LETTER-WRITING WORKSHOP HOW-TO GUIDE

SCHOOLS



BEFORE LETTER WRITING

What to prepare:

- paper
- pens
- letter-writing supplies, such as stickers, glitter, magazines and glue
- envelopes and stamps (for the payment of the stamps you can either ask individuals to bring a gold coin donation, check in with your school to see if they will help out, or you can all band together and create a fundraising event to pay for stamps, snacks and future events!)
- snacks
- sign in sheet to record the details of your attendees
- a laptop or USB with any audio or videos that you would like to show





GETTING STARTED

If you are hosting outside of the classroom:

Make sure you have a sign posted at the door so everyone knows what you're doing. If your event begins at 2pm, it's a good idea to kick things off formally at 2.10pm — this gives latecomers a bit of leeway.

Remember to give an Acknowledgement to Country at the start of any formal event — it's super important to do it correctly. You can find information on an Acknowledgement to Country **here**.

Welcome and thank your attendees, and introduce yourselves as Oxfam activists. Tell them a bit about what you've been doing with this campaign, and why you got involved in the first place.

Let your guests know where the bathrooms are, where the emergency exits are, and what they can expect from the session — giving a brief agenda overview is a good idea.

Ask your attendees to introduce themselves quickly. Their name and suburb is fine, or you can ask them to list their favourite colour or their favourite food — or get creative with your icebreakers!

THE FORMAL STUFF

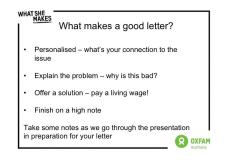
You'll need to give your attendees a brief run-down of the campaign so far. Don't worry, you're not expected to be an expert. You're a volunteer activist, just like them.

If you have access to an Oxfam video, now is the time to play it. You can find a 10-minute video series to help everyone get on the same page about fast fashion **here**.

You can find a brief campaign overview and see which brands have committed to change here.

You can find an updated list of which CEOs the What She Makes campaign is currently directing letters to by visiting this page.

It's also great to let your classmates know about what you've been doing for this campaign so far. As a school led campaign activist, you're one of our strongest youth ambassadors so be proud and tell your story of how you became involved in fighting for living wages.





OXFAN



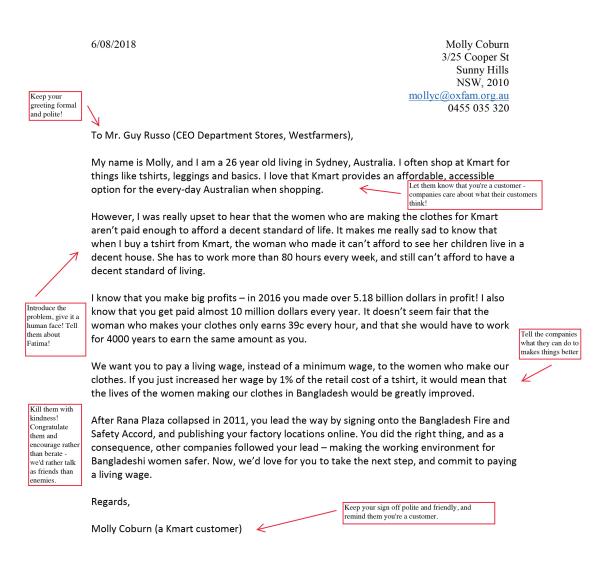
LET'S GET WRITING!

Now is the time to sit back and get writing!

This is supposed to be fun as well as productive, so get to know your attendees while you write. Share your drafts, compare letters and talk about the campaign. This is a great opportunity to recruit newcomers to your campaign community, so make the most of it.

Give your attendees about 30–45 minutes to complete their letters. If people finish early, ask them to write another letter — perhaps to a different campaign target? They can also work with others if they need any assistance writing their own letters.

Sample Letter:





WRAPPING UP

Ask your attendees how they went with their letters. It's a good idea to set aside 20 minutes for attendees to share their letters with the group. You might like to share your letter first to kick things off. Remember, there is no right or wrong — every contribution to the group is valued.

Spend five minutes enveloping, addressing and stamping your letters. Remember to personalise the envelope using the stickers, glitter and glue — a CEO is much more likely to notice an eye-catching envelope.

Before everyone leaves, spend a bit of time talking about next steps for the campaign. A good campaign should always have next steps mapped out.

- Invite attendees to the next event or see if the group is interested in getting together to plan another event
- Thank everyone for attending and reiterate how important this workshop was for the campaign. Congratulate everyone on their activism!

Now is the time to mail all of your letters. Once they are all sealed in their envelopes and complete with stamps, pass them onto your school office, or the designated teacher or student who will be mailing them.

Give yourselves a big pat on the back. You've done an amazing job, and this work is invaluable for our campaigns. Thank you for being such a wonderful lead activist! Should you have any questions or want to share your success, shoot an email to schools@oxfam.org.au

Check out the What She Makes how-to guide for the next activism activity you can get involved in.

