



March 30, 2016

TO: State Work Study Administrators

FROM: Marlena Rae Robbins, Program Associate

SUBJECT: Training Opportunity – WSASEA 2016 Spring Conference

The Washington Student Achievement Council (WSAC) will sponsor new State Work Study (SWS) Administrators' first-time attendance at the upcoming Washington State Association of Student Employment Administrators (WSASEA) spring conference, **a value of \$240!** The meeting takes place on **May 2nd through May 4th** at Rainbow Lodge in North Bend.

New Student Employment Administrators are eligible to take advantage of this offer if the following criteria are met:

- Assumed primary responsibility for State Work Study program administration at your institution within the past 12 months, and
- Have not previously attended a WSASEA conference under this sponsorship offer.

WSASEA was founded to support people working in student employment. The spring conference is a unique opportunity to hear relevant updates and be exposed to experts in the field. The conference provides an interactive learning opportunity around best practices in student employment from peers. And, we hope on the strength of what you can report back to your institution about the value of attending this meeting, that your institution will make this annual opportunity and WSASEA membership a routine part of its future support of you as their student employment administrator.

WSAC's offer consists of paying the conference fee of \$240 which includes all conference sessions, meals and lodging, as well as one year's membership in WSASEA for 2016-17. The time away from work and travel to North Bend would need to be covered by the institution or by the individual.

Once you have shared this memo with your director and decided together that you can attend, please complete that attached registration form and return via scan and email (marlenar@wsac.wa.gov) or fax (1-855-480-8718) **no later than April 15, 2016.**

WSAC will handle the details of forwarding your registration to WSASEA and paying the required fees. Conference information, including registration confirmation, will be sent to you directly by WSASEA.

We are happy to offer you this opportunity – and hope it will form a springboard to another phase in your development as a student employment professional.