

Email Templates

Teachers/Staff - Version 1

Use this template to send to teachers and staff that you know to share how they can request approval in their district

Subject: Attend the 2027 MACUL Conference – Here's How to Request Approval

Dear [Teacher Name],

We want to make it easier than ever for you to attend the annual MACUL Conference, taking place in Detroit, Michigan in March 2027!

MACUL is Michigan's premier educational technology conference, connecting educators with the tools, strategies, and inspiration to transform teaching and learning. Whether you're looking to deepen your tech integration skills, explore AI in the classroom, or simply connect with like-minded educators from across the state – this is the conference for you.

To help you make the case to your administrator, we've put together a Conference Cost Calculator that outlines all approvable expenses – registration, travel, lodging, and more – along with ready-to-use grant-approved budget language that you can drop right into your approval request.

[We have also created a Justification Letter for you to edit and use to submit your request](#)

👉 [MACUL Cost Calculator and Consolidated Application Language](#) [Will force a copy]

Here's all you need to do:

1. Open the cost calculator and fill in your estimated attendance costs.
2. Copy the included grant-approvable language.

3. Submit your request to your building administrator or district office.

Many districts can fund conference attendance through Title IIa or Title IV federal grants — your district may already have funding available!

Don't wait — early planning helps ensure approval and access to the best registration rates. We hope to see you in Detroit in March 2027!

Questions? Reach out to [MACUL contact info].

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The MACUL Team

Teachers/Staff Version 2

Second version of an email to send to teachers and staff for them to know how to request approval for the conference

Subject: Want to Attend the 2027 MACUL Conference? Now Is the Time to Ask!

Have you been thinking about attending the 2027 MACUL Conference? Now is the perfect time to start the conversation with your principal or district leadership.

Many Michigan school districts are currently completing their **Consolidated Title Applications**, and **Title II-A and Title IV-A funds are commonly used to support high-quality professional learning opportunities like the MACUL Conference**. If your district is planning now, your attendance can be included in the professional learning budget for the coming year.

To make it easy, we've created a set of resources that you can share with your administrator or the person responsible for writing your district's Title application.

We've Done the Work for You

We've included:

- A [Conference Justification Letter](#) that you can personalize and submit through your district's approval process.
- A [MACUL Conference Cost Calculator](#) that estimates registration, lodging, mileage, meals, parking, and other allowable expenses. (tab 1)
- [Grant-friendly sample application language](#) that district staff can copy directly into their Consolidated Title Application or professional learning plan. (tab 2)

Simply customize the justification letter with your information, share the cost calculator with your administrator or grant coordinator, and start the conversation now—before funding decisions are finalized.

Attending the MACUL Conference is an investment not only in your own professional growth, but also in your students, colleagues, and school community. You'll return with practical classroom strategies, innovative ideas, valuable resources, and connections with educators from across Michigan.

Don't wait until registration opens or budgets are finalized. Start the conversation today and let your district know you'd like to be included in their 2027 professional learning plans.

We hope to see you and your colleagues at the 2027 MACUL Conference in Detroit!

For Central Office, Administrators and planners

Send this email to Central Office, Administrators and planners for Title money

Subject: Planning Your 2027 MACUL Conference Budget Just Got Easier

As districts begin completing their Consolidated Title Applications, now is the ideal time to include professional learning opportunities for the 2027 MACUL Conference.

If you or members of your staff have attended MACUL in the past, you know the impact the conference has on teaching, learning, leadership, and technology integration across your

district. We hope you'll consider including funding for the 2027 MACUL Conference in your Title II-A and Title IV-A plans.

Title II-A and Title IV-A funds are commonly used to support high-quality professional learning opportunities like the MACUL Conference. To make the application process as simple as possible, we've created a **MACUL Conference Cost Calculator** that includes:

- A customizable conference budget calculator for registration, lodging, mileage, meals, parking, and other allowable expenses.
- Ready-to-use, **grant-friendly sample application language** that can be copied directly into your Consolidated Title Application or district planning documents.
- A simple way to estimate costs for one attendee or an entire team.

Getting Started is Easy

1. 👉 [MACUL Cost Calculator and Consolidated Application Language](#) Open the **MACUL Conference Cost Calculator** (a copy will automatically be created for you).
2. Enter the estimated attendance costs for your staff.
3. Copy the included **grant-friendly sample language** into your Consolidated Title Application or planning documents.

Whether you are the person writing the application or part of the team making funding decisions, this resource is designed to save you time while helping your district maximize available federal professional learning funds.

The MACUL Conference continues to be Michigan's premier educational technology conference, providing educators, administrators, instructional coaches, technology leaders, and support staff with practical strategies, innovative ideas, and valuable networking opportunities that directly impact student learning.

As you finalize your Consolidated Title Application, we encourage you to include funding for your educators to attend the 2027 MACUL Conference. By planning now, your district can take full advantage of available federal funds while investing in meaningful professional learning that benefits your entire school community.

We look forward to welcoming your team to Detroit in March 2027!

👉 [MACUL Cost Calculator and Consolidated Application Language](#) [Will force a copy]

[Date]

[Administrator Name]

[Title]

[School/District Name]

[Address]

Re: Request for Approval to Attend the 2027 MACUL Conference – Detroit, MI

Dear [Administrator Name],

I am writing to respectfully request approval and funding to attend the 2027 MACUL (Michigan Association of Computer Users in Learning) Conference, scheduled for March 2027 in Detroit, Michigan. MACUL is Michigan's premier educational technology conference, drawing thousands of K–12 educators, instructional coaches, and administrators from across the state for three days of professional learning, collaboration, and innovation.

Alignment to District Goals and Professional Development Priorities

Attending the MACUL Conference directly supports our district's commitment to high-quality professional development and meaningful technology integration. Specifically, this conference will allow me to:

- Deepen my knowledge of evidence-based instructional strategies that leverage technology to improve student outcomes
- Explore current research and best practices in digital literacy, AI integration, and personalized learning
- Connect with educators from across Michigan to share resources, strategies, and solutions relevant to our students and community
- Return with actionable tools and skills I can implement in my classroom and share with colleagues

Grant Funding Eligibility

Attendance at the MACUL Conference may qualify as an allowable expense under the following federal grant programs:

- **Title II, Part A (Supporting Effective Instruction):** This conference constitutes high-quality professional development as defined under ESSA, designed to

improve educators' knowledge and skills in technology integration and instructional practice, directly supporting student academic achievement.

- **Title IV, Part A (Student Support and Academic Enrichment):** This conference supports the well-rounded education and effective use of technology program areas, enabling educators to improve their capacity to integrate technology meaningfully into instruction to enhance student learning.

In fact, [here is a cost calculator and sample consolidated application language for you to use](#).

Commitment to Share Learning

Upon my return, I am committed to sharing what I learn with our staff. I will [*describe how you plan to share: e.g., present at a staff meeting, create a resource document, co-plan with colleagues, or lead a workshop*]. This ensures our district receives maximum benefit from the professional development investment.

I believe this opportunity will meaningfully strengthen my practice and contribute to our district's goals for student success. I welcome the opportunity to discuss this request further at your convenience and can provide any additional documentation needed for grant or budget approval.

Thank you for your consideration.

Sincerely,

[Teacher Name]

[Grade/Subject]

[School Name]

[Email Address]

[Phone Number]

Subject: You Were at the 2026 Forum – Join Us Again in Detroit for MACUL 2027

Dear [Administrator Name],

Thank you for joining us at the Administrator's Forum during the 2026 MACUL Conference! We hope the conversations around technology leadership, instructional innovation, and district strategy were as energizing for you as they were for us.

We're excited to share that the 2027 MACUL Conference is coming to Detroit, Michigan in March 2027 – and we'd love to see you back, along with members of your team.

As a school or district leader, you understand the value of keeping your staff connected to best practices in educational technology. To make budgeting and planning as simple as possible, we've developed a Conference Cost Calculator specifically designed for administrators. It includes:

- A complete breakdown of per-attendee costs (registration, travel, lodging, substitutes)
- Pre-written, grant-approvable budget language ready for use in Title IIa or Title IV funding requests – you just have to add your own numbers
- Line items formatted for easy inclusion in your district's budget planning process

👉 [MACUL Cost Calculator and Consolidated Application Language](#) [Will force a copy]

Whether you're bringing a department, a building team, or just yourself, this tool takes the guesswork out of conference budgeting and helps you communicate the investment to your board or finance office.

We hope your experience at the 2026 Forum planted seeds that you're ready to grow in 2027. Detroit is calling – and MACUL will be ready to deliver.

Questions or interest in group registration? Contact us at [MACUL contact info].

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The MACUL Team

Subject: Budget for MACUL 2027 with Our Free Cost Calculator – Title IIa & Title IV Ready

Dear [Grant Writer / Grants Coordinator],

Are you building out your district's Title IIa or Title IV budget for the 2026–2027 school year? We have a resource that can save you time and strengthen your professional development line items.

The annual MACUL Conference — Michigan's leading educational technology conference — returns to Detroit in March 2027, and we've created a free Conference Cost Calculator to help you accurately plan and document the cost of sending district staff.

The tool includes:

- Customizable cost fields for registration, lodging, travel, meals, and substitute coverage
- Per-attendee and group cost projections
- Ready-to-use grant-approvable budget narrative language aligned to Title IIa (Supporting Effective Instruction) and Title IV (Student Support and Academic Enrichment) allowable uses
- Line item formatting designed to meet federal and state grant documentation standards

👉 [MACUL Cost Calculator and Consolidated Application Language](#) [Will force a copy]

MACUL Conference sessions directly support allowable Title IIa activities including high-quality professional development in technology integration, instructional strategies, and subject-matter content. Title IV funding may also support attendance as part of your district's well-rounded education and technology programs.

With early planning, your staff can take full advantage of the best registration rates – and your grant narrative will already be in place.

We'd love to partner with your district to make MACUL 2027 part of your professional learning plan. Reach out to us at [MACUL contact info] if you have questions or need additional documentation to support your grant application.

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