**INTERNATIONAL ACAC TEMPLATE LETTER**

**FOR COUNSELORS REQUESTING FUNDING REQUEST**

 Superintendent / Principal /Manager DATE, 2019

Institution

Address

City, Province/State

Country

Re: Request for Professional Development Support: International ACAC MEMBERSHIP & CONFERENCE 2019

Dear xxxxxxxx:

I am submitting this request for professional development support, in order to enhance the college counseling and guidance program at this school. I am requesting funding for membership to the International Association for College Admission Counseling (International ACAC), and funding to attend the International ACAC annual conference, held in July at Western University in London, Ontario, Canada. By becoming a member of International ACAC and attending the conference, I will develop valuable skills, build key regional networks, and enhance the profile of our school globally.

International ACAC is the leading professional association for international admissions and college counseling. Membership in this association has the following key benefits:

*- Publicity: membership provides credibility and will help to build our institution’s presence globally;*

*- Access to member-only resources and college directories, plus virtual networking, webinars and forums; and*

*- Ability to post job openings and special events on the International ACAC website, all free of charge.*

**Annual Membership Cost: $50 USD for high school representatives**

International ACAC regional institutes are one of the premiere events held in the international counseling profession. They bring together over 1,400 professionals from university admissions and high school counseling offices who have a commitment to {region}. By sending a representative, our school is demonstrating to universities that global connections are important, and it serves as an excellent means by which to support professional development for staff, at a low cost. Other benefits include:

- *Meeting with 300+ local and global universities to educate their admissions offices about our students;*

- *Networking and learning from experienced colleagues working in secondary schools around the region; and*

- *Attending sessions designed to provide an immediate impact on developing our college-counseling program.*

**Institute Registration Cost: $400**

**Accommodations on-campus per night: $85CAD**

**Travel: {est. costs}**

**Additions: {pre-conference or workshops}**

Further information about the International ACAC conference can be found here: <https://www.internationalacac.org/2019-conference>

Thank you for considering this request. In doing so, you are supporting the development of my counseling skills and the global connections of our school with colleagues around the world.

Sincerely,

**FirstName LastName**

Counselor Position