

Dear <Supervisor's Name>,

I would like to attend the 2026 Minnesota School Counselor Association Annual Conference, October 25th & 26th 2026, in Minneapolis, MN. This is the premier event for in-depth school-counseling-related educational sessions. This conference will allow me to attend two days' worth of breakout sessions, general sessions and networking events, allowing me to enhance my school counseling knowledge, improve my school counseling program and network with other school counselors to discover best practices in the field.

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 academic achievement. Some of the sessions that I will attend include:

- <List session 1>

- <List session 2>

- <List session 3>

The conference fee is \$160 if I sign up early since I'm a MSCA member (by September 15, 2026), otherwise it will be \$180. Registration includes all educational sessions and keynote addresses during the conference, lunch and access to representatives from colleges and universities, school counseling publishing companies, careers, software tools and more. Additionally, I can earn CEUs and/or Contact Hours for attending the conference.

Here is the breakdown of conference costs:

Transportation: <\$xxx>

Hotel: <\$xxx>

Meals: <\$xxx>

Conference Fee: \$XXX

Total: <\$xxx>

My attendance at this event would be a wise investment for <school name here>. The contacts I'll make and the knowledge I'll gain will be invaluable. Thank you for your consideration.

Sincerely,

<Your Name here>