**RE: 2019 Fair Trade Campaigns National Conference**

**March 1-3, 2019 | Chicago, IL**

Dear [ENTER MANAGER / SUPERVISOR / CAMPUS FUNDING SOURCE’S NAME],

I would like your support to attend the [Fair Trade Campaigns National Conference](https://conference.fairtradecampaigns.org/) in Chicago, IL March 1-3, 2019. The conference will provide opportunities to network with other students and faculty, professionals from brands and NGOs and Fair Trade advocates from around the country. It will equip attendees with the tools needed to leverage the immense purchasing power of institutions to initiate change, advocate for Fair Trade and sustainability and build opportunities for collaboration among brands, NGOs, and grassroots organizers.

By participating in networking and educational opportunities over two and a half days, I plan to strengthen my skills in [X], [Y] and [Z] and walk away with new knowledge and experience to:

* Expand my professional network by connecting with other students, brands and NGOs.
* Grow and build my advocacy skills to increase the connections between campus and community organizing, coalition-building, developing partnerships and more.
* Communicate the importance of diversity and inclusion in advocacy and organizing.
* Help [CAMPUS NAME] meet our sustainability goals by increasing our capacity to source Fair Trade products and understand how we can connect to other initiatives.

The Fair Trade Campaigns National Conference will include the following components relevant to my work as a student advocate for Fair Trade and sustainability and my professional development:

* The role that Fair Trade plays in helping campuses meet their sustainability goals.
* A career expo including informational interviews with Fair Trade companies and NGOs.
* Workshops on career preparation including cover letter writing and resume-building.
* The importance of diversity and inclusion in advocacy and organizing.
* How brands, students and NGOs can partner to create a more sustainable world.

I’m confident that my attendance will directly influence the quality of my work on [YOUR CAMPUS / FAIR TRADE CAMPAIGN / SOCIAL JUSTICE OR SUSTAINABILITY INITIATIVE]. Following the conference, I’ll share takeaways with my team and our campus community.

The 2019 Fair Trade Campaigns National Conference will recognize campuses that contribute funding to facilitate attendance for at least three students, staff or faculty via various communication outlets and conference materials. Details of campus partner recognition can be viewed on the [conference website](https://conference.fairtradecampaigns.org/) and I would be proud to have [CAMPUS NAME] among the leading institutions highlighted at the conference.

Here is the approximate cost of attending:

* Airfare/travel: [IF APPLICABLE, $]
* Hotel: [IF APPLICABLE, $]
* Event registration:
  + Student: $125 early-bird rate (before December 14, 2018); $150 standard rate
  + General: $175 early-bird rate (before December 14, 2018); $250 standard rate
* Total: [$ AMOUNT]

The earlier I register the cheaper it will be, as I’ll be able to take advantage early bird registration prices as well as discounted hotel room rates via the conference hotel room block ($149 per night before February 7, 2019).

Again, there is an opportunity for our campus to be recognized as an official Campus Partner by contributing funding to facilitate attendance at the conference for at least three students, staff or faculty. More information can be found on the [conference website](https://conference.fairtradecampaigns.org/).

Thank you for taking the time to review this request. I’m looking forward to hearing from you.

Best,

[YOUR NAME]

[YOUR TITLE & ORGANIZATION]