



Dear <Insert your Supervisor's Name>,

I am writing to request approval to attend the **Tri-State CAMP Conference** in Atlantic City, NJ from March 10th-12th, 2026. The conference, run by the American Camp Association, NY & NJ, is the largest professional development conference for summer camp professionals in the world, featuring over 175 educational sessions and a 300+ booth exhibit hall. Attending this conference will give me the opportunity to learn from experts in the youth development field, learn about the latest innovations for children from the exhibit hall, and network with like-minded people who are dedicated to making a positive difference in the lives of children.

Being an attendee at the Tri-State CAMP Conference will allow me to bring back timely information from subject matter experts and best practices that I will be able to share with <insert school, district or organization name>. Upon approval, I plan to attend sessions focused on <XXX> which directly relate to the my job function and current challenges our <insert school, district or organization name> is facing.

I am seeking approval for the registration and travel expenditures.

If I register now, I'll be able to take advantage of the early bird rate of \$XXX. By attending, I will earn 17 [Continuing Education Credits](#). The price breaks down to less than \$29 per credit hour.

Here is a complete breakdown of the costs:

Conference Registration: \$<XXX>

Hotel: \$<XXX>/night for <XXX> nights

Travel: \$<XXX>

Other Transportation: \$<XXX>

Meals: \$<XXX>

Total Cost: \$<XXX>

Click [here](#) for further information about the Tri State CAMP Conference. I hope you will consider my request as this conference is an invaluable learning opportunity. If you have any further questions I am happy to answer them or connect you with the Director of Events, Samara Feinberg, who would be happy to talk to you about the merits of attending this conference.

Sincerely,

SIGN HERE