Dear <Supervisor's name>,

I would like to attend the South Carolina Association of School Librarians' Conference in Columbia, SC, on March 11-13, 2015. This conference is the only one in our state with professional development created primarily for school librarians.

The conference offers attendees many opportunities to sharpen their technology, leadership, and collaborative skills to improve their school library programs and better serve their students and faculty. Ideas and inspiration are also valuable conference takeaways.

A detailed cost breakdown is included below.

Registration Fee*	_____
Preconference Sessions	_____
Hotel	_____
Meals	_____
Mileage	_____ (_____miles x _____ per mile)

Total: _____

Registration includes:

- Keynote speaker: **Alice Ozma,** author of the book *The Reading Promise*
- Keynote speaker: **Gwyneth Jones,** also known as **The Daring Librarian.**
- **Project Connect Panel Discussion**
- **Thirteen Authors** of Children's and Young Adult Literature
- Concurrent sessions on a wide variety of topics presented by SC school librarians, university professors and educational experts
- Wednesday evening Networking Reception with attendees and SC legislators.

Pre-conference Sessions include:

- **Be a Data Superhero! -** Jennifer LaGarde
- **Creating Media Literacy Lessons That Work** - Frank Baker
- **Up Up and Away with iMovie!** - SCETV
- **Guardians of the Library: Librarians, the Super Heroes of Professional Development -** Heather Moorefield-Lang, Ph.D.
- **Activate the Power of Learn 360!-** SCETV
- **Transform Booktalking with High Tech Tools** - Nancy Keane

The opportunity for me to grow professionally, develop better contacts and gain knowledge makes my attendance at the SCASL Conference essential to my position. Thank you for considering this wonderful opportunity for myself and the students and teachers of <school, school district, university, etc.>

For more information on the conference and the South Carolina Association of School Librarians, visit http://scasl.net. Early bird registration expires on January 16, 2015

Sincerely,