

# Sample Letter/Memo

Re: Request to [Accept/Apply for] NAFSA Volunteer Leadership Position

Hello [Your Manager's Name],

I am requesting approval to [accept/apply for] a volunteer leadership position with NAFSA: Association of International Educators. Hundreds of NAFSA members volunteer their time each year to help create and disseminate knowledge, influence public policy, and maintain a strong organization. Serving in a leadership role with NAFSA allows me to greatly contribute to the field of international education and offers an opportunity for me to expand my personal and professional growth.

**Three reasons why I would like to [accept/apply] include:**

- Learning new ways to apply and use my international education expertise.
- Enhancing professional skills in management, leadership, advocacy, policy, training, coaching, mentoring, strategy, my professional interests, and many other areas.
- Expanding networks and the visibility of [organization]

I will also be able to improve our efficiency as a team. My position as a NAFSA Leader will also allow me to share the latest trends and practices in the international education field.

**Overview of Opportunity**

I would be serving as [position title]. [Insert brief description of the position based on the NAFSA website and include webinar link]. This position is a [short-term/episodic/annual/two-year/three-year] commitment that would require me to attend the following NAFSA events: [1) \_\_ 2) \_\_ 3) \_\_ 4) \_\_], which is approximately [number of hours] per month.

**Costs**

Volunteering as a NAFSA leader is an efficient way to maximize our investment. I am estimating a total participation cost of \$\_\_\_\_\_ (See example breakdown below. Adjust as needed).

Category	Estimated Cost
Membership	\$ 459
NAFSA Annual Conference & Expo (w/membership)	\$ 739
	\$
	\$
	\$
TOTAL	\$

Thank you for considering my request, and I look forward to your reply.