**[Date]**, 2020

Dear **[your supervisor’s name]:**

I would like to attend the ***National Association of School Nurses’ 2020 Annual Conference,*** June 30 - July 3, 2020 (Preconference: June 29) in Las Vegas, Nevada, 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 20+ CNE contact hours by choosing from a multitude of breakout sessions, workshops, and general sessions. At NASN2020, a wide array of hot topics will be covered that are impacting school nurses daily on the frontlines.

Don’t forget about the opportunity to view some of the conference sessions (general sessions and breakouts) that will be live streamed for an additional 90-days following the close of the conference. These will help me to review any of the major updates that are influencing school health and school nursing practice. There will also be hands-on demonstrations and a poster presentation session where a multitude 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.

**Cost breakdown**

Conference Registration [thru 04/15/2020]: **[$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 (shuttle, tram, parking)]**  Lodging: $204/city room or terrace studio ($189 room & $15 resort fee), per night for **[insert the number of nights]** nights (not

including applicable taxes)

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

*budget for all meals.*

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

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

I expect to learn this summer and leave with all the tools, tips, and techniques I need to make the 2020-2021 school year vibrant, evidence-based practice focused, student-centered and successful. Thank you in advance for your consideration.

Sincerely,

**[your name]**

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

***An editable version of this template is also available.***