*(insert date)*

Dear (*insert name*),

I am writing to ask you to support my efforts to establish The Duke of Edinburgh’s International Award as a program at *(insert name of organization)*. I believe it would be of great benefit to me and to all the young people here, and it would also provide an opportunity for us to have an impact in our community through the required voluntary service. In addition to voluntary service, the Award requires a weekly commitment to skill development and physical activity, as well as an outdoor excursion developed and delivered by a small group of peers. I feel up for this challenge!

I understand that to establish an Award Centre at our organization we would have to sign an agreement, which requires your authority. We also require the support of two trained Award Leaders. Those trained Award Leaders can be teachers, guidance counselors, administrators, or parent volunteers. I would like to nominate *(insert name and role of adult)* to be an Award Leader.

I have attached a one pager highlighting the [benefits of becoming an Award Centre](https://www.dukeofed.org/wp-content/uploads/2022/05/Benefits-of-Delivering-the-Award.pdf), you can also visit [www.dukeofed.org](http://www.dukeofed.org) for more information. If you are interested in starting the conversation, please fill out this  [form](https://form.jotform.com/220065881464255) and you will be contacted by the Award Office.

I and my peers believe the Award would provide us with a structured personal development program that inspires us to explore our passions and develop important life skills. I am willing to be a Champion of the Award in our school and commit some of my required volunteer hours to working with the students and teachers here to get the Award program established. I hope you see the benefits of offering the Award and I thank you for your consideration!

Sincerely,

*(Insert name)*

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