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. This is the only national conference dedicated specifically to aviation education in high schools, and it offers unique learning and networking opportunities that directly support our efforts to engage students in STEM/CTE through aviation.

At the symposium, I plan to [insert how your attendance supports a current or planned initiative—e.g., expand our aviation pathway, implement cross-curricular projects, or strengthen our STEM/CTE offerings]. The insights and resources I gain will benefit my instruction and my peers and students across our school or district.

This year’s sessions will feature content directly related to [insert your project, curriculum, or aviation-related program], including:

* Best practices for launching and growing high school aviation STEM/CTE programs
* Strategies for student engagement and inclusive program development
* Updates on workforce development efforts and building aviation career pathways
* The AOPA Foundation’s **free high school aviation curriculum** and related teaching resources
* Year-round educator support and professional development opportunities

Additional benefits of attending:

* **Experience** dynamic, hands-on demonstrations of aviation-focused tools and instructional strategies
* **Explore** cutting-edge, classroom-ready resources from top STEM and aviation exhibitors
* **Earn** upto **15 continuing education hours** toward PD
* **Bring back** strategies, ideas, and insights that can immediately inform teaching practice and program development

Upon my return, I plan to [describe how you’ll share your learning—e.g., present at a staff meeting or PD day, create a resource guide, collaborate with CTE or STEM teams, mentor other teachers]. This will help ensure that the investment in my professional development benefits our broader school community.

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 parking: [insert cost]
* Hotel: [insert cost]
* Food:  [include your estimate – breakfast and lunch are included on November 17 and 18]
* Registration fee: [$500 early bird by August 31; $550 after August 31]
* Total: [insert total]

This conferenceisan opportunity to enhance my skills and knowledge in aviation education and network with aviation educators and industry experts from around the United States. It will be an investment in my ability to support an aviation program at our school and prepare students for high-paying and rewarding aviation-related STEM careers. I look forward to your reply.

Thank you for considering my request.

Sincerely**,**

[Your Name]
[Your Position/Title]