

## A College Student’s Guide to Funding Educational Leadership Conferences

### *Identifying Costs*

*Conference Registration* – Review the conference registration fees carefully and determine if they include transportation, lodging, and/or meals. Also, identify discount rates that may be available to students.

*Transportation* - If the registration fee does not include transportation, you may need to budget for the following:

- Mileage
- UBER/Lyft fees
- Public Transportation (bus, subway, etc.)
- Airline/Train Tickets
- Parking

*Lodging* – If lodging is not included consider conference hotel rates. Determine whether the conference host offers a special rate for a hotel or surrounding hotels.

*Meals* – Determine if some meals are included in the registration and determine how much money you realistically need for meals and snacks.

Category	Cost
<i>Conference Registration</i>	
<i>Transportation</i>	
<i>Lodging</i>	
<i>Meals</i>	
<b>Total Cost</b>	

### *Outlining a Budget*

A budget helps you to identify how much funding you need to seek from external sources. Specifically:

- Create a document/table outlining the total expenses by category and costs.
- Use the document/table when making your donor request. This will illustrate to them that you have taken the time to consider all aspects of conference expenses.

If you are covering some expenses highlight this in your budget. No matter how small the amount, it shows that you are investing in yourself and would like them to do so as well.

### *Making the Request*

**Preparing an organized written request informs the sponsor about the event and why it is important to your academic and professional development.** Thank the potential donor for their time in considering your request and ALWAYS have someone proofread your final written request! The request should include:

- A description of the conference that outlines who is hosting the event and how the content can help you gain experience related to your career goals
- A conference agenda that highlights sessions of particular interest
- Your specific ask (For example: I need \$500 to cover airline expenses, etc.).

### *Potential Funding Sources*

In many cases, higher education institutions will have discretionary funds available to support student opportunities to attend conferences, study abroad, etc. Here are some potential sources you can pursue.

Potential Source	Contact	Email	Phone Number
<i>Your Institution</i>			
<b>Your Academic Department</b>			
<b>Financial Aid Office</b>			
<b>Student Affairs Office</b>			
<b>Campus-Based Organizations</b>			
<i>Community-Based Agencies/Clubs/Local Governmental Agencies</i>			
<b>Organizations such as Rotary Clubs, Lions Clubs, etc.</b>			
<b>County Commissioner Offices</b>			
<b>Professional Organizations</b>			
<i>Local Business</i>			
Seek out businesses that may have a connection to your career plans and ask them to invest in your career growth.			
<i>Family and Friends</i>			
Explain how you will use the funds and share the activities you will participate in and how attending the conference can help you meet your goals.			

### *Attending the Event*

After you have successfully raised the funds needed, highlight your learning journey at the conference and share it with your donors. Let them know that their funds are well invested.

### *Following the Event*

**Remember to send a letter of thanks to each of your donors.** Some donors may request that you conduct a presentation about your experience following the event.

- Highlight specific content that you plan to apply toward your academic, personal, and professional growth.
- Include photos and share sample materials from the conference (handouts, useful websites, etc.).
- Plan to share at least three contacts you made while attending the conference to demonstrate that networking was an equally important part of the experience.