

[date]

Dear [your supervisor's name]:

To further my knowledge regarding the latest innovations and best practices in child life, I would like to attend the annual Child Life Conference sponsored by ACLP. This year's conference takes on [DATE] [LOCATION]. I am seeking sponsorship for the registration fee, travel expenses to the conference, and housing expenses during the conference. A detailed cost breakdown is included below.

The conference will be attended by over 600 child life specialists from across the globe and offers contact hours of continuing education (PDU's) including presentations by several nationally recognized child life specialists as well as poster presentations, keynotes, networking, an opportunity to interact with many of the major suppliers of products and equipment, and more. This will allow me to identify new products and services that could help us improve patient care and safety. Most of the conference presentations will be recorded and available online after the conference to view. I will have full access to the sessions (audio recordings and PowerPoint slides) for one year after the conference.

After reviewing the Child Life Program book, I believe that this conference would provide me with new information that I can share with my colleagues and assist our department's performance.

Costs

The full conference registration price is <\$xxxx> (<\$xxxx>for non-members) if I register by XXX.

Here is the breakdown of conference costs: **[You will need to insert your travel expenses here]**

- ▶ Airfare: <\$xxxx>
- ▶ Ground Transportation: <\$xxxx>
- ▶ Hotel: <\$xxxx>
- ▶ Conference Fee: <\$xxxx>

The total costs associated with attending this conference are: <\$xxxx>

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at the Child Life Conference a wise investment, which will yield rich dividends for <name of your hospital/program>.

Thank you for consideration of this request.

Sincerely,

[your name]