



SPARK Institute Request Kit

Use the worksheet on the following page to fill out the request letter below.

Request Letter

Subject: Request to attend the SPARK Institute: [Track name(s)]

Hi [Administrator name],

I'd like to attend the SPARK Institute, a hands-on professional development event for educators in physical education and active learning programs, at The Dana on Mission Bay in San Diego.

Track(s) I'm registering for: _____

Dates I'd attend: _____

The Institute is grounded in research-based teaching practice and works with any program - here's what I'd bring back:

- Strategies for a positive learning environment and class management
- Ways to keep every student active, including inclusive modifications
- Practical assessment approaches that show student growth
- New activities for the coming school year

I'd also earn 12 hours of professional development credit per track and SPARK certification. Registration is \$349 per track if we register by December 31, \$399 by April 30, and \$449 after that, so approving early saves up to \$100 per track. Space is limited to 40 participants per track. The attached worksheet shows my estimated total of \$____.

After the Institute, I'll [share a summary with our PE staff / lead a short session / update our unit plans]. Could we talk about this by [date]?

Thank you,

Attendance Worksheet

1. Choose your track(s)

	Track (pick the age range you teach)	Dates
☐	Early Childhood	July 6-7
☐	Elementary	July 6-7
☐	Secondary (Middle School and High School)	July 8-9

Each track runs two days and earns 12 PD hours. Add a second track on different dates (for example, Elementary and Secondary) to attend all four days.

2. Why this is worth funding

- **Professional development.** Strategies that work with any curriculum, not a product purchase.
- **Hands-on.** Teachers practice lessons and leave with plans to use right away.
- **Documented.** 12 hours of PD credit per track, plus SPARK certification.
- **Ongoing support.** Phone and email support, free lesson plans and webinars, and a Grant Finder for outside funding.
- **Fits our goals:** [wellness plan, standards alignment, student engagement, teacher retention]
- **Possible funding:** [PD budget, Title funds, wellness grants, PTA or foundation funds]

4. Cost Worksheet

Item	Calculation	Estimate
Registration per track (\$349 by Dec 31 \$399 by Apr 30 \$449 after)	Tracks ____ × \$ ____	\$ ____
Lodging, The Dana on Mission Bay (SPARK room rate)	Nights ____ × \$ ____	\$ ____
Travel		\$ ____
Meals not provided (lunch is included each day)		\$ ____
Total		\$ ____