



To: Jim Carnal
Date: April 2017

[NACAC's 2017 National Conference](#) is an opportunity for the LCHS counselors to fine-tune our skills, learn new techniques, network with peers, and learn about issues affecting the profession and the students and families we serve. By attending, we will learn new ways to enhance student interactions, learn which social, political or other issues or trends are affecting the field of college admission counseling, learn how to develop approaches to various audiences, and find out how our institution can benefit from using technology in various settings. With more than 110 educational sessions, we will learn about best practices, success stories, tools, and practical solutions.

At NACAC 2017 on September 13th -16th (travel on Sept 12th so we can participate in the first day of the conference), we plan to achieve the following five objectives:

- Objective 1: Attend a college tour of Boston area colleges.
- Objective 2: Divide ourselves amongst sessions to maximize on workshop attendance.
- Objective 3: Gain insight as to best practices nationwide.
- Objective 4: Gather relevant materials to bring back and share with stakeholders.
- Objective 5: Network with other attendees, exhibitors and college reps.

Budget Estimates

- NACAC Institutional Membership: 1 person (we suggest Jim or a designee): **\$185**. The institutional membership registers the school with NACAC and includes membership for one individual. In order for the counselors to become members under LCHS, an [Institutional Membership](#) is needed and should be renewed annually.
- Conference Registration (member rate): **\$285 per person**. 7 Counselors x \$285= \$1995. Early registration ends July 18, 2017. Regular registration is through August 15, 2017 and is **\$320 per member**.
- Hotel: Rate per night \$285 X 4 Nights = **\$1140 per room**. If all seven are approved we may be able to save money by looking into *Air BnB for Businesses*. At this late date lodging cost will be dependent upon what is still available.
- Travel : Estimated airfare: **\$400** per person; shuttle to/from airport estimated at **\$30** per person. Airport parking estimated at **\$100** per car.
- Meals: Not to exceed district approved daily allowance (??). We can probably find a lot of FREE hosted events to save moolah.
- **Estimated total cost for one person: Roughly \$2000**. Additional attendees if sharing 3 rooms would be less per person, about \$1300 each additional individual, give or take. Costs change as lodging necessary adjusts, cost of airfare increases/decreases, etc.

We look forward to learning about successful methods and best practices from leaders in the profession and then sharing and applying those methods with our colleagues when we return and hope that there is funding for this valuable conference.

Sincerely,

The LCHS Counseling Team