**Sample letter**

**Making the Ask:**

Requesting Institutional Support to Participate in the Global Learning Launchpad

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| **Background** |
| Many faculty have limited professional development funds to use for professional development outside of their disciplinary work; similarly, many study abroad offices have limited resources to provide. However, there are other offices and leaders on a campus or within an organization that may be willing to contribute a portion or fully sponsor your request. Deans, department heads, provosts, as well as directors of offices with intersecting interests (e.g., teaching and learning centers, experiential learning offices, career services offices, research office, student affairs, DEI offices, among others) may have funds available and may be willing to dedicate those funds to you. Often you just need to ask. When seeking institutional support to participate in an externally hosted program, like The Forum’s Global Learning Launchpad, it is important to include at least three elements to increase the likelihood of success in the request. 1. the individual outlines a prior experience with the external entity (in this case, The Forum) that was beneficial in the past and because the entity offers something *different* than what's currently available at their organization, campus, or institution.
2. the individual makes a clear case for how the opportunity aligns with their professional development goals, in this case their growth as reflective educators.
3. the request makes a clear connection between how the individual’s participation in the program fits with existing institutional priorities and mission.
4. the individual expresses the willingness to share what they have learned following the program.
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Here's a **sample request for support letter** that you can adapt to seek funding to support your participation:

***[insert opening greeting of your choice]***

I recently participated in a workshop***[if you haven’t participated but you were recommended to participate by a member of the EA staff at your campus, make note of that]*** offered by [The Forum on Education Abroad,](https://forumea.org/about-us/who-we-are/) the federally recognized Standards Development Organization for the field of study abroad. The Forum provides professional learning opportunities and [resources](https://forumea.org/resources/) for faculty and education abroad professionals based on the [Standards of Good Practice for Education Abroad](https://forumea.org/resources/standards-of-good-practice/).  The Standards are recognized as the definitive means by which the quality of education abroad programs may be evaluated. The Forum’s [institutional members](https://forumea.org/about-us/who-we-are/member-listing/) include U.S. colleges and universities, overseas institutions, consortia, agencies, organizations, and foundations who are committed to improving education abroad.

I found the workshop to be immensely helpful as a professional development opportunity because it ***[insert a concrete benefit that is not currently offered at your institution ]***. I would benefit greatly from participating in The Forum’s Global Learning Launchpad. It is a 5-month faculty/professional learning community program that combines monthly cohort meetings, self-directed modules and peer coaching resulting in the creation and/or refinement of:

* Short term study program design,
* Program/Course syllabus including refined academic, program and global learning goals and objectives,
* Critical reflection strategy to guide the full course/program (before, during and after),
* Development/refinement of a signature or capstone assignment,
* Course assessment and evaluation plan, and
* Teaching philosophy/impact statement for use in my dossier.

I would like to utilize this program to ***[insert goal that is consistent with -- and in the language of -- your institution's priorities/mission/goals****]*. I think participating in this learning community and peer mentoring program would increase my ***[insert valued outcome]*** and propel my career forward more effectively than figuring these things out on my own. You can review additional information about the program by visiting Forum’s website: <https://forumea.org/training-events/global-learning-launchpad/>

Tuition for the program is ***[insert tuition for either the virtual or hybrid cohort]*.** I am wondering if ***[the department/your office/etc...]*** would be willing to support my participation in the program as part of our commitment to ***[insert appropriate value that is explicitly stated in the institution's mission]***. I am hoping that after participating in the program, I can share what I’ve learned with others at our institution and help to further a culture that supports evidence-based teaching through ***[pick a valued outcome for your institution, community, or field]*.**

Thanks for your consideration and I look forward to hearing from you.