

[school letter head]

[date]

Dear President

I am a [grade] teacher at [school]. Part of our new curriculum is to further engage our students in teaching science in an exciting and practical way with a wider focus than just our local area. I have the opportunity to really boost my skills in doing this by attending a volcano-based teacher field experience in Hawaii next summer.

The field experience will give me first hand experience on volcanoes and how people have had to adapt to live around them. We see the results of active volcanism, will collect classroom samples, speak with locals about agriculture issues, take measurements that we can use back into the classroom and more. But most exciting is that my students will get to study these lessons through me sharing photographs, samples and more when I return home. I will also be able to share with the other teachers at my school and beyond, so the experience has a wider ripple effect.

I am writing to see if your [club] would be willing to partly support my costs to attend this experience. The cost of the trip for me will be [trip cost+airfare+other] which I am meeting entirely out of my own pocket.

If you can support me, I would be delighted to come and talk to your members when I return and share the experiences I have had with their support.

You can contact me by phone [number] or email [email address] if you would like any further information.

Thank you for your consideration

Yours faithfully