JUSTIFICATION TO ATTEND NLC LETTER

<**Date**>

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

The <**chapter name**> chapter of Family, Career and Community Leaders of America (FCCLA) has worked diligently this year on attaining new Family and Consumer Sciences concepts. We request your support in obtaining financial assistance to attend the 2023 FCCLA National Leadership Conference (NLC) in Denver, CO, from <**attendance dates**>. NLC is a student leadership conference designed for middle and high school students and their Family and Consumer Sciences educators. This conference is the largest annual gathering of Family and Consumer Sciences professionals and students across the country.

The conference offers advisers a comprehensive educational experience to enhance classroom instruction through engaging sessions on various topics with expert speakers, best practices sessions, and networking opportunities. National FCCLA will facilitate subject-matter experts with diverse communication, education, and business backgrounds as they present current educational trends and needs. The knowledge and skills acquired from professional development will apply to curriculum and projects such as <**current projects unique to your institution, mission, and objectives**>. Continuing Education Unit (CEU) credits are awarded to participants who complete all professional learning activities. The CEU credit applies to my professional development requirements.   
  
**The following is a cost estimate:**

Registration: <**$xxxx**>

Roundtrip Airfare: <**$xxxx**>

Minnesota Package (Pins, Insurance, Group Outing): <**$xxxx**>

Additional Ground Transportation: <**$xxxx**>

Additional Educational Tours: <**$xxxx**>  
Hotel: <**$xxxx**>   
Meals: <**$xxxx**>

The attached document includes workshop topics, session formats, and the conference schedule. Attending this conference is an excellent investment in our students, and we hope you support our request for financial assistance. It would be an honor to have the opportunity to represent our state and school at this event. We are committed to using our time 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. I appreciate your consideration of our request to attend this essential professional and leadership development conference. Please let me know if you need additional information to provide financial assistance for this event.

Sincerely,

<**your name here**>

*Attachment: NLC Guide and Conference Schedule*