

DRAFT 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, 2025, 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 designed 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.

To facilitate our discussion, I have compiled a list of potential funding sources and key talking points. 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
- Title II: Preparing, Training, and Recruiting High-Quality Teachers and Principals
- Title III: Language Instruction for English Learners and Immigrant Students
- Title IV: Student Support and Academic Enrichment Grants

2. State Funding

- Local Control Funding Formula (LCFF)
- Local Control and Accountability Plan (LCAP)
- State and regional grants supporting professional development

3. External Sponsorships

- Organizations contracting with the district that may sponsor teacher participation
- Local businesses and community organizations committed to educational initiatives

I appreciate your consideration of this request and look forward to discussing how we can make CAFE 2025 attendance possible for our team. 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]