**JUSTIFICATION TO ATTEND LETTER**

<**Date**>

Dear <**supervisor's name**>,

Our \_\_\_\_\_\_\_ Chapter of FCCLA has worked this year on learning new concepts in Family and Consumer Sciences. I’d like to request your support in obtaining financial assistance to attend the 2020 FCCLA National Leadership Conference (NLC) in Washington DC from <**attendance dates**>. NLC is a student leadership conference with an attendance of over 8,500 middle school and high school students and their Family and Consumer Sciences educators. Over 4,500 of these attendees will be demonstrating their proficiency and achievement in career preparation projects, and leadership skills. From our school <**student names and events participating in**> will be participating in these nationally recognized events in addition to participating in leadership skill workshops and career exploration opportunities.

The conference also offers advisers a comprehensive educational experience to enhance classroom instruction through engaging sessions on a variety of topics with expert speakers, best practices sessions and networking opportunities. Facilitated by National FCCLA, conference sessions will be presented by subject-matter experts, current on educational trends and needs with a variety of backgrounds in communications, marketing, education, and business. The knowledge and skills I will acquire from professional development will be applicable to current projects such as <**current projects unique to your institution, mission, and objectives**> Continuing Education Unit (CEU) credits will be offered and awarded to participants completing all professional learning activities. The CEU credit can be applied to my professional development requirements.

Member and Adviser Registration includes access to all General Sessions, Business Session, Recognition Sessions, State Meetings, EXPO, Guest Speakers, FCCLA Advocacy Rally and workshops for members, advisers, parents and guests. Registrants will also receive a commemorative FCCLA conference souvenir pin. The Registration Package includes a Weekly Registration and FCCLA Gala. Please note: The Non-member/Guest Registration is not available to FCCLA members or advisers.

Items available for an additional registration fee include: Competitive Events, Leadership Academy, ServSafe Training and Exam, National Association of Parliamentarians Membership Exam, 75th Anniversary Leadership Hall of Fame Awards Dinner, Run4Red 5K, FCCLA Gala, Pre-order NLC Conference T-Shirt and White Corrugated Tri-Fold Display Boards. The following is an estimate of our additional costs: <**Insert travel cost numbers here**>

Roundtrip Airfare: <**$xxxx**>

Motor Coach Transportation: <**$xxxx**>
Ground Transportation: <**$xxxx**>
Hotel: <**$xxxx** >
Meals: <**$xxxx**>

Workshop topics, session format, and the conference schedule are listed in the attached documentation. I believe this is a great investment in our students and hope you agree by supporting our request for financial support. It is an honor to have the opportunity to represent our state and school at this national event. We are committed to using our time in Washington D.C. at NLC to learn, grow, and explore the many career opportunities that will prepare our students to be leaders in their families, careers, and communities. Thank you for your consideration in supporting our FCCLA chapter’s attendance at this important professional and leadership development conference. Please let me know if you need additional information to provide financial assistance for this event.

Sincerely,

<**your name**>

Attachment: NLC Guide and Conference Schedule