Dear [Insert Name],

I am requesting approval to attend the AOPA Foundation’s 11th annual High School Aviation STEM Symposium, which will take place November 16-18, 2025, in Indianapolis, IN. The only one of its kind, this national event brings together educators, administrators, and industry professionals to explore how aviation can be used to enhance student engagement and enrich STEM education.

As we consider new ways to motivate students and strengthen real-world learning opportunities, this symposium will allow me to explore how aviation can be integrated into our curriculum, even without prior aviation experience. It’s designed for educators at every stage, from those just learning about aviation education to those running full STEM/CTE pathways.

By attending, I’ll gain:

* A firsthand look at the AOPA Foundation’s free aviation curriculum, how it works, and how it aligns with national standards
* Practical strategies for using aviation to spark student interest in science, math, and technology
* Ideas from other schools on how to launch or test aviation content
* Access to year-round educator support and professional development

Additional advantages of attending:

* Connect with educators and leaders who are building innovative, aviation-themed learning models
* Engage in interactive workshops led by experienced teachers
* Explore classroom-ready tools and resources from top STEM and aviation exhibitors
* Earn up to 15 continuing education hours
* Return with actionable ideas to support career exploration and student engagement

Upon returning, I plan to [insert how you’ll share the knowledge—e.g., organize a lunch-and-learn, present options to curriculum planners, or work with CTE staff to assess opportunities].

I am requesting coverage for the registration fee and associated travel expenses to support my participation. The registration fee includes:

* Two full days and one half-day of sessions
* Two breakfasts, two lunches, and one networking reception

Estimated cost breakdown:

* Airfare: [insert cost]
* Hotel (2 nights): [insert cost]
* Hotel parking: [insert cost]
* Meals not included in registration: [insert cost]
* Registration fee: $500 early bird (by August 31) / $550 after August 31
* Estimated Total: [insert total]

This event will help us explore new ways to bring energy and purpose into the classroom while connecting students to high-demand aviation and STEM career paths. Thank you for considering this request.

Sincerely,
[Your Name]
[Your Position/Title]