Dear [Name of Sponsor],

I am writing to request your financial sponsorship to attend the upcoming ACE Women’s Network SoCal conference entitled, Women Empowering Women Through Allyship: Connect, Contribute, and Collaborate, which will be held on Friday, October 21, 2022, at Cal Poly Pomona in Pomona, CA. This conference is a unique opportunity for me to explore women’s roles in allyship with acclaimed author, leadership coach, and inclusive workplace speaker, Karen Catlin. During the conference, Karen Catlin will discuss how women can be stronger leaders and how men can be better allies for members of all underrepresented groups. There will also be opportunities to network and connect with other professionals.

Currently I am [working on/studying/interested in] [brief description of your projects/studies/career goals]. Attending this conference would allow me to gain valuable insights about [Conference Objectives and Learning Outcomes in second page]. In addition, I would have the chance to meet and connect with others in my professional pathway.

I am confident that attending this conference would benefit me, my work, and our [college/department/team]. After the conference, I will be happy to share the information I gain from having attended by providing a summary of the program or disseminating information about what I learned by hosting a roundtable or delivering a presentation.

The cost of attending the conference is $125, which includes lunch, xx.

I would greatly appreciate your support in making my attendance at this conference possible. If you have any questions or need more information, please do not hesitate to contact me at [Your Email Address] or by phone at [Your Phone Number]. Thank you for your time and consideration.

Sincerely,

[Your Name].
Objectives:

- Raise awareness of the significance of women supporting women, by exploring women’s roles in allyship to empower and uplift each other.
- Establish an intentional space for collaboration and networking, to enhance our interactions and relationships with women different from ourselves.
- Create a sense of belonging during this in-person workshop, through facilitated discussions and sharing individual experiences.
- Encourage participants to share what they have learned and advocate for women and members of underrepresented communities to impact campus culture and the surrounding community by putting these strategies into action to become better allies.

What will you learn:

- Examples of non-inclusive behavior at work and how to respond when you spot them
- How to examine your privilege to promote self-awareness and reflect on benefits or obstacles you face at work.
- Action steps to take to be everyday allies for women and members of underrepresented communities to nurture an inclusive environment where people feel welcomed, respected, and supported.