<date>

Dear <Supervisor’s name>,

I am writing to request [your approval/funding/both?] to attend the Tennessee Association of School Librarians (TASL) Conference in Murfreesboro, TN on September 9-11, 2018. TASL is the only state organization specifically established to meet the needs of school librarians, and this opportunity is one of the few events in our state with professional development that is designed primarily for school librarians. The focus of this year’s conference is “The Future is Now,” and the sessions will impart ideas and practices that we can adopt in our school library to ensure that our students are prepared with all the skills that they need to succeed in the future.

In this era of high-stakes education, research has shown that strong library programs can significantly impact student achievement. Attendees will be immersed in professional development sessions, valuable networking activities, and discussions with award-winning authors all designed to help librarians build and strengthen the school library program.

I have no doubt that attending TASL will be invaluable to my role in improving student achievement and supporting learning in our school. Thank you for considering this wonderful opportunity for me and for our <school, school district, university, etc.>!

For more information on the conference and TASL, visit [www.tasltn.org](http://www.tasltn.org/).

Sincerely,

<your name typed here>

\*\*A detailed cost breakdown is included on the next page.

**Cost Breakdown of TASL Conference:**

Registration Fee\* \_\_\_\_\_\_\_\_\_\_

Preconference Sessions \_\_\_\_\_\_\_\_\_\_

VSBA Banquet \_\_\_\_\_\_\_\_\_\_

Hotel \_\_\_\_\_\_\_\_\_\_

Meals \_\_\_\_\_\_\_\_\_\_

Mileage \_\_\_\_\_\_\_\_\_\_ (\_\_\_\_miles x \_\_\_ per mile)

**Total**: \_\_\_\_\_\_\_\_\_\_

**Conference Features:**

**Preconference Sessions**

Former AASL Best Websites Chair Heather Moorefield-Lang will share favorite sites and online tools that have been honored by AASL over the past decade, and then lead participants through exploring the tools and deciding how best to implement them with students and teachers.

**Award Winning Authors**

TASL’s annual conference has a prestigious line up of award-winning authors that appeal to all ages. Interacting with authors allows school librarians to bring back ideas for including books in the curriculum and/or encouraging books for independent reading based on students’ interests.

**Breakout Sessions and Keynote Speakers**

TASL will have more than sixty breakout sessions and several keynote presentations on timely topics from prominent experts in our field. These sessions will provide realistic, practical strategies that librarians will be able to bring back and implement in their schools immediately.

**Vendor Booths**

The exhibit hall will be filled with vendors showcasing the latest resources and technology available to schools and librarians. Attendees can take advantage of conference discounts and save valuable time previewing materials.

\*Early bird registration fee expires on **July 15, 2018**