**Sample Communication to Parents/Guardians**

*This resource is intended for Award Leaders use.*



*Insert your org logo*

## Suggested Introduction

Dear Parents/Guardians,

The Duke of Edinburgh’s International Award is offered at Award Centre Name. The Duke of Ed is a non-competitive self-development program available to all young people which encourages them to set and achieve goals at a level appropriate to their needs and aspirations.

Participants learn a new skill, improve their physical well-being, volunteer in their community and experience a team adventure in a new environment.

For introductory information regarding Award structure and requirements please refer to the Office of Sport’s website <https://www.sport.nsw.gov.au/dukeofedinburgh>

## Suggested Content and Structure

1. To register your child’s interest visit [www.onlinerecordbook.org](http://www.onlinerecordbook.org); you will need to provide your consent. Include information on how to pay (either online or to the Award Centre).
2. Complete and return the *Participant Award Plan* found on the Office of Sport website and return to Award Leader details.
3. Participants need an Assessor for each of their Award Sections. An Assessor is a suitably skilled, experienced and/or qualified adult who can assist with and assess the activity being undertaken.   
     
   All Assessors must be pre-approved by the Award Leader before any activities are undertaken. Download the [Assessor Commencement Guide from the](https://www.sport.nsw.gov.au/sites/default/files/Duke-of-Ed-Assessor-Commencement-Guide-2019.pdf) Office of Sport and give to each Assessor for them to read, sign and return to the Participant.
4. Once Participants have been accepted by their Award Leader on the Online Record Book (ORB), they will be notified via email that they may login and begin to setup their ORB.
5. Enter Section and Assessor details into the ORB for Award Leader approval. Once approval has been received the Section logs can then be entered.
6. Include pricing/payment details including registration fees, processes for collection, Adventurous Journey payments, equipment hire costs, incidentals etc
7. Include Adventurous Journey details including dates, cost, equipment considerations, provider details etc.
8. Include information on any Award Centre activities that could be integrated into the Award.

We hope your child will take advantage of the opportunity to join this internationally recognised Award. If you have any questions, please contact details here.

Kind regards,

Award Leader name  
The Duke of Edinburgh’s International Award Leader/Coordinator