[YOUR MOVEMENT LOGO]

[DATE]

Dear Principal [PRINCIPAL LAST NAME],

As you are aware, [NAME SCHOOL] has a new movement called “[NAME MOVEMENT].” The movement’s purpose is to prevent and intervene in bullying, to provide all students a voice to foster positive change, and the opportunity to be engaged in building a more respectful and safe school climate.

The students at [NAME SCHOOL] have been working with a new online toolkit developed by the Center for Safe Schools (CSS) in partnership with the Highmark Foundation in 2019. This is a CSS supported endeavor and priority and the CSC appreciates symbolic and substantive support from the top down to accomplish the goals of the state.

Research shows that if youth are worried about being bullied online or offline by their peers at school, their focus is not on learning and their academic potential is negatively impacted. The negative impacts from peer abuse has life-long effects and inhibits the positive influence students may have on our community in the future. The [NAME COMMUNITY] community relies on us.

To support our efforts, we are requesting permission to plan an event. Below please find event information.

Date, Time and Location: [DATE, TIME] at [LOCATION]

Name Event: [NAME EVENT]

Description of Event:

[DESCRIBE THE EVENT AND WHAT ACTIVITIES IT WILL INCLUDE. ARE THERE ANY SPECIFIC NEEDS THAT YOU HAVE THAT THE SCHOOL WILL HAVE TO PROVIDE?]

[DO YOU HAVE VOLUNTEERS TO HELP SET UP AND CLEAN UP? DO THEY HAVE CLEARANCES TO WORK WITH YOUTH?]

[EXPLAIN HOW THE EVENT WILL BE FUNDED OR, IF REQUESTING FUNDING, GIVE THE REASONS IT IS IMPORTANT THAT FUNDS BE PROVIDED FOR THIS EVENT.]

Since it is during [DAY OR EVENING], we would like to invite the following groups to participate at the event:

[LIST INVITEES: STUDENTS, STAFF, PARENTS, MEDIA, ETC.]

Our goals can only be accomplished with your support! Thank you for your consideration.

Sincerely,

[SIGNATURE ADVISOR]

[NAME ADVISOR], School-Based Advisor

[NAME MOVEMENT, NAME SCHOOL, SCHOOL DISTRICT]

[PHONE, EMAIL]

[SIGNATURES STUDENTS OF MOVEMENT]