

[Date]

Dear [Administrator],

I seek your support to attend the Kansas School Nurse (KSN) Conference, an exceptional learning event with the largest gathering of school nurses in Kansas. The conference theme this year is *Navigating School Nurse Practice Toward Brighter Futures* and is hosted by the Kansas School Nurses Organization. It brings together school nurses and other school health team members from across Kansas and the United States.

At this distinguished conference, you can be assured that my attendance will benefit our school community. Evidence-based approaches to keep students healthy and in school are a major component of the agenda. Nursing interventions for students with chronic health conditions will also be addressed. These are just a few of the many topics that will directly support our students. Please let me know if you would like further details on the conference's offerings.

The KSN Conference will take place in-person in Wichita, Kansas, at the Hyatt Regency Wichita hotel from July 22-24, 2025, with opportunities for pre- and post- conference sessions. I respectfully request assistance with the registration fee and related costs, which are outlined in the table below:

Event	Date	Cost	CNE
General Conference - KSNO Member	July 22-24	Early Bird: \$275 Regular: \$310	15.2
General Conference - Non-Member	July 22-24	Early Bird: \$325 Regular: \$360	15.5
New School Nurse Orientation	July 21, 8a-5p & July 22, 8a-11a	\$150	12.6
Drug Impairment Assessment Training	July 21, 8a-5p	\$200	9.6
CPR Recertification (3 Options)	July 21, 3p-5p July 22, 7p-9p July 24, 1p-3p	\$80	N/A
504 Training	July 24, 1p-4p	\$80	3.6
Evening Networking Event at the Wichita Boathouse	July 23, 5:30p-8p	\$40	N/A

The hotel accommodations are available at a group rate of \$135 per night. Additionally, an evening networking event will be held at the Wichita Boathouse on July 23, with a cost of \$40 to attend.

I am requesting a total of \$[XXXX] to cover the registration and related costs of attending the conference, which will significantly contribute to my professional development and better support the health and safety of our students.

A purchase order can be used as long as the conference is paid for in full by July 16, 2025. Thank you in advance for considering this request. I am confident that this opportunity will further enhance my ability to contribute to the health and education of our students, and I would be incredibly grateful for your support in making this investment.

Sincerely,
[NAME]