Dear [insert administrator name here],

We care deeply about our fellow educators and school community, and we want to share an opportunity with you that we know will impact our colleagues and our community in a positive way.

We would like to host an ECET2 Convening here in our [building/district]. ECET2 stands for Elevating and Celebrating Effective Teaching and Teachers (ECET2) and provides a forum for exceptional teachers to learn from one another and to celebrate the teaching profession. As a member of the Ohio Appalachian Collaborative (OAC), our district had the opportunity to send teachers to a regional Ohio ECET2 Convening in 2014 and 2015. As [a/an attendee/s we/I] valued the experience so much that [we/I] want to bring it home to our district so more of our teachers can attend this powerful professional development opportunity.

Our teachers will participate in a [half/one-day] learning experience **designed by teachers, for teachers within our [building/district].** The convening harnesses the power of teacher leaders to deepen learning and to improve their teaching practice to better serve students. ECET2 is built on the belief that teachers know teaching; and we want to give them a chance to share what they know with their colleagues.

[Include a testimonial from one teacher in your district that has attended an ECET2 convening]

Our team is working hard on to pull together the resources needed to make this happen and we hope we have your support! We are happy to share our planning documents, agendas, and budgets with you as we work collaboratively to plan this event.

**ECET2 Convening team members**

[Insert staff members on planning team]

**[Insert district name] ECET2 Convening:**

* [insert date]
* [insert number of teacher attendees]
* [Insert location of convening]
* [insert total budgeted cost]

The agenda will consist of 30–60 minute learning sessions and 1-2 Colleague Circles sessions. Colleague Circles are the heart of the ECET2 Convenings, they seek to create a trusting environment among 8-10 teacher peers where they meet to support, encourage, and learn from each other both in person and online.

[Insert sample agenda; highlight key topics for learning sessions]

We hope you will consider our request after reviewing our budget and tentative agenda. We will follow up with you soon to move this forward.

[**NOTE**: Do you have a follow up date? “We will check back in on DATE to continue planning.” What is a call to action? List one point person so they can answer questions/be responsible for follow up with administration.]

Sincerely,

[insert teacher names]