



**Fall Leadership Institute**  
September 18 - 21, 2023 | Crystal City, VA

Dear \_\_\_\_\_,

This is a request for permission and funding to attend the National Head Start Association’s [2023 Fall Leadership Institute](#), which will take place in Crystal City, Virginia, from September 18-21.

Here is why I am interested in attending and why I believe it will be valuable to both our program and to my own professional development:

- The Fall Leadership Institute is a four-day deep dive into the policy and advocacy issues likely impacting Head Start for years to come.
- This event will be an opportunity to hear from national political figures, thought leaders, and early childhood experts on big issues that directly or indirectly affect Head Start – things like next year’s Head Start funding and the latest from the Office of Head Start. I will get the chance to go to Capitol Hill and have conversations with our members of Congress and their staff, as it is critical that they hear firsthand how important Head Start is to the communities they serve.
- I will benefit from advocacy trainings and bring that knowledge to our program and team back home.
- I will get the chance to rally for Head Start on Capitol Hill.
- This will be a unique opportunity for me to network on behalf of our program and bring home meaningful insights and success stories from Head Start and Early Head Start centers all over the nation.
- Many session presenters provide handouts with valuable information and recommendations which I can bring home and share with other staff.

**Here is a breakdown of what it would cost for me to attend:**

<p><b>Registration Rate:</b> \$ _____</p> <p>(NHTA Member Super Early Bird Rate - \$479, NHTA Member Early Bird Rate - \$599, NHTA Member Regular Rate - \$719, On-site Member - \$839, Regular Rate - \$889)</p>	<p><b>Hotel:</b> \$269* per night</p> <p>*Taxes + additional fees not included. Special discounted rate available until August 25, 2023.</p> <p><b>Transportation:</b> \$ _____</p> <p><b>Per Diem:</b> \$ _____</p>
<p><b>TOTAL:</b> \$ _____</p>	

And here’s [the conference website](#). The conference hotels have special discounted rates, which expire on August 25, 2023.

Thank you in advance for considering my request. I look forward to hearing your thoughts.

Sincerely,

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