**[Date], 2021**

**Dear [your supervisor’s name]:**

I would like to attend the ***National Association of School Nurses’ Virtual NASN2021 Annual Conferenc*e, June 21-25, 2021** and am seeking sponsorship for the registration fee.

This virtual 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 two conference options that I can choose from: Virtual NASN2021 or Virtual NASN2021 PLUS. A cost breakdown is included below.

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” based on the impact of the COVID-19 pandemic. As an attendee, I will have access to a digital flipbook that contains not only the conference program, but also resources from nearly every educational session in the virtual conference schedule. It would be a resource to share with my colleagues.

I will also have the opportunity to view most of the conference sessions 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 demonstrations and poster presentations where a multitude of experts will discuss case studies and topics addressing specific programs, models, and tools implemented in the school setting. Please let me know if you want more information.

**Cost Breakdown**

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| Virtual NASN2021 | Virtual NASN2021 PLUS |
| By registering for this option, I can earn 20.5 CNE contact hours and additional CNE for every poster I view and evaluate. My registration will also include access to a virtual exhibit hall, the annual meeting, poster sessions, and resources.  NASN Active or Associate Member: $325 Early | $400 Regular  NASN Student or Retired Member: $275 Early | $350 Regular  Non Member:  $425 Early | $500 Regular | This option includes everything in the Virtual NASN2021 option, plus a minimum of 10 additional CNE sessions that can be accessed anytime beginning on June 25 and ending 90 days later.  **NASN Active or Associate Member:  $400 Early | $475 Regular**  **NASN Student or Retired Member: $350 Early | $425 Regular**  **Non Member:  $500 Early | $575 Regular** |

I hope that I could register for [insert Virtual NASN2021 or Virtual NASN2021 PLUS] for a cost of [insert cost of package]. Please notice that if I were to register by May 15th, I could take advantage of the $75 discount.

I expect to learn this summer and acquire all the tools, tips and techniques I need to make the 2021-2022 school year student-centered, safe and successful. Thank you in advance for consideration.

**Sincerely,**

**[your name]**

**[your title]**

**[your contact information]**