To Whom It May Concern:

I would like to attend the 2020 American School Counselor Association Annual Conference, June 26–30, 2020, in Seattle, Washington. This is the premier event for in-depth school-counseling-related educational sessions. This conference will allow me to attend four days worth of breakout sessions, general sessions and networking events, allowing me to enhance my school counseling knowledge, improve my school counseling program and network with other school counselors to discover best practices in the field.

After reviewing the conference materials, I have selected a number of educational sessions that will allow me to further my knowledge and understanding of school counseling – which in turn will help our students improve their academic achievement. Some of the sessions that I will attend include:

* A Holistic Approach for Student Success
* School Counseling in the Cyber World
* Solution-Focused Brief Counseling 101
* Supporting Immigrant Students
* Evidence-Based Practices to Support Students with Anxiety
* Advocacy Tools for College and Career Readiness

The conference fee has been covered by the School Counseling Community Scholarship that I have been fortunate to receive. Registration includes all educational sessions and keynote addresses during the conference, coffee and lite bites breakfast three days, lunch three days and access to representatives from colleges and universities, school counseling publishing companies, careers, software tools and more.

Here is the breakdown of conference costs:

Airfare: <around $500>
Transportation: <$80>
Hotel: <$465>
Meals: <$130>
Conference Fee: Covered by the scholarship
Total: <$1,175>

My attendance at this event would be a wise investment for our department, as I plan to share what I learn at the conference with my fellow students and faculty that are interested upon my return. The contacts I’ll make and the knowledge I’ll gain will be invaluable and I am grateful for this opportunity to expand my counselor tool belt. Thank you for your consideration.

Sincerely,

Aliyah Prater