

Subject: Request for Approval to Participate in Association Forum's Welcoming Environment Champions Program

Dear [Boss's Name],

I'm writing to request your approval to participate in the **Welcoming Environment® (WE) Champions Program** offered by **Association Forum**. This program is a structured, interactive learning experience designed to equip association professionals with the tools and strategies to lead meaningful Diversity, Equity, and Inclusion (DEI) efforts within their organizations.

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

- **Strategic Alignment** – The program supports our commitment to fostering a more inclusive and equitable workplace.
- **Actionable Learning** – Through three 90-minute virtual sessions, I'll develop a customized DEI action plan tailored to our organization's needs.
- **Expert Facilitation** – Sessions are led by experienced DEI practitioners who provide practical tools and guidance.
- **Peer Collaboration** – I'll engage with a cohort of professionals facing similar challenges and opportunities, expanding our network and perspective.
- **Professional Growth** – This program equips association professionals with practical tools to create inclusive, equitable, and high-performing environments.

The program runs from **September – November 2025** and includes three virtual sessions. The registration fee is **\$575 for members** (or **\$810 for non-members**) and includes **4.5 CAE credits**.

I'm confident that this opportunity will support my professional development and contribute to our team's success. I'd be happy to share more details or discuss how this aligns with our goals.

Sincerely and in gratitude,

[your name]