

<<Date>>

Dear <<Supervisor's Name>>,

I would like to attend the [WSCA Annual Conference](#) on November 6-8, 2024 at the Kalahari Convention Center in Wisconsin Dells. Attendance at this conference will enable me to attend a variety of educational sessions and give me access to a network of school counselor professionals and experts on topics most relevant to my work.

The WSCA Annual Conference is comprised of diversified sessions focused on a wide range of topics so I can best support students, families and the school community. Sessions include Social/Emotional Wellbeing, Equity, Academic, Career/Post Secondary, Mental Health, ATODA, Leadership, Advocacy, ASCA Model Implementation, and more.

All of these sessions will help my comprehensive school counseling program meet the needs of students in our school. These sessions will provide resources, research, curriculum and best practice recommendations to many issues our students and school are facing. The ideas, best practices, contacts, and tools I will gain from this conference will allow me to apply my learning with students upon my return. I am committed to sharing knowledge and resources with my colleagues and other education staff.

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 social/emotional well being, career/postsecondary plans, and academic achievement. Some of the sessions that I am planning on attending include:

<NAME OF SPECIFIC BREAKOUT SESSION #1>	<NAME OF SPECIFIC BREAKOUT SESSION #2>	<NAME OF SPECIFIC BREAKOUT SESSION #3>
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The conference fee is \$250 (if registered prior to October 1<sup>st</sup>) for WSCA members and includes the following:

**Learning:** [Two keynote addresses](#) and [90+ education sectionals](#)

**Meals:** *Thursday:* Coffee, Continental Breakfast, Lunch, Nutrition Break, Social & *Friday:* Coffee, Brunch

**Networking & Connection:** Large exhibit hall with over 80+ representatives from colleges and universities, school counseling publishing companies, careers, software tools and more. Special Interest Group Collaboration, and informal networking opportunities from school counseling colleagues across the state.

Additional conference costs:

**Transportation:** <\$xxx>

**Hotel:** \$119/ night+tax (standard double queen room in WSCA block)

**Meals:** <\$xxx>

With the current budget limitations, I understand we must be very careful with school professional development funds. One helping factor is that DPI has confirmed with WSCA that conference attendance is eligible for [DPI's Get Kids Ahead Initiative](#) funding.

I have broken down the costs for me to attend this conference. I estimate it will cost <<Total Conference Cost>> to attend WSCA's conference.

I feel my attendance at this event would be a wise investment. The contacts I'll make and the knowledge I'll gain will be invaluable. Thank you in advance for your consideration.

RESPECTFULLY/SINCERELY,

YOUR NAME