**[Date]**, 2017

Dear **[your supervisor’s name]:**

I would like to attend the ***National Association of School Nurses’ 2018 Annual Conference***

June 30 - July 3 (Preconference: June 29) in Baltimore, Maryland, and am seeking sponsorship for the registration fee, food, travel and lodging expenses. A cost breakdown is included below.

This conference will enable me to attend education sessions that are directly applicable to my work. It will also make it possible for me to build a professional network with school health experts from around the country and the world.

The information, resources and tools I expect to acquire will provide our **[insert your place of practice i.e. school, district, agency, etc.]** and the **[insert the population you serve i.e. students at our school, students throughout our district, school nurses serving children throughout the state, etc.]** with evidence-based approaches to keeping children healthy and in school so they can learn. As an attendee, I will have access to a bound, printed syllabus containing resources from nearly every education session in the conference schedule. It would be a tangible resource to share with my colleagues.

In addition, I will be able to earn up to 19.25 CNE contact hours by choosing from more than 32 breakout sessions, 8 workshops and 5 general sessions. New this year is the Framework Forum, which will feature theapplication of the Framework for 21st Century School Nursing Practice. This expanded session will be dedicated entirely to providing school nurses with the practical skills needed to ensure that students are healthy and ready to learn. Don’t forget about the opportunity to collect additional CNE by viewing the livestreaming videos up to 90 days following conference. There will also be hands-on demonstrations and a poster presentation session where dozens of experts will discuss case studies and topics addressing specific programs, models and tools implemented in the school setting. A full schedule of sessions will be available in February. Please let me know if you want more information at that time.

**Cost breakdown**

Conference Registration [thru 04/16/2018]: **[$480/NASN member OR $580/non-member]**

Preconference Session: **[$135 half day session/$195 full day session]**Roundtrip Airfare: **[insert an estimate]**

Transportation costs: **[insert additional or alternate transportation costs]**  Lodging: $184/single, $214/double per night for **[insert the number of nights]** nights

Meals: **[insert an estimate]** *NASN strives to provide food, however, if not provided, you will be responsible.*

Bound, printed syllabus: $50
Other expenses: **[insert an estimate]**

Total cost **[insert total after completing breakdown above].**

Thank you in advance for your consideration.

Sincerely,

**[your name]**

**[your title]
[your contact information]**