To Whom It May Concern,

I am excited 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 my and my cohort’s future students improve their academic achievement. Some of the sessions that I will attend include:

* Advocacy Toolbox
* New School Counselor Tools
* ASCA National Model in Rural Schools
* Motivational Interviewing to Help Students Change
* Evidence-Based Practices to Support Students with Anxiety
* Improve the College and Career Readiness Journey

The conference fee is covered by the School Counseling Community Scholarship that I was lucky 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 for the total conference costs:

Airfare: <around $500>   
Transportation: <$80>  
Hotel: <$465>  
Meals: <$130>  
Conference Fee: This is covered.   
Total: <$1,175>

My attendance at this event will be great representation for our program, and I will share all the information I learned to my program upon my return. The contacts I’ll make and the knowledge I’ll gain will be invaluable. I am so grateful for this experience, and I appreciate being consider for additional funding. Thank you for this opportunity.

Sincerely,

Jessica Wilson