



Dear \_\_\_\_\_,

This is a request for permission and funding to attend the 2024 [National Head Start Association's Parent and Family Engagement Conference](#) in San Diego, California, from December 16 - 19.

Here is why I am interested in attending and why I believe it will be valuable to both our program and to my own professional development:

- The conference is the most relevant parent and family engagement professional development opportunity available anywhere.
- There will be more than 120 sessions!
- All sessions were selected and reviewed by professionals in the Head Start and Early Head Start community.
- There will be more than 2,000 attendees. This will be a unique opportunity for me to network on behalf of our program and bring home meaningful insights and success stories from Head Start and Early Head Start centers all over the nation.
- Most session presenters provide handouts with valuable information and recommendations. I can bring these home and share them with other staff.
- (Optional) This conference supports my professional development plan because it [customize here].

Here is a breakdown of what it would cost for me to attend:

<b>Registration Rate:</b> \$ _____ (NHSA Member Super Early Bird Rate - \$555 NHSA Member Early Bird Rate - \$675, NHSA Member Regular Rate - \$795, NHSA Member On-Site Rate - \$915, Regular Rate - \$965)	<b>Hotel:</b> \$205* *Taxes + additional fees not included. Special discounted rate available until November 22, 2024. <b>Transportation:</b> \$ _____ <b>Per Diem:</b> \$ _____
<b>TOTAL:</b> \$ _____	

And [here's the conference website](#). The conference hotel has a special discounted rate, which expires November 22, 2024.

Thank you in advance for considering my request. I look forward to hearing your thoughts.

Sincerely,

\_\_\_\_\_