Dear **<Insert Name>**:

I would like to participate in the Inclusion, Access, Equity and Diversity (IAED) Mentorship Program, sponsored by the Association for Career and Technical Education® (ACTE). This yearlong program will include professional development opportunities that will help me cultivate innovation and creativity at **<school district or institution>** by creating a more diverse and inclusive work environment. This program is designed for all CTE professionals — teachers, administrators, and counselors and career development professionals — and includes enrichment and networking activities for both mentors and mentees.

As a mentor, I will have the opportunity to:

* Engage mentees on the wide array of IAED issues
* Learn how to recognize promising talent of those who don’t fit the dominant social profile
* Become a more empathetic and emotionally intelligent leader
* Deepen my understanding of the challenges in diverse groups
* Cultivate my active listening, decision making and problem solving skills

As a mentee, I will have the opportunity to engage in the following mentor-mentee activities:

* Development of strategies for quality CTE programs and cultural awareness
* Article and book review discussions
* Development of mentee goals specific to IAED, leadership and professional growth
* Discussion and review of Perkins V and the sections that address IAED
* Development of IAED statements or documents to serve as guidance for schools and institutions
* Participation at the program’s culminating IAED activities and reception at ACTE’s CareerTech VISION, where mentors/mentees meet to celebrate and reflect on the program experience

I am asking for your support to dedicate approximately 4 hours per month to prepare and participate in monthly meetings for the one-year IAED Mentorship Program and for the Virtual VISION registration fee to participate in the year-end IAED Mentorship Program activities.

Here is the summary of Virtual VISION registration fees:

* Virtual VISION Conference Fee: **<By Oct. 23, the rate is $250 member/$350 non-member; After Oct. 23, the rate is $300 member/$400 non-member>**
* Virtual VISION Workshop (of applicable): **<$100 and specify pre-conference workshop>**
* **Total: <Insert total>**

ACTE’s IAED Mentorship Program presents an opportunity for me to **gain important insights into IAED issues that will directly impact CTE and the CTE profession,** while cultivating a broader base of professional contacts and key resources. My participation in this program will be a professional investment, which will support strategies for ensuring our programs are reflective of a comprehensive culture of inclusion and diversity.

Thank you for your consideration, and I look forward to your reply.

Sincerely

**<Insert Name>**