



American Public Human Services Association

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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	\$

The American Public Human Services Association advances the well-being of all people by influencing modern approaches to sound policy, building the capacity of public agencies to enable healthy families and communities, and connecting leaders to accelerate learning and generate practical solutions together.

INFLUENCE. BUILD. CONNECT.

*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,
