*To share this with your fellow board members and business administrator, please copy and paste into an email or edit and share this document.*

To: [Insert first name]

Subject Line: Here is why our board of education cannot miss Workshop 2024

Hi {first name},

I’d like approval to attend this year’s New Jersey School Boards Association’s Annual Workshop conference at the Atlantic City Convention Center, from October 21–24. Workshop 2024 is co-sponsored by the New Jersey Association of School Administrators and the New Jersey Association of School Business Officials. Workshop 2024 will feature hundreds of training sessions, which makes this in-person experience for board of education members a can’t-miss event!

Attendance at Workshop 2024 will provide me with hands-on learning opportunities, chances to network and connect with other board members around the state, obtain board member credit along with numerous other certifications, and opportunities to find breakthrough solutions to bring back to our district. The conference will also offer an abundance of information on best practices, free programming and resources, successful public/private collaborations, and advocacy opportunities.

Attending Workshop delivers the very best training opportunities in one conference. My goal is to glean insights that will make a difference in our district. After Workshop, I'll share a summary of major takeaways and best practices with the board.

Thank you for considering this opportunity for our district’s board members. I look forward to your reply.

Regards,

(Insert Name/Signature Here)