<**Date**>

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

Our <**Insert chapter name>** Chapter of FCCLA would like to request your support in obtaining financial assistance to attend FCCLA’s Fall Leadership Institute in <**Insert city name>**, October <**Insert dates of corresponding city>**, 2025. At the Fall Leadership Institute, students will have a unique opportunity to learn valuable skills within a small group outside the classroom experience. Students will have the option to select two Disney-led workshops, which include Leadership the Disney Way, Teamwork the Disney Way, Immersive Storytelling, and Theme Park Design. These sessions are facilitated by the Disney Imagination Campus and are aimed at enhancing their leadership and teamwork abilities through the Disney methodology, as well as, learning how Disney Imagineers envision and create magic through the design of attractions, culinary arts, music, sculptures, and more. FCCLA will further reinforce these skills, along with offering networking and strategic planning opportunities to take back home to their classrooms and chapters.

The following is an estimate of our costs:

Registration: <**$xxxx**>

Roundtrip Airfare: <**$xxxx**>

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

The attached documentation provides session topics and the tentative meeting agenda. I believe this is a great investment in our students and myself, and I hope you agree by supporting our request for financial support. Thank you for your consideration in supporting our FCCLA chapter’s attendance at FCCLA’s Fall Leadership Institute. Please let me know if you need additional information to provide financial assistance for this event.

Attachment: FCCLA Fall Leadership Institute Agenda

Sincerely,

<**your name here**>