July 15, 2015

Dear      ,

I am writing to ask if we, members of Name of Organization, may have the opportunity to engage your students in learning more about the beef industry and its impact on their world.

Should you choose to invite us to visit your classroom, we will facilitate a 50-minute lesson titled      . By the end of the lesson, students will have had the opportunity to become more knowledgeable about      . If your class is equipped with Internet access, an overhead projector and a screen, we’ll have everything else we need to conduct the visit!

During our visit, we will also be introducing you and your students to a free online learning platform that was developed to engage millions of youth, teachers and parents in learning about where our food, fiber and fuel come from. My American Farm ([www.myamericanfarm.org](http://www.myamericanfarm.org)) offers free downloadable lessons, interactive and educational games, and agricultural activities to enrich your curriculum. Currently, the site is targeted at grades 3 to 5.

If you are interested, please fill out the attached form and return it to us at the contact information listed below. We will then be in contact with you to discuss the details of the visit.

As a final request, we’d like to ask your permission to take photographs of students participating in the visit and share stories or quotations from you and your students for promotional purposes, should I choose to do so. (If permission request forms are required, please let me know beforehand and I will be happy to provide them.)

Best regards,

FirstName LastName

Organization Office/Role

Name of Organization/Committee

address

telephone

e-mail

website (if applicable)

Beef Education Visit Request Form

Name of Organization/Committee

Classroom Teacher Name:       Teacher e-mail:

Teacher Phone Number:       Room Number/Location:

Grade Level:       Number of Students:

Most convenient days/times for the visit to occur:

Have you covered any agricultural or animal science related topics with your classroom (through plant sciences, history, etc.)? If so, please explain.

Are there any specific agricultural topics you feel should be emphasized during the visit? If so, please explain.

Are we allowed to bring live animals on campus? If so, please explain any formal compliance that needs to occur.

**My classroom is equipped with the following:**

[ ]  Computer [ ]  Projector and Screen

[ ]  Internet Access

**Permission Request Forms**

[ ]  You may videotape my class and use quotations from students or myself for promotional materials.

[ ]  I need permission request forms if you wish to use photographs of my class or use direct quotations.

[ ]  You may not use photographs of my class or use quotations for promotional materials.

Additional Comments: