



National Head Start Conference

April 15 - 18, 2024 | Portland, Oregon

Dear _____,

This is a request for permission and funding to attend the National Head Start Association's 51st Annual [National Head Start Conference](#) in Portland, Oregon, from April 15 to April 18, 2024.

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

- As NHSA's largest national conference, this event is devoted to all things Head Start. The conference brings the Head Start community together for a week of sharing knowledge, networking with peers, and celebrating achievements.
- There will be over 120 sessions! Here is the [full agenda](#).
- All sessions were selected and reviewed by professionals in the Head Start and Early Head Start community. You can see the growing list of presenters [here](#).
- 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.
- Most session presenters provide handouts with valuable information and recommendations. I can bring these home and share them with other staff.
- Not to mention the EXPO, which will be filled with Head Start vendors and it will showcase diverse resources and tools.

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

Registration Rate: \$ _____ <ul style="list-style-type: none">• NHSA Member Super Early Bird Rate - \$559 (ends 1/5/2024)• NHSA Member Early Bird Rate - \$679 (ends 2/23/2024)• NHSA Member Regular Rate - \$799 (ends 4/14/2024)• On-site Member - \$919 (Begins 4/15/2024)• Non-Member Rate - \$969	Hotel: \$217 - \$237* <small>*Taxes + additional fees not included. Special discounted rate available until March 22, 2024.</small> Transportation: \$ _____ Per Diem: \$ _____
TOTAL: \$ _____	

[Here's the conference website](#). The conference hotels have special discounted rates, which expire on March 22, 2024. Thank you in advance for considering my request. I look forward to hearing your thoughts.

Sincerely,
