



American Association of Health and Human Services Attorneys (AAHSA)

Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC)

American Association of SNAP Directors (AASD)

IT Solutions Management for Human Services (ISM)

National Association of Public Child Welfare Administrators (NAPCWA)

National Association for Program Information and Performance Measurement (NAPIPM)

National Association of State Child Care Administrators (NASCCA)

National Association of State TANF Administrators (NASTA)

National Staff Development and Training Association (NSDTA)

Dear _____

I would like to attend the annual American Public Human Services Association (APHSA) IT Solutions Management for Human Services (ISM) conference which will be held September 22-25, 2019 at the Wisconsin Center, Milwaukee, WI. I have reviewed the agenda and feel the return on investment would be a major benefit as the event aligns to the priorities of our department and agency.

It's a very worthwhile investment given the level of education and networking provided. Over the course of the meeting and conference, I'll have access to:

- Education topics in the health and human services field as it relates to my role in the agency
- Presentations covering the latest trends and top-of-mind questions from health and human services experts and federal government leaders; and,
- Multiple opportunities to network with peers where I can exchange ideas with other leaders who have the same role or challenges.

I am seeking approval for the registration fee and travel expenditures. The full conference registration is \$625 for APHSA members / \$700 for non-members per person. Early registration ends on August 30th, 2019. The conference hotel block closes on August 30, 2019 and there are limited per diem rooms for \$120 plus taxes, per night. Below is a complete breakdown of the estimate conference costs:

Area	Fee
Conference Registration	\$
Airfare	\$
Transportation	\$
Hotel	\$
Meals*	\$
Estimated Total	\$

*Included meals: Breakfast on Monday, Tuesday and Wednesday; Lunch on Monday and Wednesday; and Networking Receptions on Sunday and Tuesday

I've enclosed the full agenda-at-a-glance with highlighted sessions that focus on our key priorities. A few of the presentations that I plan to attend include:

- _____
- _____
- _____

Other staff members in our organization will be able to benefit as well. I will meet with the team when I return to relay recommendations and action items as well as circulate a detailed actionable Trip Report. Please accept this proposal to attend as I'm confident in the significant return we will receive for the investment.

Thank you for your consideration.

Sincerely,
