# **ACSO Annual Conference Justification Letter**

Asking for Support from Your Organization

There are different ways someone could ask for support from their organization. It is primarily a request for time off to attend a conference and/or assistance in paying for the conference. Either way, we want you to be prepared for your situation. The reason for attending a conference can be deeply personal; when you request support, you should relay what you hope to gain from the experience. It is key to emphasize that the tools you take away from the experience benefit the organization just as much as it does to you. If you are unsure how to draft an email to your manager, ACSO is providing a template for your use.

*Credit to the California Association of Museums for the inspiration and template.*

Hello **(SUPERVISOR NAME)**,

I am reaching out to you today to discuss a professional development opportunity. I am committed to furthering my professional skills as I grow in my career and believe this opportunity would be a great benefit to myself and our organization at large.

For that reason, I would like to attend **(CONFERENCE NAME)** hosted by the Association of California Symphony Orchestras (ACSO). I believe this conference offers many opportunities that I would like to take advantage of:

**(HIGHLIGHT THE BENEFITS OF YOUR ATTENDANCE, SUCH AS:)**

* Furthering my professional development in the areas of **(YOUR JOB DUTIES)**, including growth in areas **(RELEVANT EXAMPLES)** that are part of our **(STRATEGIC PLAN, ORCHESTRA OR DEPARTMENT GOALS, ETC.)**
* My attendance and networking would increase the profile and reach of our orchestra through new partnerships, meeting colleagues and seeking collaborations for upcoming **(GRANTS, INITIATIVES AND TRAINING RESOURCES, ETC)**
* As a valuable member of the orchestra profession, my attendance and contributions would also improve the orchestra field through active dialog, participation, learning and planning for the future.
* Attending will give me insight into learning more about how to actively participate in future ACSO conferences, and our work in **(RELEVANT EXAMPLES)** would be an excellent future session topic that I would like to explore proposing for the next ACSO conference.

Additionally, I would be pleased to prepare a white paper or staff presentation as a follow-up to attending, which could include ideas, resources, and actions we can implement at **(ORGANIZATION).** I plan to take the knowledge I gain from this experience and apply it accordingly.

Based on the value of this conference for my professional development and the benefits to our organization, I am hoping for your support to attend this conference. This includes **(THE ASK – TIME OFF, FINANCIAL SUPPORT, ETC.)**. Would **(ORGANIZATION)** be willing to support me in this regard? If so, please advise on the steps to approve my attendance.

ACSO **(YEAR)** will be held on **(DATES)** in **(CITY)**. I anticipate the total investment for **(ORGANIZATION)** to be approximately **($XXX)**. This includes:

* $\_\_\_\_\_ - The cost of the conference (Please note pricing varies on many factors. If you are unsure of your total cost, please refer back to ACSO’s website, or email questions to office@acso.org. ACSO may have opportunities for scholarships or volunteering that could reduce the registration cost)
* $\_\_\_\_\_ - Transportation (only include if you are asking for them to cover this cost)
* $\_\_\_\_\_ - Sleeping arrangements (only include if you are asking for them to cover this cost)

Thank you for your consideration. I look forward to discussing this further with you!

**(YOUR NAME)**