

[SAMPLE LETTER TO PRINCIPAL/SUPERINTENDENT/BOARD/STATE]

[DATE]

Dear [PRINCIPAL/SUPERINTENDENT/CHAIR LAST NAME AND/OR MEMBERS OF THE BOARD]:

With recent passage of the American Rescue Plan Act, [SCHOOL/DISTRICT/STATE] can leverage federal funding to positively impact students now and well into the future. [THE SCHOOL LIBRARIAN/SCHOOL LIBRARIANS IS/ARE] already at work [REENGAGING STUDENTS/REBUILDING SCHOOL CULTURE/BOLSTERING LITERACY INITIATIVES] by [DESCRIBE SPECIFIC ACTIVITIES].

Yet there is more work to be done.

In this moment of tremendous shift, one thing is certain: school will not simply “go back” to the way it was before COVID-19. The urgency of ensuring that students develop a continuum of literacies as well as strong digital citizenship skills is undeniable, yet this is a moment for [SCHOOL DISTRICT] to confront those challenges of today and forge opportunities for the future. [STATE YOUR SCHOOL/DISTRICT/STATE’S SPECIFIC NEED FOR CHANGE AND EXPLAIN BRIEFLY HOW SCHOOL LIBRARIANS CAN ADDRESS IT.]

[INTRODUCE YOUR PROPOSAL SPECIFICALLY AND SUCCINCTLY AND EXPLAIN WHY IT WILL BENEFIT STUDENTS.]

School librarians are integral to [SCHOOL/DISTRICT/STATE]’s plan to [DESCRIBE SCHOOL/DISTRICT/STATE’S PLAN AND ADJUST PARAGRAPH TO DESCRIBE HOW SCHOOL LIBRARIES SUPPORT]. They foster a culture of inquiry, build critical thinking skills, nurture multiple literacies, differentiate learning, personalize resources, and help students develop empathy and a disposition for lifelong learning. They bring a unique view to the learning community as they serve in an instructional role that spans grade levels and content areas, engaging with students throughout their years in the school. Studies show improved student outcomes in schools with effective school libraries, where librarians are teachers, leaders, instructional partners, information specialists, and program administrators.

As you make plans for ARPA funding, consider how a small investment in our school [LIBRARY/LIBRARIES] ensures equitable allocation of resources, strengthens the fabric of the school community, and moves the needle towards the [COMMUNITY/STATE’S] shared vision for students who are prepared to realize their full potential as lifelong learners and thoughtful contributors to society.

Please allocate funding for [SUMMARY OF PROPOSAL] and empower today’s learners with the resources to [SUMMARY OF IMPACT].

Sincerely,

[NAME], [TITLE]

[ORGANIZATION]