

Subject: Request for Approval to Attend Association 101

Dear [Boss's Name],

I'd like to request your approval to attend **Association 101**, a one-day professional development program hosted by Association Forum in Chicago. This program is designed specifically for professionals entering or growing within the association sector and offers a unique opportunity to build foundational knowledge, expand my network, and accelerate my impact in our organization.

Here are **five key reasons** why I believe this is a smart investment:

1. **Immediate ROI** – The program equips participants with a clear understanding of how associations function, enabling me to contribute more effectively and confidently.
2. **Stronger Engagement** – It's designed to boost job satisfaction and retention by helping professionals feel more prepared, connected, and valued in their roles.
3. **Professional Certification** – The course offers **5.67 CAE credits**, which directly supports my path toward earning the Certified Association Executive (CAE) credential.
4. **Peer Networking** – I'll connect with a cohort of peers who are also navigating the association space, creating opportunities for collaboration and shared learning.
5. **Tailored Learning** – The content is highly relevant to our work and will help me better understand the dynamics between staff, volunteers, and members—insight I can apply immediately.

The registration fee is **\$389 for members** (or \$509 for nonmembers), and the program takes place at Association Forum's office in downtown Chicago. I'm confident that the insights and connections I gain will translate into meaningful contributions to our team and mission.

Thank you for considering this request. I'd be happy to share more details or discuss how this aligns with our goals.

Sincerely and in gratitude,

[your name]