

D71 UK YLP Draft letter to a school

This could be sent to the Headteacher or Head of English – if the latter then the final para will need to be changed slightly. For the purpose of this letter we suggest using the English spelling of programme.

Dear

I am writing to you as a member of Toastmasters International which is a non-profit educational organisation that teaches public speaking and leadership skills through a worldwide network of clubs.

Whilst young people under the age of 18 cannot join Toastmasters, we do have a Youth Leadership programme for those aged 13 to 17, which we deliver in schools. There would be no cost to the school as this is met by Toastmasters International. The programme is designed to develop the students' speaking and leadership skills through 1 to 2 hour sessions. These could be held at the school at a time that fits in with school demands. We feel that probably 10 to 12 young people per programme would be the maximum.

Participants would learn how to prepare and present a speech, conduct meetings, listen effectively and evaluate what they have heard. By the end of the eight sessions, our aim is that they will have developed self-confidence, interpersonal and communication skills that they will use for the rest of their lives.

I totally appreciate that the curriculum comes first, as do examinations, therefore we are prepared to work around these whenever necessary. In compliance with legislation, we are aware that DBS will be required and we can discuss how this can be obtained for the co-ordinator/s who will be running the sessions.

If you feel that this programme will add value to the students and the school then I think the next step would be to have a discussion with you or a member of your staff, after which we could put a proposal together with a view to perhaps having a meeting.

I look forward to hearing your thoughts.

Kind regards

Name

Contact number

Email address