



How To Use This Guide

Intentions

Over the years, AIAS chapters have done amazing work to advocate and get support for their chapters. This involved connecting with other clubs in their university, faculty and administration, and external organizations and businesses. Some of the work included creating and submitting requests and proposals to different entities. In effort to share the knowledge, the following templates are crowdsourced from chapters all over the AIAS community. This is a living document that will be updated as contributions get submitted.

Navigation

This guide is divided into three sections:

- For Conferences
- For Events
- For Miscellaneous

The examples come from templates AIAS chapters have made over the years. The examples of requests, support, and proposals range from financial support to asking for someone's time to requesting space for a meeting or event. Please be mindful to swap out the red highlighted text with information relevant to your chapter.

Questions/Suggestions

If you and your chapter would like to contribute please email Nicole Bass at vicepresident@aias.org.

For any questions, ideas, or clarifications, please reach out to your Quad/Regional Director and National Officers



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1

Asking Your University

For Conferences

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For Miscellaneous



EXAMPLE 1: ASKING YOUR UNIVERSITY FOR CONFERENCE SUPPORT

SUBJECT LINE: Missing Class for a Conference

Good morning Professor XXX,

I hope this email finds you well! I know we talked about it briefly, but I will be in LOCATION for the AIAS Conference from DATES, which means I won't be able to attend class on DATE. Is there anything I should keep in mind for class on following class date? While at the AIAS Conference, we should be able to get work done on DAYS OF CONFERENCE as well as before we leave.

Thank you so much,
YOUR NAME



EXAMPLE 2: ASKING YOUR UNIVERSITY FOR CONFERENCE SUPPORT

RE: Funding for AIAS Grassroots Conference

Good morning Chair XXX,

I hope this email finds you well and you've had a good weekend! I spoke with PERSON on DATE regarding the upcoming AIAS Grassroots Conference, and they suggested I reach out to you for a more concrete discussion about the money available in the Alumni fund and the budget for the conference.

The AIAS National Office has recently announced that our winter FORUM conference will take place virtually this year and urged students to take advantage of Grassroots this summer, as it will be the one definite in-person national conference.

With that being said, we have # students that are interested in attending Grassroots in July. # of the students are members of the newly elected AIAS School Name Executive Board, and # are students interested in becoming more involved. All the students are paid national members of the AIAS, which lowers the cost of attendance. There's a little less than # weeks left to secure the early-bird pricing, before the registration pricing increases.

We created a tentative budget for the 2022-23 school year if we were to attend in-person Grassroots, an online FORUM, and an in-person quad conference. I have attached that projected budget as well as a budget for the # students to attend Grassroots. We plan to use # rooms for our # students, as the hotel is discounted but still more expensive than our last conference.

Is this something that is feasible given the budget? I'm more than happy to discuss the budget and conference further if you have any questions or concerns! Here is the link to the conference website for more information: WEBSITE LINK

Thank you so much for your continued support,
YOUR NAME



EXAMPLE 3: ASKING YOUR UNIVERSITY FOR CONFERENCE SUPPORT

RE: Alumni Association funding for conference request

Date: DATE

To: Alumni Group

From: AIAS SCHOOL NAME

Subject: Request for support to attend AIAS National Grassroots Leadership Conference Summer YEAR

Conference Dates: DATES

Conference Location: Washington, D.C.

Conference Theme: COPY AND PASTE FROM AIAS CONFERENCE PAGE

Attendance Purpose: As active members of the AIAS SCHOOL NAME Chapter, AIAS' conference has been a staple of the architecture education experience at SCHOOL NAME. Like many AIAS in-person conferences, the programming and events offer great exposure to alternative designs, insight on what is happening in AIAS on a national level, and the latest works in the profession and schools. On top of the amazing lectures and keynote speakers every day, the networking with other architecture students across AIAS' international membership motivates and inspires attendees to take leadership at SCHOOL NAME and in architecture organizations like AIAS and NOMAS. The conference is also a perfect opportunity to explore and learn about the architecture of DC through walking tours and firm visits.

Contributions: To ensure we get the most of the conference, we'd like to share what we learned with the Alumni community through social media posts and videos. Additionally we would like to present to the Alumni Board our experiences and takeaways from the conference.

Request Support: We are requesting the following support in order to attend and participate in the AIAS Grassroots Conference.

- Full Registration for XX student

Costs:

- Cost of Registration
 1. Registration Cost:
 - a. Early Bird Deadline) is \$XX for per member rate
 - i. 1 In-person x # AIAS Member Student = \$XX
 2. Total Costs: \$XX

List of Students:

- NAME - YEAR - POSITION
- NAME - YEAR - POSITION

Conference Links:

- Conference Page: INCLUDE LINK
- Lodging: INCLUDE LINK



EXAMPLE 4: ASKING YOUR UNIVERSITY FOR CONFERENCE SUPPORT

RE: School funding for conference request

Date: Month, Day, Year

To: PERSONS NAME

Director of Finance and Administration

SCHOOL NAME

From: YOUR NAME, AIAS POSITION

Subject: Request for support to attend QUAD CONFERENCE NAME

Conference Dates: Month, Day - Month, Day

Conference Theme: COPY AND PASTE FROM AIAS CONFERENCE PAGE

Attendance Purpose: As active members of the AIAS SCHOOL NAME chapter, AIAS' conference has been a staple of the architecture education experience at SCHOOL NAME. Like many AIAS in-person conferences, the programming and events offer great exposure to alternative designs, insight on what is happening in AIAS on a national level, and the latest works in the profession and schools. On top of the amazing lectures and keynote speakers everyday, the networking with other architecture students across AIAS' international membership motives and inspires attendees to take leadership at YOUR SCHOOL NAME and in architecture organizations like AIAS and NOMAS. The conference is also a perfect opportunity to explore and learn about the architecture of CONFERENCE LOCATION through walking tours and firm visits. Additionally the topic of this conference's theme and seminars pair well with 5th year's independent advanced studio projects. To ensure we get the most of the conference, we'd like to share what we learned with the SCHOOL NAME community through social media posts and a presentation of the highlights of the conference. Overall, we hope SCHOOL NAME once again supports students like us to learn outside the classroom by going to conferences like CONFERENCE NAME Quad Conference.

Request Support: We are requesting the following support in order to attend and participate in the AIAS Quad Conference.

- Full Registration Costs for XX Student
- Full Accommodations and Lodging for XX student for XX nights

Costs:

- Cost of Registration
- Cost of Accommodation

1. Registration Cost:

- a. \$XX for 1 In-person 1 AIAS Member Student x XX students = \$XX
- b. \$XX for In-person 1 Non-AIAS Member Student x 1 student = \$XX
- c. \$XX for Virtual 1 Non-AIAS Member x 1 student = \$XX
- d. Total: \$XX

2. Lodging/Hotel: Hotel Indigo Room rate per night:

- a. ~\$XX one room with fees + tax x XX nights = ~\$XX
- b. \$XX x XX rooms (~4 students per room) = \$XX

3. Total Conference Costs: ~ \$XX

List of Students:

- NAME - YEAR - POSITION
- NAME - YEAR - POSITION

Conference Links:

- Conference Page: INCLUDE LINK
- Lodging: INCLUDE LINK
- Travel: TBD. (Ex. plane and train tickets, car expenses, etc)



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Asking Your Employer/Internship

For Conferences
For Events
For Miscellaneous



EXAMPLE 1: ASKING YOUR EMPLOYER FOR TIME OFF FOR CONFERENCE

SUBJECT LINE: Time Off Request for AIAS Conference

Hello XXX,

The American Institute of Architecture Students (AIAS) is hosting their Grassroots leadership development conference in Washington D.C. from DATE RANGE. This is the largest gathering of AIAS members throughout the year where we can learn from each other, architects, and the AIAS National Office. During the conference we will learn about how to improve our leadership, communication, and architecture-related skills. As a highly involved member of the AIAS Chapter at SCHOOL NAME, it would greatly benefit the Chapter and the students if I were to be able to bring back these lessons with me. In order to attend the Grassroots conference, I would need DATE RANGE off of work. Please let me know if this is possible and feel free to reach out if you have any further questions. I appreciate your continued support of my academic path and my involvement in AIAS!

Thank you,
FIRST NAME



EXAMPLE 2: ASKING YOUR EMPLOYER FOR EVENT SUPPORT

SUBJECT LINE: AIAS CHAPTER x EMPLOYER EVENT COLLABORATION

Hello NAME,

As you know, I am heavily involved in the AIAS Chapter at SCHOOL, and was curious to see if you or anyone at COMPANY/FIRM would be interested in collaborating with our Chapter this year. We enjoy being able to work with firms to help our members better understand what the field of architecture has to offer. With that being said, the values and types of projects you work on are of great interest to students. There are a variety of ways to get involved with students, and far more than we list here! If any of these events are something you would be interested, please let me know!

Events:

- Firm crawls
- Project site tours (built and unbuilt)
- Coffee with an Architect
- Portfolio reviews
- Mock interviews
- Project presentations/discussions
- Path to licensure
- Sketching tours/workshops

We would greatly appreciate any support you are able to give to our AIAS Chapter and look forward to hearing back from you.

Thank you,



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Asking External Organizations and Businesses

For Conferences

For Events

For Miscellaneous



EXAMPLE 1: ASKING EXTERNAL ORGS/BUSINESSES FOR CONFERENCE SUPPORT

SUBJECT LINE: Conference Travel Sponsors

Good morning **PERSON NAME**!

I hope this email finds you well and you've enjoyed your weekend!

I wanted to send a message to inquire about the upcoming AIAS Grassroots conference! AIAS has recently announced that our winter FORUM conference will take place virtually this year and urged students to take advantage of Grassroots this summer, as it will be the one definite in-person national conference.

With that being said, we plan on sending 12 students to the conference, and we wanted to reach out to ask if it would be possible for the AIA **COMPONENT NAME** to sponsor the travel of our students? We plan on taking Amtrak down to DC, which comes out to **\$X** per student, for a total of **\$XXX**. We ask for this support in the hopes that we can make the conference as accessible as possible for our students. We are meeting with the attending students today to purchase our tickets at the least expensive prices, so we figure any support would have to be through reimbursement.

AIAS **SCHOOL NAME** is thankful for all the support you've provided to our chapter over the years!

Thanks so much,
YOUR NAME



EXAMPLE 2: ASKING EXTERNAL ORGS/BUSINESSES FOR CONFERENCE SUPPORT

Date: DATE

To: AIA Component Name

From: YOUR NAME, AIAS - AIAS POSITION

Subject: Request for support to attend QUAD NAME Quad Conference

Conference Dates: DATE

Conference Theme: COPY AND PASTE FROM AIAS CONFERENCE PAGE

Request Support: We are requesting the following support in order to attend and participate in the AIAS Quad Conference.

- Full Registration Costs for XX
- Full Travel Costs for XX
- Full Accommodations and Lodging for XX student for XX nights

Costs:

- Cost of Registration
- Cost of Airfare
- Costs of Cabs
- Cost of Accommodation

1. Registration Cost:
 - a. \$XX for 1 In-person 1 AIAS Member Student
2. Travel, Airfare from NYC to Detroit (roundtrip) Airfare:
 - a. ~\$XX roundtrip with taxes and fees
3. Travel, Cab Rides to and from NYC and Atlanta airport:
 - a. ~ \$XX per cab ride x XX cab rides = \$XX
4. Lodging/Hotel: Hotel Indigo Room rate per night:
 - a. ~\$XX one room with fees + tax x XX nights = ~\$XX
5. Total Conference Costs: ~ \$XX

Travel Cost Links:

- Conference Page: INCLUDE LINK
- Lodging: NCLUDE LINK
- Travel: TBD. (Ex. plane and train tickets, car expenses, etc)



EXAMPLE 3: ASKING EXTERNAL ORGS/BUSINESSES FOR CONFERENCE SUPPORT

RE: Firm Sponsorship for Conferences

AIAS YOUR SCHOOL Chapter
STREET
CITY, STATE, ZIP

DATE

FIRM NAME
FIRM STREET
FIRM CITY, STATE, ZIP

Dear M. FIRM CONTACT,

My name is YOUR NAME and I am the President of the YOUR SCHOOL Chapter of the American Institute of Architecture Students (AIAS). The AIAS is an independent, nonprofit, student-run organization dedicated to providing programs, information, and resources on issues critical to architectural education.

We are currently preparing for one of the biggest AIAS events of the year, CONFERENCE NAME, CONFERENCE LOCATION. Not only does this event offer opportunities to learn about important issues facing architecture today, but also lets us meet and mingle with fellow students, educators, leaders and professionals.

Our goal this year is to send at least X students to the conference, yet the costs for each student attending can be up to \$COST for registration, lodging and transportation of the X-day event. We hope, with the help from firms like yours, we can help subsidize the expense to AIAS members going to the conference. We are asking you to help us by sponsoring an AIAS member's registration (\$COST+EXPENSES/sponsorship) to the CONFERENCE NAME, CONFERENCE LOCATION. With your sponsorship, not only will you be providing a great opportunity to help support a student who is passionate about advancing leadership, design and service, but we will also be providing advertisements on our social media platforms of your firm.

If you are interested in sponsoring a member please contact FIRST LAST, our Fundraising Chair, at (555) 555-5555 or email@__.com. The American Institute of Architecture Students is a 501-C(3) non profit organization.

Your time, consideration and support mean so much to our chapter.

Sincerely,
YOUR NAME
President, AIAS YOUR SCHOOL Chapter
E: email@__.com
T: (555) 555-5555



EXAMPLE 4: ASKING EXTERNAL ORGS/BUSINESSES FOR CONFERENCE SUPPORT

RE: Firm Sponsorship for Grassroots Conference

AIAS YOUR SCHOOL Chapter
STREET
CITY, STATE, ZIP

DATE

FIRM NAME
FIRM STREET
FIRM CITY, STATE, ZIP

Dear M. FIRM CONTACT,

My name is YOUR NAME and I am the President of the YOUR SCHOOL Chapter of the American Institute of Architecture Students (AIAS). The AIAS is an independent, nonprofit, student-run organization dedicated to providing programs, information, and resources on issues critical to architectural education.

We are preparing for one of the most important AIAS events of the year, Grassroots 2022, in Washington, DC. This event is the first one of its kind since 2019 and offers opportunities to learn about important issues facing architecture today. Additionally, while in Washington, DC, we will get the chance to visit local firms, incredible architecture, and the AIA Headquarters.

Our goal this year is to send at least XX students to the conference, with sponsorship focusing on registration and accommodation for the 3-day event. In addition, X out of X of these students are a part of the incoming AIAS YOUR NAME Chapter board. Therefore, as we transition into these important roles, it would benefit us to learn more about AIAS nationally and meet students from various chapters. We hope that, with help from firms like yours, we can help subsidize the expense to AIAS members going to the conference. Attached on the following page is a breakdown of the cost/sponsorship for the AIAS YOUR NAME Chapter to attend Grassroots 2022 in Washington, DC. With your sponsorship, you will provide an excellent opportunity to help support students passionate about advancing leadership, design, and service, and we will also be providing advertisements on our social media platforms for your firm.

If you are interested in sponsoring a member please contact FIRST LAST, our Fundraising Chair, at (555) 555-5555 or email@__.com. The American Institute of Architecture Students is a 501-C(3) non profit organization.

Your time, consideration, and support mean so much to our chapter.

Sincerely,
YOUR NAME
President, AIAS YOUR SCHOOL Chapter
E: email@__.com
T: (555) 555-5555



EXAMPLE 4B: ASKING EXTERNAL ORGS/BUSINESSES FOR CONFERENCE SUPPORT

Name	Position	Year	School Email	Personal Email	Phone #	School ID	AIAS Member?

	Registration	Airbnb Option	Hotel Option	Transportation	
Cost per person	\$100 members rate	\$100 a night	\$150 a night	\$200 per round trip flight	
Total with Airbnb	\$100 x 10 people = \$1,000	\$100 x 3 nights = \$300		\$200 x 10 people = \$2,000	\$3,300
Total with Hotel Option	\$100 x 10 people = \$1,000		\$100 x 3 nights = \$450	\$200 x 10 people = \$2,000	\$3,450



EXAMPLE 5: ASKING EXTERNAL ORGS/BUSINESSES FOR CONFERENCE SUPPORT

RE: AIA Component Sponsorship for Conferences

AIAS YOUR SCHOOL Chapter
STREET
CITY, STATE, ZIP

DATE

FIRM NAME
FIRM STREET
FIRM CITY, STATE, ZIP

Dear M. FIRM CONTACT,

AIAS FORUM, the largest annual architecture and design conference that the AIAS puts on, offers students the opportunity to learn about issues facing architectural education and the profession, to meet and network with other students and professionals with common interests, and to interact with today's leading architects. In addition to the keynote presentations, FORUM includes tours, daily seminars, and workshops that enable attendees to discuss relevant and current architectural and design issues.

Traditionally, the AIAS FORUM conference takes place in a different city every year (previous locations were in Toronto and Seattle), but for the safety of the members, the conference will be held virtually this year. The virtual modality, however, does allow the conference to be more accessible and affordable than ever.

DONATION + REIMBURSEMENT

YOUR CHAPTER AIAS wants to ensure that all sponsor donations are used effectively and as intended. In order for conference attendees to receive reimbursement from our chapter, they must: be a member of our AIAS chapter + verify that they attended the entirety of the conference.

In the event that we do not acquire the number of attendees that you donated toward, we would like to suggest the following options for donation/reimbursement/return of funds:

- 1) Donation could be made up front, then our chapter would reimburse students after the conference + any unused funds would be returned to sponsor.
- 2) Donation could be made after the conclusion of the conference when the number of attendees is confirmed, which removes the need for returning unused funds.

Sincerely,
YOUR NAME
President, AIAS YOUR SCHOOL Chapter
E: email@__.com
T: (555) 555-5555



EXAMPLE 5B: ASKING EXTERNAL ORGS/BUSINESSES FOR CONFERENCE SUPPORT

RE: AIA Component Sponsorship for Conferences

COST OF ATTENDING

FORUM 2020 Chicago:
Registration Fee: \$XXX

Total Cost \$XXX

Previous Conferences:
Registration Fee: \$XXX
Travel Costs: \$XXX
Lodging Costs: \$XXX

Total Cost \$XXX

NUMBER OF ATTENDEES

Forum 2020 Chicago
Total Confirmed: XX members
Total Anticipated: XX members
Ideal Total: XX members

Forum 2019 Seattle
Total Confirmed: XXX members

SPONSOR CONTRIBUTIONS

AIA COMPONENT (2019) Donation
Amount Donated: \$XXX
Return to Student: \$XXX
% of Total Cost: XXX%

AIA Dallas (2020) Donation Options
(Covers Full Cost of Conference)
5 Students : \$XXX
10 Students: \$XXX (Suggested)
15 Students: \$XXX



EXAMPLE 1: ASKING EXTERNAL ORGS/BUSINESSES FOR EVENTS

RE: Local Business Request

YOUR NAME

AIAS - YOUR SCHOOL Chapter

Dear POTENTIAL DONOR,

My name is YOUR NAME and I am the Fundraising Chair for the YOUR SCHOOL chapter of the American Institute of Architecture Students. Our organization is an independent, 501(c)(3) nonprofit, student-run organization dedicated to advancing leadership, design, and service among architecture students.

At our upcoming EVENT/CHAPTER MEETING, we would like to raffle off gift cards from local businesses to increase interest in our organization, but also to promote and advertise the great small business community in YOUR TOWN. We are looking for businesses like yours to donate gift cards of any amount to help support us with our fundraising efforts. By donating gift cards, you will be generating interest in your business and reaching out to a demographic that finds importance in supporting small, local businesses instead of corporate chains. This would be a tax-deductible donation, which we can provide a donation receipt for.

Thank you for your time and consideration. Your support means so much to our chapter and is a great help to us.

Thank you again,

YOUR NAME, Fundraising Chair, AIAS - YOUR SCHOOL Chapter

E: email@__.com

T: (555) 555-5555



EXAMPLE 2: ASKING EXTERNAL ORGS/BUSINESSES FOR EVENTS

RE: Local Business Food Request

YOUR NAME

AIAS - YOUR SCHOOL Chapter

Dear Potential Donor,

My name is YOUR NAME and I am the Fundraising Chair for the YOUR SCHOOL chapter of the American Institute of Architecture Students. Our organization is an independent, 501(c)(3) nonprofit, student-run organization dedicated to advancing leadership, design, and service among architecture students.

At our upcoming EVENT, we would like to sell food items from local businesses to increase interest in our organization, but also to promote and advertise the great small business community in YOUR TOWN. We are looking for businesses like yours to donate food to help support us with our fundraising efforts. By donating your product, you will be generating interest in your business and reaching out to a demographic that finds importance in supporting small, local businesses instead of corporate chains.

Thank you for your time and consideration. Your support means so much to our chapter and is a great help to us.

Thank you again,

YOUR NAME, Fundraising Chair, AIAS - YOUR SCHOOL Chapter

E: email@__.com

T: (555) 555-5555



EXAMPLE 3: ASKING EXTERNAL ORGS/BUSINESSES FOR EVENTS

Grad School Q&A

Dear PERSON/FIRM'S NAME,

As part of the resources that SCHOOL NAME AIAS aims to provide for architecture students, we are organizing a Grad School Q&A session. It would be our pleasure to have you as one of our guests. The tentative date for the event is DATE and it would be carried out via online / in person at LOCATION. Please let us know if you wish to participate.

Thank you in advance!

SCHOOL NAME AIAS



EXAMPLE 4: ASKING EXTERNAL ORGS/BUSINESSES FOR EVENTS

Workshop 2

Dear PERSON/FIRMS NAME,

SCHOOL NAME AIAS constantly aims to provide architecture students with abundant resources for their professional development. As a part of this, we seek to arrange workshops where students can access additional information. It would be our pleasure to have you conduct a workshop on TOPIC. The tentative date is DATE and it would be carried out via Zoom / in person. Please let us know if you have any questions, and we look forward to your response.

Thank you in advance!

SCHOOL NAME AIAS



EXAMPLE 5: ASKING EXTERNAL ORGS/BUSINESSES FOR EVENTS

*SERVICE 1 *

Hi Dear Students,

SCHOOL NAME AIAS is an student organization that is working to promote leadership, design, and service among architecture students. On behalf of this, we want to support the community with community service. We would love if you could join us to the cause _____ as a volunteer, the tentative date is DATE and it will be carried out _____. It would be a pleasure if you could join us. If you have any questions or concerns, let us know.

Thank you!

SCHOOL NAME AIAS



EXAMPLE 6: ASKING EXTERNAL ORGS/BUSINESSES FOR EVENTS

*PORTFOLIO REVIEW 2 *

SCHOOL NAME AIAS always strives to provide architecture students with adequate resources for professional development. As a part of this, we want to arrange a portfolio review where students can get feedback from professionals to work more effectively toward their goals. It would be our pleasure to have you in our portfolio review session on TOPIC. The tentative date for the portfolio review is DATE and it would be hosted via Zoom / in person.

Please let us know if you have any questions, and we look forward to your response.

Thank you!

SCHOOL NAME AIAS



Contact Us



National President

Cooper Moore

president@aias.org



National Vice President

Nicole Bass

vicepresident@aias.org



Latin America Regional Director

Paulina Garza Gonzalez

latinamerica@aias.org



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South Quad Director

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West Quad Director

Tristan Osorio

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Thank you to our AIAS Contributors

AIAS Contributors

City College of New York

Georgia Institute of Technology

NYIT Long Island

Savannah College of Art and Design

University of Texas at Arlington

