



Dear <Supervisor's Name>,

I would like to attend the 2019 BOOST Conference, April 30-May 3, 2019, in Palm Springs, CA. BOOST is the largest and most comprehensive global convening for professionals serving youth. At the BOOST Conference, I'll have the opportunity to select learning experiences from over 150 Workshops, Panel Sessions, BOOST Nation: Town Hall Meetings, and moderated Film Festival screenings.

After reviewing conference offerings on the BOOST website, I am confident that the educational sessions offered will not only further my knowledge and understanding of programming and leadership, but also introduce new concepts and strategies that will ensure I stay current with the newest innovations and ideas in education.

BOOST Conference registration is \$<\$xxx> *(please double-check registration rate on boostconference.org for current rate at the time of your request)*, which includes all educational sessions and keynote addresses during the conference, breakfast and lunch for two days, an exhibit hall pass to connect me with innovative products and services for educators, networking and special events where I can connect with thought leaders and colleagues, and a post-conference trip report that I can use to share my learning with our team.

Here is a breakdown of conference costs:

Airfare: <\$xxx>

Transportation: <\$xxx> *(Please note: You will not need a car if you are staying at a BOOST host hotel.)*

Hotel: <\$xxx>

Meals: <\$xxx>

Conference Fee: <\$xxx>

Total: <\$xxx>

My attendance at the BOOST Conference will be a meaningful investment for <school/organization name here> because BOOST is a trend-setter and leader in the education and youth development fields. I am confident that the knowledge I'll gain and the contacts I will make at BOOST will not just benefit me, but all of our school/program staff and students. Thank you for your consideration.

To learn more about the BOOST Conference, you can visit www.boostconference.org.

Sincerely,

<Your Name here>