UNIVERSAL POSTAL UNION

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Entry form

(One copy of this form must be completed and submitted with all entries.)

Please send the following documents:

- An original copy of the **hand written letter** (Entries must adhere strictly to the theme and not exceed 800 words); Compositions must be in the form of a letter and contain the elements of a letter (heading, greeting, body, complimentary close, signature line and postscript (optional).

  The 2025 themes is; ***Imagine you are the ocean. Write a letter to someone explaining why and how they should take good care of you.***

  Theme explained: *The theme encourages children to reflect on their role in building a sustainable future, raising awareness of marine conservation and the interconnectedness of ecosystems worldwide*
- Ensure to have a word document copy of the letter ready (optional at national level. However it may be required if student's letter is selected among winning letters.)
- A covering letter from the School (to be submitted with batch of letters from school- **Schools should ensure to submit all student letters as 1 batch before or by 11 April 2025**;
- A translation into English of the original letter if it has been written in a language other than English;
- Attach this completed national entry form for each individual letter;
- A good quality photograph of the candidate (this is optional at national level. However, the winning letter will have to be accompanied by a photograph when submitting to the international level). Please do not use a staple or any other method that may spoil the photograph.
- Participants have to be aged 9-15 years.

All submissions are to be sent by the school to
Communications Unit
BotswanaPost
P O BOX 100
Gaborone

Electronic submissions will not be accepted.
Enquiries can be made to corporatecomms@botswanapost.co.bw

Submission of this entry form by the School constitutes acceptance of the Rules of the 2025 International Letter-Writing Competition for Young People, as well as the specific terms and conditions related to submission of compositions and image rights presented in Section 3 below.

1 Details of the School contact person

Name of school:_____

_____

_____

Given name and family name of contact person: _____

_____

_____

Telephone number of contact person: _____

E-mail address of contact person: _____

2 Details of the candidate

❑ Girl ❑ Boy

Given name: _____

Family name: _____

Date of birth: _____

Address: _____

_____

_____

_____

Name, address and contact of the School: _____

_____

_____

_____

Number of words in the candidate's letter (please note that this must not exceed 800 words):

_____

Original language of the letter: _____

Languages spoken by the candidate: _____

3 Specific terms and conditions related to submission of letters and image rights

The School hereby acknowledges and agrees that the UPU and any of its partners shall be granted a gratuitous, worldwide, unlimited and perpetual licence to copy, edit, distribute, display, make available, publish and reproduce the letter as submitted to the UPU International Letter-Writing Competition for Young People, including the rights to incorporate the letter into UPU publications; to translate the letter (or any parts thereof) into other languages; and to create adaptations, compilations, summaries, extracts or other derivative works of the letter. The above rights may be exercised by the UPU in any media and formats now known or hereafter devised, and shall include the right to make such modifications as deemed technically necessary to due exercise of the above rights by the UPU.

Furthermore, by participating in the UPU International Letter-Writing Competition for Young People, the School hereby grants the UPU and any of its partners a gratuitous, worldwide and perpetual licence to copy, edit, display, publish and make available the name of the School, as well as any photographs and/or any video footage of the organizing body (including its representatives) taken in connection with the competition or the letter in any format.

The School also warrants that the letter submitted to the UPU International Letter-Writing Competition for Young People shall constitute an original effort of the candidate, that such a letter shall respect the principles of the Charter of the United Nations, and that it shall not infringe any third party rights, including without limitation the right to privacy.

In light of the above, the School hereby certifies that the terms and conditions applicable to its national competition shall comprise, by analogy and *mutatis mutandis*, the specific provisions presented in this Section, and that candidates participating in its national competition shall agree to be bound by terms and conditions equivalent to those presented herein for submission of compositions and image rights.