

[Insert Date]

Re: Funding for the 2023 Georgia School Counselor Association Conference

Dear [Insert Name],

I am writing you to request funding to attend the 2023 Georgia School Counselor Association Conference which will be held November 1 - 3, 2023 in Augusta, Georgia.

The Georgia School Counselor Association Conference is the only conference in Georgia designed specifically for school counselors, counseling directors, supervisors, administrators, counselor educators, and other individuals involved in related activities which have an impact on a student's success and well-being at school, work, and home. With more than 800 professionals expected to attend, this conference provides the opportunity to:

* Explore a variety of topics related to school counseling
* Share best practices
* Learn about the latest research
* Network with collogues from around the state
* Learn about exhibitor products that are designed to support student success

The different interest areas are arranged in an interdisciplinary manner to allow attendees to explore issues directly connected to their own area of work and concerns while providing the opportunity to engage with other professionals from a wide range of work settings.

The theme for the 2023 conference is “Making a Difference in the Lives of Students” represents and highlights:

* The comprehensive school counseling program that advocates for and affirms all students from diverse populations
* School counselors that equip themselves to support all students by staying informed about district policies, school data and resources.

The specific reason I am interested in attending are:

* Name of Keynote Session – Speaker – Content of the Session
* Name of Pre-conference Session – Speaker – Content of the Session
* Etc
* Etc

Sincerely,

[Insert Name and/or Signature]



Breakdown of Expenses

|  |  |
| --- | --- |
| **Expense** | **Cost** |
| Conference Registration | $202 (early bird member rate until 9/19/2023) |
| Pre-Conference Registration | $85 (member rate ½ day); $135 (member rate full day); both ½ day and full day include lunch |
| Mileage Reimbursement (if driving to conference) | $ |
| Lodging | $155 + Taxes & Fees per Night |
| Parking Reimbursement | $7 per night at the Host Hotel (self-parking) |
| Food Per Diem for Athens | $44.25 per Day (first and last day); full day $59 (Thursday) |
| Total Expense |  |

Breakdown of Benefits

|  |  |
| --- | --- |
| **Benefits of Attending GSCA** | **Employer Needs** |
| Networking |  |
| New knowledge, training, enhanced expertise |  |
| New knowledge or training to share with colleagues |  |
| Team building (if sending a group) |  |
| Learning about new technology and tools |  |
| Learning about the latest research |  |
| Exposure to useful new products and services (Exhibit Hall) |  |