[Date]

Dear [Supervisor’s Name],

I would like to attend the Head Start California **Virtual** Annual Conference, February 6-8, 2023. The conference will allow me to attend over 40 sessions over the course of three days that are applicable to my work in early childhood care and Head Start. I’ll also gain the opportunity to connect with my counterparts from across the state to share ideas and experiences.

The Head Start California Annual Conference is widely regarded as one of the most comprehensive professional development opportunities for Head Start program staff in the state. I believe that my participation in this conference will further sharpen my skills in team-building, family engagement, data and technology systems, and curriculum development, and expose me to new best practices that could benefit our children at [agency name]. I’m especially excited for the 3 keynote speakers and the sessions that will be presented by the National Centers (NCECDTL & NCPFCE) on the following topics:

* **Connecting the How-to Responsive Caregiving Practices**
* **Using the 5Rs to Motivate and Retain Staff**
* **Practical Strategies for Improving Staff Wellness**
* **Growing Together: Recruiting, Recognizing, and Resourcing with Staff who Works with Families**
* **Growing from Within: Exploring Resilience and Reflection with Staff who Works with Families Part 1 & 2**

I have attached a listing of sessions that I feel will provide the most value to my professional growth, as well as give me practical tools to bring back to the team.

Your support would include the registration fees of $500.00.

Your support of my participation at the Head Start California Annual Conference acknowledges the value [agency name] places on innovation, professional growth and staying on the leading edge in quality early childhood education.

You can learn more about this conference here: [Home | 2023 Annual Conference (bizzabo.com)](https://events.bizzabo.com/2023AnnualConference/home)

Thank you for your consideration.

Sincerely,

[Name]