



How to Write a Letter Requesting Sponsorship for Conference Attendance About the Process (General description)

1. For the last several years, tradeswomen have been encouraged to send a letter requesting sponsorship to not only their local but to their Regional, Apprenticeship, Local and State Building Trades Councils, State and Local Labor Councils and employers as well. This method has not only increased the number of women who receive assistance from more than just their local, but it has also aided with promoting the conference, given it is correspondence read at hundreds of meetings. **(Please refer to “2017 WBN Example Letter for Union Sponsorship” and “2017 WBN Example Letter for Other Sponsorship.”)**
2. Find out how to ask the local for financial support. Ask the Business Manager or President or other Executive Board member for help in advance. Getting someone well placed to support the request is always a best practice.
3. The Executive Board usually reviews the requests for expenditures. (A few unions have a finance the committee, for instance).
4. Find out when the Executive Board meets and write your letter with a request to appear before the board. Your appearance and letter will become part of the minutes.
5. If the Executive Board agrees to recommend the expenditure, it usually needs to be approved by the membership at the next meeting. It helps if you bring supporters to the meeting. If the recommendation is not enough money, ask to amend the proposal from the floor. If the Executive Committee denies your request altogether, you can and should bring you it to the floor of the union meeting just the same. (Please refer to "How to Make a Motion from the Floor.")

About the Text of the Letter

1. Personalize but be sure to include a copy of the conference brochure and include the website information with the message. After June 15, you can go to Chicago Women In Trades website, www.chicagowomenintrades2.org to access the conference brochure and other resources about the conference.
2. If there are no sisters on the E-Board, you should change the opening to “Members” or “Brothers.”
3. You may want to have a group of supporters including other women sign the request with you, but you may also ask as an individual to send a team.
4. Decide on your "ask." It will vary depending on so many things: how many women are in the local and how many are active, do you need lodging and transportation, how much support did other conferences or activities receive in the last year, etc. Decide according to your situation. Do not hesitate in asking for the maximum amount needed.
5. Men attend and support the conference every year and are always welcome.