Dear **[name of your supervisor]**,

I am requesting support to attend the School Garden Teacher Training course that will take place at the Occidental Arts and Ecology Center on **[course dates].**

I believe that in addition to benefitting me both personally and professionally, attending this workshop will greatly benefit **[name of your school/organization]** because the trainings will greatly increase my effectiveness as **[your position].** **[If you intend to attend with others in your organization as a team, include the names and positions of your colleagues and include “Teams are much more likely to increase the success and longevity of the project.”]**

**OAEC is one of the most highly respected School Garden Teacher Training programs and has been at the forefront of the School Garden movement for the past 20 years. OAEC has trained nearly 1,000 educators from 300 schools in launching and sustaining School Garden programs throughout California and beyond.**

By connecting to Common Core Standards and Next Generation Science Standards with a STREAM focus, the course supports school teams to incorporate school gardens into multiple subject areas using place-based, experiential learning. Through a combination of hands-on sessions, trips to local school gardens, and presentations of best practices by experts in the field, I **[or we]** will gain experience in:

* the basics of organic gardening & permaculture design
* pedagogical approaches to teaching outside and project-based learning
* ideas for school-wide systems integration such as farm-to-cafeteria
* organizing skills to engage the larger neighborhood & community

In the School Garden Teacher Training, I’ll be learning how to integrate the following ecological content and systems into hands-on learning projects: botany and seed saving, cooking from the garden, nutrition and food justice, soil biology, vermiculture and composting, wildlife/pollinator/habitat gardens, the hydrological cycle: rainwater harvesting, irrigation, conservation, etc.

I **[or we]** will emerge from this workshop with the skills needed to ***[start, sustain or take to the next level]*** our school garden and design lessons thatwill engage our students. ***[Elaborate on how this ties into your specific job function.]***

I would love to have the opportunity to take part in this workshop, so I hope that you will approve my attendance. The caliber of School Garden Teacher Training workshops gives great value for the money: the registration fee is **[$900 for teams or $950 for individuals]** and includes housing and 3 organic meals per day made from produce grown onsite in the OAEC garden. Please feel free to visit [www.oaec.org](http://www.oaec.org) for more information about their facilities.

I believe the value I will bring to **[name of school/organization]** as a result of this training will be a positive step in the overall success of our school, and I hope you will agree with me and allow me to attend.

Sincerely,