**THE UNIVERSITY OF ZAMBIA**

**Computer Science Society (UCS)**

**Department of Computing and Informatics**

**School of Natural Sciences**

****

**Great East Road Campus |Cell: +260 978 208 704 | Email: hellenzulu004@gmail.com**

09th June, 2025

Head of Department

Computing and Informatics

School of Natural Sciences

**LUSAKA**

Dear Prof. Phiri,

**SUBJECT: REQUEST FOR APPROVAL AND SUPPORT – ICT AWARENESS OUTREACH TO SECONDARY SCHOOLS**

I hope this message finds you well.

On behalf of the Computer Science Society, I am writing to request your **approval and support** for an upcoming outreach initiative aimed at promoting ICT awareness among secondary school students in Lusaka.

We are planning to visit **Munali Secondary School**, **Kaunda Square Secondary School, Chudleigh House School** to conduct Inspirational talks on opportunities in Computer Science and Technology, Peer engagement with university students from our department and Optional hands-on demonstrations of basic digital tools

The outreach is designed to **motivate students from underserved schools** to consider careers in ICT and introduce them to technology through relatable, student-led sessions.

We kindly seek your assistance in the following areas:

1. **Approval to organize and represent the department** during these visits.
2. **Support in communication with the District Education Board Secretary (DEBS)** by:
   * Either reviewing and approving the letter we plan to send to the DEBS office
   * Or, if preferred, providing us with an official letter of endorsement from the department to present alongside our request

Having departmental backing will significantly enhance the credibility of our proposal and help ensure a smooth approval process with the schools.

Thank you for considering our request. We are happy to present more details or meet for a brief review of our proposed plan at your earliest convenience.

Yours faithfully,

Hellen Zulu (Miss),

Vice president (UCS).