



## Template for Requesting Employer Support to Participate in the ASA RISE Program

Successful requests for employer support to join leadership development programs like ASA RISE typically include three key elements:

1. **Demonstrated engagement** with ASA programming (e.g., a webinar, forum, or conference) that provided value beyond what's currently available at your organization.
2. **A clear connection** between the program and your organization's mission, strategic goals, or professional development priorities.
3. **A stated commitment** to sharing what you've learned with colleagues afterward.

Below is a customizable template you can use when making your request:

[Insert opening greeting]

I recently participated in a [webinar/workshop/forum] offered by the [American Society on Aging](#) (ASA), and I found it to be an exceptionally valuable professional development opportunity. It offered [insert specific benefit]—something not currently available through our internal training programs.

Building on that experience, I would like to apply for the [ASA RISE program](#), a 24-week intensive training and mentorship initiative for professionals of color in the aging field. The program focuses on leadership development, advocacy, and social justice. I believe ASA RISE would help me [insert specific goal aligned with your organization's mission or priorities].

Participating in this program would enhance my [insert specific skill or outcome, e.g., leadership capacity, policy knowledge, network of peers] and support my long-term professional growth in ways I would be unlikely to achieve through self-guided learning alone. More details about the program can be found here: <http://www.asaging.org/asa-rise>.

The program runs from **January to June 2027** and requires a time commitment of approximately **6-8 hours per week**. Tuition is **\$1,000**, and participation includes attending ASA's [On Aging Conference in San Diego, March 29-April 1, 2027](#) (complimentary conference registration is included). Travel expenses are estimated between **\$2,000-\$3,000**. Participants also receive a complimentary one-year ASA membership.

I'm writing to ask whether [department/office name] would consider supporting my

participation in ASA RISE by covering the tuition and associated travel expenses as part of our commitment to [insert specific value from your organization's mission, e.g., professional development, DEI, leadership cultivation].

If selected, I intend to share what I've learned with colleagues and contribute to building a supportive, inclusive professional community here at [organization name].

Thank you for considering this request. I would be happy to discuss it further and provide additional information.

Sincerely,  
[Your Name]