



**How To Use This Letter:**

**Blue Highlights:** Notes for your reference, delete prior to sending

**Yellow Highlights:** Select or insert the appropriate information and remove highlight

If you are a current student graduating this Spring planning to attend the YMC+ in Park City (WRYMC) or Austin (CRYMC), please check out the StAR grant as another opportunity for financial support. The application is due in May: [\\*\\*\\*\\*\\*.ascefoundation.org/student-asce-activities-reimbursement-star-fund](http://*****.ascefoundation.org/student-asce-activities-reimbursement-star-fund)

Dear [Insert Name of Supervisor].

**If you are an ASCE Leader/Volunteer in your YMF/YMG**

I am actively involved in the American Society of Civil Engineers (ASCE) [insert name of Section, Branch, YMG/YMF, i.e. Seattle Younger Member's Forum (YMF)] as the [name of position if applicable]. The [YMF/YMG] supports ASCE members 35 years old and younger through networking opportunities with other younger members, students, and Section/Branch-level ASCE members; technical training through local technical tours, presentations, and national conferences; and community outreach (volunteering and K-12 outreach). Volunteering with ASCE helps me improve my leadership skills and interact with Civil Engineers in both private and public sectors and at different levels of experience.

**If you are an ASCE Leader/Volunteer in your Section/Branch**

I am actively involved in the American Society of Civil Engineers (ASCE) [insert name of Section, Branch, i.e. Seattle Section] as the [name of position if applicable]. The [Section OR Branch] supports ASCE members through networking opportunities with other members, ASCE younger members, and students; technical training through local technical tours, presentations, and national conferences; and community outreach (volunteering and K-12 outreach). Volunteering with ASCE helps me improve my leadership skills and interact with Civil Engineers in both private and public sectors and at different levels of experience.

**If you are an ASCE Member**

I am an active American Society of Civil Engineers (ASCE) member of the [insert name of Section, Branch, YMG/YMF i.e. Seattle Section]. This group supports ASCE members through networking opportunities with other members, ASCE younger members, and students; technical training through local technical tours, presentations, and national conferences; and community outreach (volunteering and K-12 outreach).

I plan to attend the American Society of Civil Engineers (ASCE) 2022 YMC+ in [Hartford, CT OR Austin, TX OR Park City, UT] on [June 10-12 OR August 12-14 OR July 8-10]. I am respectfully requesting [insert funding request and/or paid time off] to participate in this event.



This year's YMC+ will include three ASCE events all in one: Younger Member Council, Younger Member Leadership Symposium (YMLS), and the YMLS Alumni Summit. These events will bring together 80-100 ASCE younger members (35 and under) from across the [East OR Central OR West] region to gain invaluable leadership skills, network, and share best practices. You can learn more about the conference here: [INSERT LINK TO ASCE PAGE](#). You can also download the draft agenda from this website and include it in your request.

**Top Benefits of Attending:**

- Leadership Skills:** During the event, I will learn valuable leadership skills intended to grow my ability to lead personally and professionally, both at work and as a volunteer.
- Networking:** Networking with a diverse group of civil engineers will broaden my relationships within the industry, which could lead to collaboration, teaming opportunities, and exposure to other technical approaches. The weekend is structured to maximize networking with a diverse group of civil engineers. This will broaden my relationships within the industry, lead to collaboration, teaming opportunities, and exposure to other technical approaches.
- Inspire My Peers and Build My Confidence:** I will take what I learn at the YMC+ and share it with our team and my colleagues in the local [Section, Branch, and Younger Member Group (select all that apply)]. I look forward to not only learning how to be a better leader, but also returning home to inspire others at [Insert Organization's Name] and fellow ASCE members.

The approximate cost for attendance at the YMC+ is summarized below and I would request support from [Insert Organization's Name] to attend. Including travel time, I will be out of the office from [Insert dates including anticipated travel].

Item	Cost
Registration (Early bird/Advance/Onsite)	\$200/\$250/\$300
Flight/Transportation	\$XXX
Hotel (X nights)	\$XXX
Pre-Conference (if applicable)	XX
Banquet (if applicable)	XX
<b>Total</b>	<b>\$XXX</b>



I feel the return on investment for my participation in the 2022 YMC+ will far exceed my travel costs and paid time off and I look forward to sharing what I learn with my colleagues when I return. Please let me know if there is any further information I can provide to support this request.

Thank you for considering this investment in my professional development.

Respectfully,

**[Insert Your Name]**