



Date

Dear <*insert supervisor/approver name here*>,

This letter serves as a formal request to attend [ASCA's 2026 Annual Conference](#), held in Arlington, VA, just outside of metro Washington, DC from February 11-14, 2026.

The Association for Student Conduct Administration (ASCA) was formed to foster the development and enforcement of standards of conduct and conflict resolution for students. Membership in ASCA is open to any person who has a legitimate interest in the mission, core values and activities of the Association. **More than 2700 individuals** who serve millions of students worldwide are beneficiaries of ASCA's programs and services, which include conferences and institutes, webinars and community spaces, online courses, research products, publications, and leadership opportunities.

The ASCA Annual Conference is ASCA's cornerstone event; an in-person community where conduct and conduct-adjacent professionals from all over the world engage with expert-level presenters, attend an expansive slate of educational sessions tailored to professionals at all levels, peer-facilitated programs and roundtables, pre-conference workshops, community service, exhibitor space, plus social and networking opportunities. Notably, the ASCA Annual Conference also offers hours counting towards maintaining **Title IX Certification**, featured speakers who provide **updates on legislation and compliance**, as well as **Continuing Education credits** for professionals certified through the Higher Education Consortium for Student Affairs Educator Certification.

I am seeking support for expenses incurred in travel, registration, and meals as appropriate. A detailed cost breakdown can be found below. The ASCA Annual Conference offers the following benefits to all attendees:

1. Nearly 100 educational sessions, covering a broad range of functional and competency areas related to conduct and conduct-adjacent work through interest sessions, roundtables, and panels.
2. Expert **keynote and featured speakers** tackling cutting-edge issues and concepts impacting conduct and student affairs work including **case law and legislative updates**.
3. **Pre-conference workshops** offering extended learning opportunities in specialty topics.
4. Engagement time in the **exhibition space**, where participants can meet face-to-face with a wide array of industry partners that offer valuable products and services that support conduct and conduct-adjacent work.
5. Scheduled **networking opportunities** throughout the conference designed to connect with colleagues and learn more about the association and the spectrum of benefits and opportunities it offers.

- An **on-site bookstore, engagement center**, and other activities aimed to give participants multiple avenues through which to connect to ASCA on a deeper level.

If I complete my registration before *<insert date here>*, registration for the ASCA Annual Conference would be \$*<insert dollar amount here>*. *(Note: please use the [conference registration cost and deadline table](#) on the ASCA website to determine the registration fees you'll pay based on your or your institution/organization's membership status, and note the forthcoming registration deadlines applicable on the date you submit your letter. For specific cost questions, contact us at asca@theasca.org.)*

I also plan to attend the following supplementary events and/or sessions that are available at an additional cost **(Example)**

| Event/Session: | Estimated Total Cost: |
|---|-----------------------|
| Pre-Conference Sessions <i>Morning (9am-12pm) and Afternoon (1-3pm) pre-cons are scheduled and have a cost of \$## each</i> | \$ |
| | |

Conference registration includes light hors d'oeuvres at the opening reception on the evening of **Wednesday, February 11th**, a lunch on **Friday, February 13th**, and a brunch on **Saturday, February 14th**. All other meals are the participant's responsibility. I estimate, based on our institution's/organization's policies, that my meal cost for the trip will be approximately \$*<insert estimated meal cost here>*.

Participants are also responsible for their own accommodation during the conference, and for any possible extended stays they wish to book before or afterward. ASCA has arranged blocks at the Crystal Gateway Marriott, the Conference location. Room rates and availability are limited. Based on my individual travel needs, I estimate that accommodations for my trip would cost approximately \$*<insert estimated hotel cost here>*, and I am planning to stay at *<insert hotel property here>*.

Transportation to and from the conference site, (flights, personal vehicle use, rental cars, parking, ridesharing/taxis) is also the responsibility of individual participants. Here are estimated costs and modes I've researched below that I plan to use on my trip, **including an ASCA-exclusive discount for Delta flights:**

| Mode: | Estimated Cost: |
|-------------------------|-----------------|
| Flight | \$ |
| Personal Vehicle | \$ |
| Ridesharing/Taxi | \$ |

| | |
|----------------|----|
| | |
| Parking | \$ |

The total estimated costs associated with attending the ASCA Annual Conference is \$**<insert total estimated cost here based on all calculations>**.

Attending the ASCA Annual Conference would be an outstanding complement to the work I'm doing on our campus. Here are the following ways in which I plan to share and apply what I learn from participating:

- **<add your takeaway here>**
- **<add your takeaway here>**
- **<add your takeaway here>**

More information about the ASCA Annual Conference can be found on the events webpage: <https://ascaconference.com/>. If you need more clarification or specifics, the ASCA staff can be reached via email (asca@theasca.org) or they can be contacted via telephone during normal business hours (Monday through Friday, 8:30 am to 5:30 pm, Eastern Time in the United States) at 979.589.4604.

Sincerely,

<insert your name here>