

Example Letters to Stakeholders

Dear Administrators and Teachers,

We welcome you to participate in our Friendship Quilt. We will soon start an introductory geometry lesson to explore shapes (characteristics and comparisons). First, we will explore these geometry concepts, and connect these ideas to the discussion of the identity and diversity of our classroom and community. Please join us on [date and time] for the unveiling of our Friendship Quilt and a discussion about what we explored and learned. Teachers, we can provide general guidelines for you to participate, add to and discuss the Friendship Quilt with your class, and invite you to join us for a brief presentation. Administrators, you are also welcome to join our class discussion, as well as to create your own design to contribute to our quilt.

Sincerely,

[Your Name]

Dear Parent, Guardian, Family Member,

Our class will soon begin a lesson about geometry shapes (characteristics and comparisons). We will explore these geometry concepts, and connect these ideas to the discussion of the identity and diversity of our classroom and community. We are extending an invitation to you to join us for the unveiling of our Friendship Quilt. If you are interested in contributing to our Friendship Quilt, we can provide a template for you to decorate (in a personal way that reflects your family, culture, traditions, etc.). If you have any questions, please email [your email] or call [school's phone number]. We would love your presence and support to join our Friendship Quilt unveiling and discussion.

Sincerely,

[Your Name]

Estimados p/madres de familia o tutores,

Pronto dará comienzo nuestra clase de geometría en donde estudiaremos y compararemos las características de las figuras. En la clase también exploraremos la diversidad y la identidad de nuestros alumnos y familias de la comunidad.

Los invitamos a nuestra presentación de “La cobija de la Amistad” [Family quilt]. Si gusta participar hemos compartido una plantilla para llenar y añadirla a la “Cobija” [quilt].

Para cualquier pregunta comuníquense a este correo electrónico [su email] o a este número telefónico [el número telefónico de la escuela].

Gracias. Esperamos contar con ustedes.

Dear Community Member [librarian, gallery owner, etc.].

Our class will begin a lesson about geometry shapes (characteristics and comparisons). We will also be connecting these concepts to the identity and diversity of our school and community. We are seeking community members who would like to join us for our unveiling of our Friendship Quilt. We will discuss both the geometry concepts we learned as well as ideas related to identity and diversity. We would appreciate you joining us to add to our conversation. If you are interested in contributing to our Friendship Quilt, we can provide a template for you to design (that reflects your home, culture, and traditions).

In addition, we are looking for opportunities to engage with community members at-large. As a [local gallery, community center, library] we are hoping for an opportunity to share our Friendship Quilt in a community space and have students discuss the significance of the quilt (both related to geometry and issues of identity and diversity). We hope to have family and community members present and perhaps have our Friendship Quilt remain on display (and perhaps have community members contribute to the quilt also).

My contact information is [your email address and/or phone number]. I hope to hear from you soon and hope that you will accept our invitation as well as consider allowing for a community space to have students engage in a conversation about geometry and identity/diversity with local community members.

Sincerely,

[Your name, school]

Dear federal, state, local official [change as necessary],

My name is Mx [] from [] school. My students have recently completed a lesson exploring geometry concepts of shapes (characteristics and comparisons). At the same time, we used these concepts to discuss the identity and diversity of our classroom, school, and community. During our conversation, we discussed our experiences with [bullying, racism, immigration—most relevant to your classroom].

We would like to know how you are helping to address [insert relevant issue/topic]. As a class, we decided that this was the most important issue for us to ask our [federal, state, local] elected officials about. We are concerned that not enough is being done about [insert relevant issue/topic and any other additional details].

We hope to hear from you, perhaps a virtual meeting if your schedule permits. Attached you will find letters written by students in class, some drawings, as well as a photograph of our Friendship Quilt that was the culmination of our lesson. You may contact us at [provide school contact information]

Sincerely,

The teacher and students from room [your room number]

[School name]