## “Convince Your Manager” Email Template

***How to use:*** *Use this template to help you secure your approval for the 2025 Points of Light Conference. This letter highlights the unique learning opportunities available this year, making a compelling case for your organization to make this investment. Insert your customizations to make this template your own. We hope to see you this June in New Orleans!*

Hi [Insert Manager’s Name],

I’m writing to request your approval to attend the 2025 Points of Light Conference in New Orleans, from June 3-6. This 4-day event brings together NGO, corporate, education, government and civic leaders committed to increasing volunteering and civic engagement around the world through cutting-edge strategies, cross-sector solutions, global conversations and a bold commitment to strengthening communities.

While attending this conference will be an invaluable professional development opportunity for me, it will also be a great investment for [organization name]. I will return with tangible ways to expand and improve our work in [insert strategic goals].

Here are a few highlights that caught my eye:

* **70+ workshops** featuring speakers that are doing the work.
	+ Some workshops that have caught my eye are [[insert workshop names](https://www.pointsoflight.org/points-of-light-conference/agenda/)].
* **Six distinct learning pathways**: The Future of Volunteering, Community-centered Volunteerism, Engaging the Next Generation of Volunteers, AI Meets Social Good, DEIB in Action and Cultural Celebration.
* **Civic Talks** exploring important topics in depth, centered in service as a tool to strengthen democracy, build civic responsibility and foster unity across diverse populations.

The cost breakdown for this conference is:

* **Registration** [insert [current price](https://www.pointsoflight.org/points-of-light-conference/#pricing) based on organization type]
* **Hotel** [[New Orleans Marriott](https://www.pointsoflight.org/points-of-light-conference/travel/) | Rates start at $199/night | Room Block Cut-Off: May 12]
* [Flight or Driving cost. Delta Air Lines is pleased to offer [special discounts](https://www.pointsoflight.org/points-of-light-conference/travel/) for Points of Light conference attendees.]
* **Other travel expenses** [insert]
* **Total** [Insert]

Thank you for your consideration and I look forward to discussing this further.

Best,

[Insert Name]