

# EXCEL FUNDING REQUEST

**Interested in this program but need financial support? Here's how to ask your principal or school board for Professional Development (PD) funding.**

*(To read this page, you may like to use DeepL or similar translation software.)*

## STEP 1, Homework



**Does your school or school board have any funds available for teacher PD?**

**How will Excel directly benefit your teaching and your students? Write down the top 3 benefits for each.**

**How will the knowledge and skills you learn in Excel benefit your colleagues and your school? Write down the top 3 benefits.**

**Here are some examples to get you started:**

- You'll have an understanding of international, contemporary pedagogy
- You'll inspire your students with new student-focused approaches and techniques
- You'll develop your English language skills through interacting with English language teachers from various countries
- Your students will engage in exchange activities with the students of the participating teachers from various countries
- You'll be able to take a leadership role in assisting and mentoring colleagues
- You'll introduce up-to-date methodologies and techniques that will ensure your school and students are meeting best practices

## STEP 2, Approaching your principal or board



**Use this template to write to your principal or board representative to request a meeting.**

*Dear [insert Principal or Board representative's name]*

*As you know, I am absolutely dedicated to my career as an English teacher here at [school name] and to the success of our students.*

*The recent decision of PISA to include an English language assessment starting 2024 inspired me to think about how I can boost [school name] students' success. I've researched a variety of short professional development courses that I believe would make me a better teacher and help me help my colleagues. I've found a program and would now like to discuss the possibility of our school assisting with the fees.*

*The name of the course is Excel and it is offered by the Faculty of Education at the University of British Columbia, Canada. I believe the most important skills it would help me develop would be ... (insert your top benefits). The ways it would benefit my students are ... (insert your top benefits).*

*It is a highly practical course that includes 3 intensive weeks at UBC, followed by a 12-week (4 hours per week) online component where I would research and learn from my current class(es) This means the impact on my students' success would be immediate. It is highly flexible and so would not interfere with my regular teaching duties.*

*The course has a leadership component that would allow me to help our colleagues within the school and district by ... (insert the benefits to your colleagues and school).*

*Please let me know when you would have time to discuss this.*

*Sincerely, (next line) [your name]*

*P.S. You can see the course flyer [HERE](#), and PISA 2025 Foreign Language Assessment [HERE](#),*