

Dear <Insert Manager’s Name>,

I am requesting approval to attend the 2023 Campus Safety Conference taking place on <insert date> in <insert location>. Produced by *Campus Safety* magazine, the Campus Safety Conferences are two and a half day educational conferences that bring together security, public safety, emergency management, administration, facilities, business, and IT professionals responsible for protecting K-12 and higher education districts and campuses from across the country.

Here are some of the benefits of attending CSC:

**Valuable Content**

CSC will have over twenty different sessions on popular topics, best practices, current trends, and personal learning experiences. They provide a variety of learning approaches, including educational sessions, hands-on training, intimate roundtable discussions, and interactive workshops.

**Networking Opportunities**

I will have access to a variety of resources and have access to meet with 200+ like-minded professionals representing schools/campuses of all sizes from around the country.

**Resources**

Throughout the event, I will have the opportunity to meet with 40+ technology and solution providers. This is a great opportunity to meet these individuals, understand their product/service, and see how they can help <Insert school/campus>. This is beneficial because I get to be face-to-face with vendors versus doing months of research and spending hours on the phone or in meetings. This will also help me prioritize our campus safety needs when working on our budgets and grants.

**Breakdown**

|  |  |  |
| --- | --- | --- |
| **Detail** | **Cost** | **Notes** |
| Travel or Airfare | <Insert> |  |
| Hotel  | <Insert from page 2> | Discounted hotel rate, includes <Insert information from page 2> |
| Conference | <Insert from page 2> | Includes all conference sessions, sponsor showcase, lunch, refreshments, and two receptions. Team prices of 25% off per person for groups of 4+. |
| Other Costs | <Insert> | Meals, mileage, parking etc. |
| **Total Estimated Costs** | <Insert> |  |

By attending this conference, I will be able to learn from experienced professionals, meet and network with peers in the industry, and explore methods and best practices. Upon returning, I plan to share my experience and key take-aways that our team can learn from and/or implement immediately. CSC will help maximize our program, impact our bottom line, and make <Insert school/campus> safer. I am confident the Campus Safety Conference is an experience I can’t afford to miss. For more information about the conference, visit [CampusSafetyConference.com.](https://www.campussafetyconference.com/)

Thank you for taking the time to review this request.

Sincerely,

<Insert Signature>

**Justification Toolkit - Fill in the Blanks Guide and Notes**

**REGISTRATION (ALL)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Detail (below) | Deadline (right)** | **Thru March 31, 2023** | **April 1 - June 14, 2023** | **June 15, 2023 - Onsite** |
| **Conference Package**  | $399 | $499 | $699 |
| **Teams of 4 or more people**  | $299 | $374 | $524 |

*All prices shown above are the cost per person.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **WEST** | **TEXAS** | **CSC @ EDspaces** |
| **Dates/Location** | July 10-12 | Henderson, NV | July 31 – August 2 | Dallas, TX | November 7-9 | Charlotte, NC |
| **Hotel/Rate** | The M Resort Spa Casino12300 Las Vegas Blvd SHenderson, NV 89044, US$154 + $14.99 resort fee + tax /night | Renaissance Dallas Addison15201 Dallas ParkwayAddison, TX 75001, US$198++/night | *Hotel details to come!* |
| **Travel - Arrival** | Arrival July 9 (anytime) or on July 10 before 1 pm (pre-conference starts at 1 pm.) | Arrival July 30 (anytime) or on July 31 before 1 pm (pre-conference starts at 1 pm.) | Arrival November 6 (sessions start at 8am on November 7) |
| **Travel Departure** | Departure: July 12 by 2pm (conference ends at 12pm) or July 13 (anytime). | Departure: August 2 by 2pm (conference ends at 12:00 pm) or August 3 (anytime). | Departure: November 9 by 12pm (conference ends at 10am) or November 10 (anytime). |
| **Airport** | Harry Reid International Airport is about 20 minutes from the hotel (13 miles). | Dallas/Fort Worth International Airport is about 30 minutes from the hotel (21 miles).Dallas Love Field Airport is about 20 minutes from the hotel (13 miles). | *Hotel travel details to come!*  |