**TEMPLATE LETTER THAT CAN BE USED TO HELP**

**TEACHERS/PARENTS FIND FUNDING FOR CABE 2025**

**[Your Name]**  
**[Your Position, e.g., Teacher or Parent Advocate]**  
**[School Name]**  
**[Date]**

**[Administrator’s Name]**  
**[Administrator’s Title]**  
**[School Name]**

Dear [Administrator’s Name],

I hope this message finds you well. I am writing to request a meeting to discuss opportunities for identifying funding that could support our attendance at the California Association for Bilingual Education (CABE) 2025 Conference, scheduled for March 26-29, 2024, in Long Beach, CA. This annual conference provides invaluable professional development opportunities, fostering innovative strategies and collaborative networks that benefit our bilingual and multilingual learners.

As educators committed to equity and excellence, this conference aligns directly with our school’s mission to enhance the learning experiences of all students. CABE offers workshops, sessions, and resources to address academic language development, culturally responsive teaching, and inclusive curriculum practices. These are pivotal to closing achievement gaps and meeting the diverse needs of our student population.

I have compiled a list of potential funding sources and key talking points to facilitate our discussion. I believe these can serve as a foundation for a collaborative effort to secure resources for participation in this important event.

**Potential Funding Sources**

1. **Federal Funding**
   * Title I: [Improving the Academic Achievement of the Disadvantaged](https://www.federalregister.gov/documents/2015/08/21/2015-20736/improving-the-academic-achievement-of-the-disadvantaged-assistance-to-states-for-the-education-of)
   * Title II: [Preparing, Training, and Recruiting High-Quality Teachers and Principals](https://uscode.house.gov/view.xhtml?path=/prelim@title20/chapter70/subchapter2&edition=prelim)
   * Title III: [Language Instruction for English Learners and Immigrant Students](https://www.nassp.org/a/title-iii-language-instruction-for-english-learners-and-immigrant-students/)
   * Title IV: [Student Support and Academic Enrichment Grants](https://www.ed.gov/grants-and-programs/formula-grants/school-improvement/student-support-and-academic-enrichment-program)
2. **State Funding**
   * [Local Control Funding Formula (LCFF)](https://www.cde.ca.gov/fg/aa/lc/#:~:text=LCFF%20Overview,succeed%20to%20their%20greatest%20potential.)
   * [Local Control and Accountability Plan (LCAP)](https://www.cde.ca.gov/re/lc/#:~:text=The%20LCAP%20is%20a%20tool,goals%20to%20improve%20student%20outcomes.)
   * [State and regional grants supporting professional development](https://www.cde.ca.gov/ci/pl/teachingleading.asp)
3. **External Sponsorships**
   * Organizations contracting with the district that may sponsor teacher participation
   * Local businesses and community organizations committed to educational initiatives

**Key Talking Points for Funding Discussions**

1. **Alignment with Strategic Goals**: Explain how attending CABE supports district and school-wide goals, such as closing achievement gaps and supporting English Learners (ELs).
2. **Professional Growth**: Highlight the specific skills and strategies teachers will gain and how these will improve instruction and student outcomes.
3. **LCAP Priorities**: Connect conference participation to LCAP priorities, such as improving school climate and promoting academic success for all student groups.
4. **Data-Driven Justification**: Provide evidence of the benefits of bilingual education programs and how CABE equips educators with tools to enhance EL achievement.
5. **Networking Opportunities**: Emphasize the value of connecting with other educators and experts to bring innovative practices back to the district.
6. **Equity Focus**: Underscore the importance of ensuring ELs and multilingual students have access to high-quality instruction through well-prepared teachers.
7. **Cost-Benefit Analysis**: Illustrate the long-term value of investing in professional development through CABE participation.
8. **External Support Potential**: Suggest leveraging partnerships with external organizations willing to sponsor or fund participation.
9. **Collaborative Planning**: Propose how CABE learnings can be shared with colleagues, amplifying the impact school-wide.
10. **Innovative Solutions**: Offer creative options for funding, such as pooling resources with other schools or districts.

I appreciate your consideration of this request and look forward to discussing how we can make our team's attendance at CABE 2025 possible. Please let me know a convenient time to meet or if additional information would be helpful.

Thank you for your ongoing support and dedication to the success of our students.

Sincerely,

**[Your Full Name]**  
**[Your Contact Information]**