

Date

Dear Workshop Facilitator:

We are pleased that you have elected to use the *Air Quality Workshop for Teachers – A Toolkit for Facilitators* to help you organize a teacher workshop in your local community. Air is an essential part of our lives and it is important that students and teachers understand the often complex issues associated with air quality. The workshop toolkit is designed to help you plan, coordinate and conduct professional development training for teachers that focuses specifically on air quality. Our goal is to help make your experience both efficient and effective. The kit includes templates for agendas, letters, recruitment, certificates, etc. along with lessons, activities, PowerPoint presentations and evaluations. These tools will help you conduct an effective teacher workshop without you having to pull together the materials you need. We've done that for you.

Most of the lessons included in this kit are taken from the *Environmental Resource Guide (ERG) for Air Quality* developed by the Air & Waste Management Association (A&WMA). We appreciate and acknowledge A&WMA's support for allowing us to include their lessons and helping us expand air quality education through this toolkit for facilitators.

I trust that you will find this kit easy to use, easy to understand and beneficial in your efforts to conduct a teacher workshop. If you have comments or questions, please contact me at (contact information).

Sincerely,

Workshop Facilitator  
Agency