**INTERNATIONAL ACAC TEMPLATE LETTER   
FOR MEMBERS REQUESTING FUNDING FROM INSTITUTION**

DATE, 2024

Supervisor   
Institution  
Address  
City, Province/State  
Country

Re: Request for Professional Development Support: 2024 International ACAC Conference

Dear xxx,

In an effort to contribute to the college counseling and guidance program at this school, I am reaching out to request professional development support and funding to attend the 2024 International ACAC Conference. This year, the conference will be hosted at Western University in London, Ontario, Canada, July 9-12. By attending this event, I will develop valuable skills, build key regional networks, and enhance the profile of our school globally. Further information about the International ACAC Conference can be found [here](https://intlacac.memberclicks.net/conference).

International ACAC is the leading professional association for international admissions and college counseling, and their conference is one of the premiere events held in the international counseling profession. They bring together over 1,500 professionals from university admissions, high school counseling offices, and organizations who have a commitment to international education. 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 500+ local and global universities to educate their admissions offices about our students;*
* *Networking and learning from experienced colleagues working in secondary schools around the world; and*
* *Attending education sessions designed to provide an immediate impact on developing our college counseling program.*

**Conference Registration Cost: $500 USD   
On-Campus Accommodations (per/night): $135 CAD   
Travel: {est. costs}  
Additions: {Pre-Conference Institute, Counselor Bus Tours, etc.}**

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,  
  
xxx