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<**Date**>

Dear <**supervisor's name**>,

Our \_\_\_\_\_\_\_ Chapter of FCCLA has worked this year on learning new concepts in Family and Consumer Sciences. I am requesting your support to obtain financial assistance to attend the FCCLA 2020 Virtual National Leadership Conference (NLC) July 7-9, 2020. Although this conference has moved from an in person to a virtual conference, FCCLA has invested in hosting this conference on a virtual platform that will provide attendees an opportunity to participate in leadership sessions and career exploration opportunities. The FCCLA National Leadership Conference is the largest national gathering of Family and Consumer Sciences professionals and students.

In addition to the presentations and training available for the youth attendees, the conference also offers advisers a comprehensive professional development experience to enhance classroom instruction through engaging sessions on a variety of topics with expert speakers, best practices sessions, and networking opportunities. Hosted by National FCCLA, conference sessions will be presented by subject-matter experts, current on educational trends and needs with a variety of backgrounds in communications, marketing, education, and business. The knowledge and skills I will acquire from professional development will be applicable to current projects such as <**current projects unique to your institution, mission, and objectives**> and provide up to 1.5 Continuing Education Units (CEU) for participants completing all professional learning activities. This CEU credit is valuable to me as I can apply it to my professional development requirements.

The following is an estimate of our attendance registration: <**Insert cost here**>

I believe this is a great investment in our students as well as my professional development and hope you agree by supporting our request for financial support. It is an honor to have the opportunity to represent our state and school at this national event. We are committed to using our time at Virtual NLC to learn, grow, and explore the career pathways of Education and Training, Visual Arts and Design, Human Services, and Hospitality and Tourism. Thank you for your consideration in supporting our FCCLA chapter’s attendance at this important professional and leadership development conference. Please let me know if you need additional information to provide financial assistance for this event.

Sincerely,

<**your name here**>

Professional Development Sessions for Advisers include:

* + Don’t Reinvent the Wheel
  + New Advisers
  + Stand Up National Program
  + National Program Awards and Prizes
  + Integrating FCCLA
  + Go for the Gold
  + Future Advisers
  + Best Practices Sessions for Advisers, State Advisers and FCS Professionals
  + And many more presented by our partners and industry experts…

Training and Networking Sessions for Youth include:

* How to Promote and Share Your FCCLA Story
* Mental Health
* Goal Setting
* Servant Leadership
* Stand Up – Advocacy Program
* Professional Dress for Leaders
* Time Management
* Leading with Integrity
* Critical Thinking and Decision Making
* Digital Leadership
* And many more presented by peer leaders and leadership trainers…

Other Conference Highlights include:

* Demonstrations in all FCS Career Pathways
* Over 50 industry partners and many colleges in the Virtual EXPO
* General Sessions with an engaging keynote
* Project Showcase
* Gamification Engagement