



Date

Dear <*insert supervisor/approver name here*>,

This letter serves as a formal request to attend the [ASCA Donald D. Gehring Academy](#), held in St. Louis, MO from July 12-16, 2026.

The Association for Student Conduct Administration (ASCA) was formed to foster the development and enforcement of standards of conduct and conflict resolution for students. Membership in ASCA is open to any person who has a legitimate interest in the mission, core values, and activities of the Association. More than 2,600 individuals who serve millions of students worldwide are beneficiaries of ASCA's programs and services, which include conferences and institutes, webinars and community spaces, online courses, research products, publications, and leadership opportunities.

The ASCA Donald D. Gehring Academy is a flagship ASCA event; an in-person community where conduct and conduct-adjacent professionals from all over the world engage with expert-level faculty, attend an expansive slate of educational sessions tailored to professionals at all levels, plus engage in social and networking opportunities. Notably, the Gehring Academy offers a completion certificate, access to resources on promising practices in the field, and also offers **Continuing Education credits** for professionals certified through the Higher Education Consortium for Student Affairs Educator Certification.

I am seeking support for expenses incurred in travel, registration, and meals as appropriate. A detailed cost breakdown can be found below. The Gehring Academy offers the following benefits to all attendees:

1. Four days of in person educational sessions, with optional one-day virtual mini-track add-ons, post-Academy, in specific knowledge-area tracks, covering a broad range of functional and competency areas related to conduct and conduct-adjacent work through lecture, roundtables, and other educational engagements.
2. Expert **practitioners serving as faculty** tackling cutting-edge issues and concepts impacting conduct, conduct-adjacent, and student affairs work including **relevant case law and legislative updates impacting the work.**
3. Scheduled **networking opportunities** throughout the Academy designed to connect with faculty and colleagues and learn more about the Gehring track topic areas presented, as well as the Association and the spectrum of benefits and opportunities it offers.
4. An **on-site bookstore** and other professional development activities aimed to give participants multiple avenues through which to connect to ASCA on a deeper level.

If I complete my registration before <*insert date here*>, registration for the Gehring Academy would be \$<*insert dollar amount here*>. **(Note: please use the [Gehring registration cost and deadline table on the ASCA website to determine the registration fees you'll pay based on your or your institution/organization's membership status, and note the forthcoming registration deadlines applicable on the date you submit your letter. For specific cost questions, contact us at \[asca@theasca.org\]\(mailto:asca@theasca.org\).](#)**)

I also plan to attend the following supplementary events and/or sessions that are available at an additional cost **(Example)**

Event/Session:	Estimated Total Cost:
Track	\$
<i>Mini-Track</i>	\$

Academy registration includes light hors d'oeuvres at the opening reception on the evening of Sunday, July 12 and a networking dessert reception on Wednesday, July 15 to close the Academy. All other meals are the participant's responsibility. I estimate, based on our institution's/organization's policies, that my meal cost for the trip will be approximately \$*<insert estimated meal cost here>*.

Participants are also responsible for their own accommodations during the Academy, and for any possible extended stays they wish to book before or afterward. ASCA has arranged blocks at the Marriott St. Louis Grand, the Academy location. Room rates and availability are limited. Based on my individual travel needs, I estimate that accommodations for my trip would cost approximately \$*<insert estimated hotel cost here>*, and I am planning to stay at *<insert hotel property here>*.

Transportation to and from the Academy site, (flights, personal vehicle use, rental cars, parking, ridesharing/taxis) is also the responsibility of individual participants. Here are estimated costs and modes I've researched below that I plan to use on my trip.

Mode:	Estimated Cost:
Flight	\$
Personal Vehicle	\$
Ridesharing/Taxi	\$
Parking	\$

The total estimated costs associated with attending the ASCA Donald D. Gehring Academy is \$*<insert total estimated cost here based on all calculations>*.

Attending the Gehring Academy would be an outstanding complement to the work I'm doing on our campus. Here are the following ways in which I plan to share and apply what I learn from participating:

- *<add your takeaway here>*
- *<add your takeaway here>*
- *<add your takeaway here>*

More information about the Gehring Academy can be found on the events webpage: www.ascagehring.com. If you need more clarification or specifics, the ASCA staff can be reached via email (asca@theasca.org) or they can be contacted via telephone during normal business hours (Monday through Friday, 8:00 am to 5:00 pm, Eastern Time in the United States) at 979.589.4604.

Sincerely,

<insert your name here>