Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am requesting approval to attend the Florida Association of College Registrars and Admissions Officers conference in St. Petersburg, June 2-6. Attendance at FACRAO is a good investment for our school and for our department.

The FACRAO Annual Conference typically has 200-250 participants from higher education institutions across the state. Attendees include staff from Admissions, Enrollment Management, Financial Aid, Registrar and Technical areas of their institutions. Participation in this conference allows for access to a wealth of knowledge, gives opportunities for plenty of networking with both colleagues and product vendors, and keeps conference costs reasonable.

Below are a few examples of the resources I will have access to at the FACRAO conference:

* Sessions, forums, and workshops which deal with leading topics in higher education.
* Educational sessions and booths from corporate partners that support higher education.
* Networking events organized to bring professionals with similar concerns together, such as the registrars forum, admissions forum, and user groups of various student information systems.

My top three priorities to accomplish at the FACRAO conference are:

1.

2.

3.

Here is an estimate of the cost to send me to the FACRAO conference

Airfare: $\_\_\_\_\_\_\_\_ Transportation: $\_\_\_\_\_\_\_\_

Hotel: $\_\_\_\_\_\_\_

Meals: $\_\_\_\_\_\_\_\_

Conference Fee: $\_\_\_\_\_\_\_\_

Total: $ \_\_\_\_\_\_\_\_

I am requesting approval from you now so that I may take advantage of FACRAO’s early-bird registration rate.

I would love to meet with you after the conference to discuss significant takeaways, tips and recommended actions to maximize the efficiency.

Thank you for considering my request,