

Voice Box Joke Competition Toolkit

Inside this toolkit you will find everything you need to run a successful school Voice Box joke competition – giving the pupil with the funniest joke the chance of competing in a Grand Final in London and winning an iPad mini.

Posters

Invite pupils to join in your Voice Box competition by putting up posters in prominent positions around your school. Simply print the poster out and fill in the date and location of your Voice Box event in the space provided.

Letter to parents

If you need to inform parents that their child is taking part in Voice Box, you will find a letter within this toolkit that tells them everything they need to know about the competition and why your school is involved. Paste the letter onto your school's headed paper, filling in the blank spaces highlighted in yellow.

Letter to MPs

Inviting your local MP or councillor to attend your school's Voice Box competition is the perfect opportunity to engage with community decision makers and inform them of the importance of supporting children's communication needs. You might even consider inviting them to help judge your competition.

The toolkit contains a template letter that you can use to invite your local politician. As above, copy and paste the letter onto headed paper, filling in the blank spaces highlighted in yellow. If you have any queries about identifying and/or contacting your local politician please contact Peter Just, RCSLT's Public Affairs Adviser: peter.just@rcslt.org

Press release

Sharing your Voice Box competition activities with your local media is a great way to highlight the importance of children's communication needs with your local community and raise your school's profile. You might even consider inviting them along to your school's competition to take photographs and/or report on the event, but it would be wise to gain parental/guardian consent beforehand.

We have included a template media release for you to fill in and send to your local newspapers, TV and/or radio stations. Simply fill in the blank spaces highlighted in yellow. We recommend that you copy and paste the text into the body of an email to send to your local media. If you have any queries or require support in identifying and/or contacting your local newspapers please contact Josephine Olley, RCSLT's PR Manager: josephine.olley@rcslt.org

Certificate

Wrap up your Voice Box competition by presenting each child with a certificate for taking part. Just print out the certificate and fill in the child's name in the space provided. If your MP is attending they could even hand out the certificates.

Submission form

And finally, tell us your winning pupil's joke! If we like it, it may be shortlisted and the pupil would be invited to attend a Grand Final in London next year. Simply complete the submission form and return it to Josephine Olley, RCSLT's PR Manager: josephine.olley@rcslt.org by Friday 1 December 2017. If your pupil is shortlisted we will inform you before the end of December.