

Reading Hack: Template Letter to DofE Co-ordinators

The easiest way to recruit DofE volunteers is to reach out to the DofE Co-ordinators in your community. These are the teachers, youth group leaders and other adults who support young people through every stage of their DofE Award, and who will be looking for volunteering opportunities to share with them.

Use this letter/email template to get in touch with DofE Co-ordinators. You can edit or add to the basic text here depending on the nature of your library's offer.

To the Duke of Edinburgh's Award Co-Ordinator

I am getting in touch from **LIBRARY NAME** to let you know that we have volunteering opportunities available for young people aged 13-24 taking part in Duke of Edinburgh's Award.

Our volunteering opportunities have been created with Reading Hack, an Approved Activity Provider for Duke of Edinburgh's Award. This means that we can offer students placements of up to **3 MONTHS/6MONTHS/12 MONTHS/18 MONTHS (delete as appropriate)** where they can challenge themselves, learn new skills and have fun. Last year, **NUMBER OF** young people volunteered in **LIBRARY NAME** in order to achieve their Duke of Edinburgh's Award.

In the past, volunteers in our library have: **PLANNED LIBRARY EVENTS/ACTED AS READING BUDDIES FOR LIBRARY VISITORS/CREATED DISPLAYS FOR THE LIBRARY/SET UP A LIBRARY GROUP SUCH AS CODE CLUB/ORGANISED LIBRARY FILM NIGHTS (delete or add to this as appropriate).**

We try to give volunteers as much freedom as possible to adapt their role to suit them, and are happy for young people to come up with their own ideas and suggestions for what they can contribute to the library.

Volunteering opportunities are available throughout the year, although we most appreciate the support of young volunteers the summer holidays, which is our busiest time.

Anyone who wants to find out more about DofE volunteering at our library should contact **NAME** on **TELEPHONE NUMBER** or **EMAIL ADDRESS**.

Thanks and best wishes,

NAME, LIBRARY