

Instructions for Use:

1. Make a copy of this document for your own use: **File** → **Make a copy**.
2. Replace all bracketed placeholders (e.g., [Administrator Name], [Your Name]) with your information.
3. Review the content to ensure it reflects your classroom and students.
4. Print or submit the completed letter to your administrator.

Dear [Administrator Name],

I'm writing to request funding for the **Heart-Centered Classroom Instructional Toolkits** program. This program aligns perfectly with our school's goals of fostering a positive learning environment and equipping students with essential social and emotional skills.

This program will empower my students to:

- Confidently navigate social situations and build healthy relationships.
- Develop crucial skills in communication, empathy, and conflict resolution.
- Become self-aware learners who take ownership of their emotions and actions.

This comprehensive program offers:

Classroom Management Instructional Toolkit: Provides a clear framework for building a strong classroom community, including strategies for establishing expectations, resolving conflict, and promoting student integrity.

Behavior Management Instructional Toolkit: Equips teachers with techniques to address challenging behaviors calmly and effectively, fostering student self-regulation and responsibility.

Benefits for my students and classroom:

- **Enhanced Social and Emotional Skills:** Students will develop lifelong skills in communication, empathy, and problem-solving.
- **Stronger Classroom Community:** A sense of belonging and collaboration will be fostered, leading to increased engagement and academic success.
- **Improved Teacher Effectiveness:** I will gain valuable tools and strategies to manage my classroom proactively and create a positive learning environment.

The program fee is a one-time payment of \$497, which includes access to both instructional toolkits and ongoing support materials. I'm confident that this investment will significantly benefit my students and contribute to a positive school culture. You can find additional information about the program [here](#).

For payment options, including purchase orders, please see the **Payment Instructions document** included in this folder.

They also provided a contact (hello@theactiveeducator.com) for schools interested in discounted group rates.

Thank you for considering my request. I'm eager to implement the Heart-Centered Methods and create a thriving learning environment for my students.

Sincerely,
[Your Name]