

Reasons to Join ACCED-I

Sample letter to supervisor:

Dear *(insert name)*,

I would like to join the Association of Collegiate Conference and Events Directors – International (ACCED-I) for the upcoming year. ACCED-I is a professional development and networking organization for people who work in higher education that plan and oversee the meetings, events, camps, or conferences on their campus. The organization is in its 43rd year of working to increase the visibility and enhance the stature of the collegiate conference and events profession and currently has over 350 institutions involved.

A lot of our peers on campus do not understand what our job truly is, how important it is, and how much potential there is to bring additional revenue and recognition to the university. ACCED-I brings conference and events professionals together so they can collaborate and learn best practices from one another which helps them grow professionally and make a larger impact on their campus. ACCED-I members have access to critical information, continuous educational opportunities, and the ability to network and share ideas with their colleagues.

[Here](#) is the full list of benefits of ACCED-I and during my membership in ACCED-I, I will have opportunities to attend and participate in the following educational opportunities to continue my professional development: *(list events and resources you are interested in utilizing during your membership)*. These educational offerings will help me advance my career by providing an opportunity to hear from professionals and my peers to learn best practices in the collegiate events industry. *(List any events/projects these resources will help you complete)*

I will also have opportunities to volunteer with ACCED-I which can help me to improve my skills as an employee, manager, and event professional. Volunteering within this community will provide me with valuable experience in leadership, communication, critical thinking, problem-solving, and teamwork.

ACCED-I annually recognizes its members via awards. These awards help to drive innovation among the membership and inspire professionals to try new things and ways to improve existing processes.

I would like to request the opportunity for funding for an *(insert membership type e.g., individual or institutional)* membership in the amount of *(insert cost)* to continue to grow professionally and help our department and institution succeed in the challenging year ahead.

If there is one thing that all of us in the collegiate events industry have in common, it is the ability to adapt to change. Changes at our institution, changes in responsibility, changes in policies, changes in staffing. Our institution experiences the same changes, with even more on the horizon. Regardless of what challenges I am faced with *(insert events/projects e.g., events, summer conferences, university meetings)*, I know that I can count on other collegiate conference and events colleagues for answers to questions, advice for challenging situations, professional education sessions, or even to be a cheerleader when work (or personal) life gets a little rough. I love learning and aspire to be a leader at *(insert institution name)*. I want to support this university and help it grow and evolve. It is my belief that my membership and involvement in ACCED-I will help me do just that.

(Insert closing regards and signature line)