1100 Wayne Avenue, Suite 925 Silver Spring, Maryland 20910 866-627-6767 (phone)

301-585-1791 (fax)

nasn@nasn.org (email)

[www.nasn.org](http://www.nasn.org/)

**[Date], 2022**

**Dear [your supervisor’s name]:**

I would like to attend the ***National Association of School Nurses’ NASN2022 Annual Conferenc*e,** and am seeking sponsorship for the registration fee.

This conference will include speaker engagement and interactivity with attendees, evidence-based sessions on all areas of school nursing practice, including how school nurses are leading the way during the COVID-19 pandemic. There are three conference options that I can choose from: In-Person NASN2022 or Virtual NASN2022, or NASN2022 Bundle. I would like to attend the **[insert which option you would like to attend]**.

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. Content will provide critical information on how to support the social, emotional and health needs of our students and our school community as we return to a “New Normal” program based on the impact of the COVID-19 pandemic. As an attendee, I will have access to information and details that contain not only conference resources from nearly every educational session in the virtual conference schedule. It would be a resource to share with my colleagues.

I hope that I could register for **[insert In-Person NASN2022, Virtual NASN2022, or NASN2022 Bundle]** for a cost of **[insert cost of package]**. Please notice that if I were to register by April 18th, I could take advantage of the early bird discount.

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**Cost Breakdown**

**Conference Registration [insert In-Person NASN2022, Virtual NASN2022, or NASN2022 Bundle cost of package]**

**Preconference** (optional) (6.0 NCPD CNE): $195 Virtual

**Roundtrip Airfare**: **[insert an estimate]**

**Transportation costs: [insert additional or alternate transportation costs (shuttle, tram, parking, $50/daily)]**

**Lodging**: $191 Single & Double (plus applicable state and local taxes and fees) for

**[insert the number of nights]** nights

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

**Other expenses**: **[insert an estimate]**

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

I expect to learn this summer and acquire all the tools, tips, and techniques I need to make the 2022-2023 school year student-centered, safe, and successful. Thank you in advance for your consideration.

**Sincerely, [your name] [your title]**

**[your contact information]**