

SAMPLE LETTER TO SCHOOLS AND YOUTH GROUPS

We want to help you form relationships with local schools and youth groups. This will also enable you to find young people who want to be involved in your Takeover Challenge.

You will not only be giving them a valuable opportunity to express their views, your organisation will also benefit by gaining insight into these young people's thoughts, concerns and ideas. You can use this template as a reference to write compelling invitations that you can email or post to schools and youth groups asking them to participate in your take over.

Good luck!

In last two years alone, nearly 100,000 children have taken part stepping into the shoes of a wide range of adult jobs including everything from MPs, mayors, TV presenters and teachers, to chief executives, business leaders and government officials.

From this year, *First News* newspaper, are leading the way in supporting schools and others to take part in Takeover and create real and lasting opportunities.

Whilst Takeover Challenge happens in many ways and at many times, this year's #TakeoverChallenge Day is on Friday 29 November. Support materials and advice to kick start your own Takeover Challenge can be found here: <https://www.firstcareers.co.uk/takeover-challenge/>



Dear **(name of the recipient)**,

(Your organisation) would like to invite you to take part in the *First News* Takeover Challenge.

The purpose of this event, which this year begins on Friday 29 November, is to have young people take over organisations for the day and learn about the world of work. Every young person has the right to have a say in the decisions that affect them, and Takeover Challenge encourages them to exercise that right.

It's been hugely successful in previous years with thousands of organisations and young people taking part, learning new skills, gaining confidence and spreading the idea of Takeover Challenge across the country.

(Your organisation) is getting involved in the Takeover Challenge in order to **(give a brief summary of why you have signed up to Takeover Challenge)**.

We would like volunteers from **(their school/youth group)** to take part because... **(Why are you inviting these young people in particular? It may just be because they are local, but always try to think about what they may be able to get out of the day that is uniquely beneficial. How will the Challenge last longer than that day?)**

If you are able to participate we would like to offer you the chance to... **(Explain your idea for a take over. Would it be the whole organisation or one or more departments involved? Would this be more of a learning experience for the young people, to see what your organisation does and how, or are you going to give them a platform to voice their opinions and ideas? Consider who you are addressing – students from a primary school will likely need simpler tasks and more support than those from high schools and youth groups).**

We would be glad to hear your own suggestions and ideas to make 29 November, a really successful Takeover Challenge.

We look forward to hearing from you soon.

Yours sincerely,
(Your name and position)