'm delighted to let you know that we are about to launch our recruitment for the [Bronze/Silver/Gold] Duke of Edinburgh's Award (DofE).

### **Why do DofE?**

Doing 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. Gaining a DofE Award is a great way to impress employers too.

It's also 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 the awards, your child will need to complete four sections – Volunteering, Physical, Skills and the Expedition [add Residential for Gold].

Students 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, and again we'll make sure that our young people are fully prepared for it.

### **Next steps**

We hope many of our students 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 and students on [date and details here].** If you have any questions in the meantime, please feel free to contact me. The DofE website – [www.dofe.org](http://www.dofe.org) - has a lot of useful information too.

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.

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



**YOUTH  
WITHOUT  
LIMITS**

[Name]

DofE Manager  
[Email address]

### **For participants:**

Hi [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.

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 DofE, you could try everything from surfing to salsa dancing, coding to candle making, bee keeping to ballet. 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 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 the [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 DofE, you can prove to yourself that you're ready for anything.

[name]  
DofE Manager