Europäische Schule
München

„Citizenship Action for All Program" (CAAP) – social internship

Dear Sir or Madam,

As career advisors for Year 9 at the European School Munich, we would like to address you.

Our fourteen/fifteen-year-old students are doing a one-week 'social internship' for the first time this year. The idea is to teach our students social skills and give them deeper insights into life situations that they are often unfamiliar with, thereby helping them to develop their personalities. We believe it is particularly important that the focus should be on helping people who need assistance. It should also be mentioned that this program is not about administrative or organizational skills, but rather about interacting with people.

Our pupils are boys and girls who are taught in multiple languages and have no difficulty communicating in German.

We are dependent on your generous understanding and helpfulness. Therefore, I would like to ask you whether you would be willing to take in one or more students at your company/organization for a week.

We expect the students to work approximately six hours at your company/organization.
The students should not receive any payment. We would be very grateful if you could provide us with a short report on the students.

The internship week will take place from Monday, **23th March 2026**, to Friday, **27th March 2026**. If you can offer us one or more internship positions, I would be very grateful if you could fill out the attached form and return it to the student. Please complete the short assessment at the end of the internship, perhaps together with the student.

If you have any questions, please contact us by email at andreas.britzke@teacher.eursc.eu or henrike.verfuerth@teacher.eursc.eu.

We thank you in advance for your understanding and cooperation.

Kind regards

Andreas Britzke & Henrike Verfürth
Coordinator Careers Guidance

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Please complete (or have completed), scan and upload as a PDF to Assignments in Teams by 19 December 2025!

NAME OF THE COMPANY / ORGANISATION:

_____

ADRESS: _____

_____

TELEFONNUMBER: _____

EMAIL CONTACT: _____

CONTACT PERSON: _____

To be completed by the establishment

We are ready to welcome the following students in the period from **23 March to 27 March 2026** as an intern in our company/organization.

STUDENT NAME: _____

City, Date | Company stamp/signature

To be signed by a parent or guardian

Place, Date | Signature of parents or guardian

- For the parents -

Europäische Schule
München

Internship outside Munich

Dear parents

Your son/daughter has decided to complete his/her internship outside Munich. The internship will take place **from Monday, 23rd March to Friday 27th March 2026.**

The school's insurance basically also covers internships; however, the prerequisite for this is that the internship is internally related to the school attendance and can also be assigned to the school's organizational area of responsibility. Particularly in the case of an internship abroad, the school cannot guarantee such comprehensive supervision of the internship when this takes place outside of the greater Munich area. This means that you should make provisions for travel, accommodation, care both at the internship place and for the time your child spends away from the internship place and ensure that your child is properly insured for the duration of the internship. We therefore recommend that you contact your personal insurance company. You should also check your health insurance coverage. We assume that the cost of supplementary insurance is low, but it should still be taken out if necessary.

As confirmation that you have taken note of this regulation, I kindly ask you to fill in the form below and return it to me **by Friday 19th December 2025**.

Important: Students who have not submitted this confirmation by this date are not entitled to complete their internship outside of Munich.

Please contact the school if you have any further questions regarding the internship program.

PRAKTIKUM outside Munich

Europäische Schule
München

Name of the student _____ Class _____

Place of the internship _____

I hereby confirm that I will take full responsibility for my son/daughter for the entire duration of the internship. This includes travel, accommodation, and supervision directly at and outside the internship. I am aware that I must apply for the necessary insurance cover myself and ensure that adequate cover is available.

Signature: _____

Name of legal guardian _____