**GOVERNING BOARD Lynn Braun, M.A., P.C.C.-S.**

President 2024 - 2026

SUNY Oswego 419-783-2548

lynn.braun@oswego.edu

**Marcus Hotaling, Ph.D.** Past-President, 2024 - 2025 Union College

518-388-6383

hotaling@union.edu

**From:** [Your Name, Title]

**To:** [Appropriate Recipient]

+1-317-635-4755

office@aucccd.org

938 E. Georgia Street, Ste. 100

Indianapolis. IN 46202

Date

**Gary Glass, Ph.D.**

Secretary, 2024 - 2026

Oxford College of Emory University 770-784-8394

gglass@emory.edu

**Cindy Bruns, Ph.D.**

Survey Coordinator, 2023 - 2026 Central Washington University 509-963-1638

cindy.bruns@cwu.edu

**Serena Butler-Johnson, Psy.D.** Board Member, 2022 - 2025 University of the District of Columbia 202-274-6000

sbutlerjohnson@udc.edu

**Calvin Chin, Ph.D.**

Board Member, 2022 - 2025 Princeton University

609-258-3141

cc23@princeton.edu

**Chetan Joshi, Ph.D.**

Board Member, 2023 - 2026 University of Maryland, College Park 301-314-7651

cajoshi@umd.edu

**Andrea Lawson, LCSW**

Board Member, 2024 - 2027

California Polytechnic State University 805-756-2511

alawso07@calpoly.edu

**Teresa Michaelson-Chmelir, PhD, LMHC**

Board Member, 2024 - 2027

Embry-Riddle Aeronautical University 386-226-6905

michaet8@erau.edu

**Richard Shadick, Ph.D.** Board Member, 2024 - 2025 Pace University

212-346-1526

rshadick@pace.edu

**Scott Strader, Ph.D.**

Board Member, 2023 - 2026 University of South Florida 813-974-2831

scottstrader@usf.edu

**Eric Wood, Ph.D., LPC** Board Member, 2023 - 2026 Texas Christian University 817-257-7863

e.c.wood@tcu.edu

**Thomas "TJ" Coté, MBA, CAE**

Executive Director AUCCCD

tcote@aucccd.org

**Re:** Request to Attend the [20XX] AUCCCD Annual Conference

Dear [Recipient’s Name],

I am writing to request approval to attend the [20XX] Association for University and College Counseling Center Directors (AUCCCD) Annual Conference, scheduled for [Dates] in [City, State].

As the primary mental health leader on our campus, this conference offers a unique and valuable opportunity to further develop the knowledge, skills, and connections essential to my role. The AUCCCD Annual Conference is the premier professional development event for counseling center directors in higher education, with over 100 sessions covering critical topics including:

Inclusive and equitable mental health practices Clinical care, prevention, training, and supervision Organizational structure and leadership strategies Ethics, law, assessment, and outcome measurement Innovative models in campus mental health

Attending the conference will allow me to:

1. Participate in educational sessions directly applicable to my leadership and clinical responsibilities.
2. Network and collaborate with national and international colleagues and experts in the field.
3. Earn continuing education credits required for my professional licensure.

Early registration also provides cost-saving benefits through discounted rates on lodging and travel.

Campus mental health is a highly specialized field situated at the intersection of student development, healthcare, and higher education. AUCCCD provides a rare and important space for professionals like myself to share best practices, explore emerging challenges, and return to campus with actionable insights.

Attending this conference is not only a wise professional investment but also aligns with our institution’s mission to support student well-being, retention, and success. I’m confident that my participation will bring lasting value to our campus community.

Thank you for considering this request. I’d be happy to discuss any additional details or budget considerations.

Sincerely,

[Your Name] [Your Title] [Your Email]