

Sample Request Letter

**** All fields highlighted in yellow should be reviewed to match your communication needs. ****

Date

Name of Contact, Title of Contact

Bank Name

Street Address

City, State ZIP

Dear Name of Contact:

I would like to share with you an important initiative within My School Name and see if Bank Name would partner with us in our efforts. As a school that serves many low- and moderate-income families, we find that our mission has expanded from providing a good education to additionally helping students develop in areas of behavior and self-control. We work diligently to create a climate where our school is a safe place for students to grow intellectually, emotionally, and socially.

We have adopted the Positive Behavior, Intervention and Supports (“PBIS”) framework which is used by more than 20% of all schools across the country and is based on many years of research. PBIS is an approach that helps us teach and encourage good behavior among our students. This helps us better set expectations for our students, recognize students for meeting these expectations, and create a climate that fosters student success. If you want to know more about PBIS, the www.pbis.org website is a great resource.

As part of our PBIS implementation, we want to use a software package called PBIS Rewards. PBIS Rewards is used across the country by schools and is proving a great success. PBIS Rewards gives us a mechanism for recognizing students throughout the day as they meet our expectations in areas of behavior and preparedness. As students meet expectations they earn points. The students can use their Points in all sorts of ways. PBIS Rewards is an automated system for tracking all of this. You can learn more about it at their website (www.pbisrewards.com) but here also is a short description of how it works in the school environment.

1. Our teachers and staff identify a few easy-to-define and understand behavior expectations for each area of school life. Areas of school life include the classroom, hallway, the cafeteria, the gymnasium, the playground and the bathrooms to name most of the primary ones.

For instance, our library expectations are:

- a. Use quiet voice and be polite to others including library workers
- b. Use equipment properly and ask for help
- c. Sit properly at tables
- d. Put books in proper place when you are finished with them

These rules are posted in the library to help students remember.

2. Teachers and other school workers reward students who follow the rules by giving them points electronically through the PBIS Reward system. Each student has an ID Badge

and each school worker can use a smartphone app to award points to the student by scanning a QR code on the ID Badge.

3. Students use their accumulated points to earn privileges, attend fun events, and to purchase small items in our school store.
4. Parents and students also have smartphone apps that help them follow their progress with the PBIS Rewards program.

PBIS Rewards has a few unique features that we think you would find interesting and help promote financial literacy with the students. The features are intended to help students learn self-control when it comes to saving their points and delaying gratification which are important life skills. Students can earn interest on their points savings, thus encouraging them to save their points instead of spending them as fast as they earn them. Additionally, students can (and are encouraged) to set a goal. Usually, the goal is something of value in our school store. It might be a favorite music CD for instance. If the student goes to make a purchase of something else, the system reminds them that this purchase will hurt them with respect to progress towards the goal. The student can still make the purchase but must confirm their desire to make the purchase.

The approximate annual cost for us to use the PBIS Rewards service, as well as the ancillary items we would need to go with it, is \$XXXX. In addition to the service, this includes ID Badges and lanyards for our students. We would like to see if Bank Name, as part of their Community Reinvestment Act efforts, might see a fit with what we're doing and provide funding to us so we can effectively rollout PBIS Rewards across our campus. In fact, we would greatly value additional involvement from Bank Name if it makes sense to you.

Beyond your Community Reinvestment Act efforts, there are also some other tangible benefits. The PBIS Rewards app has support for a sponsorship thank-you screen when the app is started. This would be seen by every user (teachers, administrators, students, and parents) each time they access PBIS Rewards from the smartphone app. We also would participate with you in publicizing your support of our PBIS Rewards program in just about any manner that you think worthwhile. And at the end of the year, we will provide you with a report that demonstrates the progress our school makes as a result of our PBIS program.

We do thank you for any consideration of this initiative. We know it will have a big impact on our school and help us make better citizens of our students in the long run. Additionally, we would love to see an ongoing relationship with Bank Name where there is regular interaction between Bank Name and our students, staff, and parents.

Would you please let me know if this is a good fit for Bank Name and if there is interest? You can contact me at (555) 555-5555 or by email at iteach@myschool.com.

Sincerely,

Amy Smith, PBIS Team Lead