**RE: 2020 Fair Trade Campaigns National Conference**

**March 20-22, 2020 | Greater Los Angeles Area, California**

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 the Greater Los Angeles Area March 20-22, 2020 (exact location to be confirmed in May 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 marketplace including opportunities to participate in informational interviews with ethically minded businesses and nonprofit organizations.
* Sessions on the importance of diversity, equity and inclusion in advocacy efforts.
* How businesses, students and NGOs can partner to create a more sustainable world.

I’m confident that my attendance will increase my impact through [CAMPUS CAMPAIGN/SOCIAL JUSTICE/SUSTAINABILITY INITIATIVE]. Afterwards, I’ll share takeaways with our campus community.

The 2020 Fair Trade Campaigns National Conference will recognize campuses that contribute funding to cover conference registration for at least three students, staff or faculty. In addition, we are seeking funding to cover the cost of our travel to/from the conference, and hotel stay.

Campus Partners will be recognized via Fair Trade Campaigns’ communication outlets, conference signage and materials. Details of campus partner recognition can be viewed on the [conference website](https://conference.fairtradecampaigns.org/). 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: $179 USD / night + taxes and fees via [conference discount rate](https://conference.fairtradecampaigns.org/accommodationandtravel)
* Registration: Student: $125 discount rate I General: $175 discount rate
  + Total: [$ AMOUNT]

While the registration rate will not increase, travel and hotel costs will increase closer to the conference, so the earlier we register and book travel/hotel, the lower the cost of attendance will be.

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

Best,

[YOUR NAME]

[YOUR TITLE & ORGANIZATION]