



**Letter Template

Dear <name of contact at school>;

Every week we give almost half a million people aged 6-25 the opportunity to learn the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life.

We want to offer that opportunity to more young people in our local area so we're working towards opening a brand new <Scout Group/Section> in our local area. We're hoping that nearby schools will support us by allowing us to generate interest from young people through school assemblies between <from to dates>.

Scouts compliments the important work you do in school and we'd love to work with you to help more young people access more life-changing opportunities. At Scouts, young people take part in fun activities from an organised programme and are rewarded with badges. And it's not just the young person who benefits from taking part in Scouts; local parents and carers also reap the rewards through volunteering opportunities and training.

The new <Scout section/Group/Unit> will cater for young people aged between (add section age ranges). We'd like to host a short 10-15 minute information session at one of your assemblies for young people in this age range. The session will give us the chance to show them what Scouts is all about and invite them to come along and try it out for FREE at our open/taster event. We'd like to hand out flyers for the event (but we're also happy for you to include them in your newsletter or to email them to parents instead).

In addition to a school assembly, it would be great if we could hold an activity for children at the school. In the past we've run outdoor cooking sessions where we set up an open cooking fire, and children come out of lessons/form time for a short time to take part in some fire lighting and outdoor cooking themselves. This is a fantastic way for young people to get a taste of what being a Cub or Scout is like. It doesn't necessarily need to be outdoor cooking - we're happy to discuss what sort of activity we could hold at your school.

I'd be grateful if you'd relay this information to the Head Teacher or the staff member who deals with extended school provisions. I understand schools are very busy places so appreciate any time given. I'm happy to meet or chat over the phone on a date that suits you.

Please feel free to contact us if you have any questions. We look forward to hearing from you soon.

Kind regards,
XXXXXXXXXX XXXXXXXXXXXX

Gilwell Park
Chingford
London E4 7QW
0345 300 1818 (UK)
+44 (0)20 8433 7100
scout.association@scouts.org.uk