Template letter for funding request to attend the National Association of Graduate-Professional Students Legislative Action Days 2013

Dear XXX,

I am writing to request funding to attend the 2013 Legislative Action Days and Advocacy Training Summit organized by the National Association of Graduate-Professional Students (NAGPS) from September 14-September 17, 2013. As you may know, XXX is a member of NAGPS, which is the only national student-run, volunteer organization representing graduate/professional student interests for public and private schools. Founded in 1986, NAGPS currently represents more than 600,000 graduate and professional students across more than 35 states and 90 institutions.

As part of their mission to provide resources to and advocate for graduate and professional students, NAGPS hosts a bi-annual Legislative Action Day (LAD) to provide students with opportunities to meet with Congressional members and their staffers. Beginning last year, LAD was also accompanied by a weekend advocacy training prior to meetings to educate students about the legislative process, advocacy techniques, and graduate student issues. This training featured distinguished speakers from a variety of institutions including government agencies, the Council for Educational Funding, the National Association of Independent Colleges and Universities, and the University of California.

This Fall NAGPS will focus our Legislative Action Days on the Higher Education Reauthorization Act and science and research funding. The NAGPS LAD provides an excellent opportunity for our students to be represented in Washington D.C. and to advocate for student issues, particularly for funding as we continue to face difficult economic times for higher education. Meetings with Congressional members and staffers can also provide our school with the opportunity to highlight our student advocacy efforts through press releases and media outreach.

In order to attend the NAGPS LAD, I am requesting XXX in funding. [Include details here about funding requests]. Additional information about the event can be found at: <http://nagps.org/events/fall-2013-legislative-action-days-lad/>

Thank you for your consideration to attend this important graduate student event.

Sincerely,