

Dear,

I would like to attend **AOPA's Fourth Annual High School Aviation STEM Symposium** on November 5-6, 2018 in Louisville, Kentucky. Over 250 aviation educators and administrators from around the country attended the [2017 symposium](#) held at the American Airlines C.R. Smith Museum in Fort Worth, Texas. The symposium provided a forum for attendees to share best practices, discover how AOPA resources can support their efforts, as well as the opportunity to network with their peers. They participated in two days' worth of sessions focused on teaching practices, starting, or improving an aviation program, and building partnerships. This year, the symposium will feature sessions and presentations directly related to **<include name of your project, or curriculum that will be supported>**.

With interest growing in aviation programs and the need for high schools to learn about resources, programs, and other like-minded educators who can be helpful, AOPA has created an annual event to help educators. I will have opportunities to learn first-hand about AOPA's new free high school aviation curriculum, now available to schools. I am pleased that year's event will be held in Louisville, Kentucky, in partnership with UPS. This will give me additional experience and knowledge about practical workforce applications related to aviation education.

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and some meals during my stay in Louisville for the Symposium. The Symposium fee (if I register by September 21, 2018) is \$240. It will rise to **\$280 after that date**. This price includes 2 full days of sessions and networking opportunities plus 2 breakfasts, 2 lunches, and tours of UPS facilities.

Here is a detailed breakdown of Symposium costs **<add numbers relevant to you in place of the brackets below>**:

- Airfare: **<add your cost>**
- Ground Transportation: **<add costs to and from the airport>**
- Hotel: **room rate \$167 per night plus tax– Louisville Marriott Downtown**
- Dinners: **<your estimate – remember breakfast and lunch are included in your conference fee>**
- Conference fee: **<early-bird registration is \$240. After September 21, 2018, the fee goes up to \$280>**
- Total: **<insert total here>**

AOPA's Fourth Annual High School Aviation STEM Symposium presents an opportunity for me to enhance my skills and knowledge in aviation education while strengthening supportive contacts with aviation educators from around the United States. It will be an investment in my ability to support an aviation program at our school. I look forward to your reply.

Sincerely,

<Your Name Here>