



Template for Requesting Employer Support to Participate in the ASA Rise Program



American
Society
on Aging



Successful requests for employer support to participate in leadership development programs like ASA Rise tend to have three things in common:

1. The writer demonstrates that they have already participated in an ASA educational program (e.g., a webinar, forum or conference, and found it useful because it offers something *different* than what's currently available within their organizations;
2. There is a clear explanation of how the program fits in with existing organizational priorities and mission; and
3. There's an explicit willingness to share what the participant has learned afterward.

Here is a funding request template for use in such a request:

[insert opening pleasantry]

I recently participated in a webinar [or other educational program] offered by the [American Society on Aging](#). I found the workshop to be extraordinarily helpful as a professional development training opportunity because it [insert a concrete benefit that is not currently offered at your agency/organization].

I think I would benefit greatly from participating in the [ASA Rise](#) program. It is a 20-week intensive training and mentorship program for BIPOC-identified professionals within the field of aging that covers fundamental principles of advocacy, social justice and leadership development. I would like to use this program to [insert goal that is consistent with—and in the language of—your institution's priorities/mission/goals].

I think participating in this intensive leadership development program will increase my [insert valued outcome] and propel my career forward more effectively than if I were to figure these things out on my own. You can review additional information about the program by visiting the program's website: www.asaging.org/asa-rise.

The program runs from January–June 2022 with a 3–4 hour per week time commitment. Tuition for the program is \$1,000, and fellows are required to attend ASA's national On Aging Conference in New Orleans, April 11–14, 2022. Fellows receive a complimentary ASA membership for one year and conference registration.

I am wondering if [the department/your office/etc.] would be willing to support the cost of my participation in the program to include both the \$1,000 program tuition and conference travel expenses (estimated to be \$1,500–\$2,000) as part of our commitment to [insert appropriate value that is explicitly stated in the organization's mission]. If I can participate, after the program I plan to share what I have learned and create a similar community of support for diverse staff here at [agency's/organization's name].

Thank you for your consideration. I look forward to hearing from you.