



Dear _____,

This is a request for permission and funding to attend the Virginia Head Start Association's Health and Family Institute in Charlottesville, VA from Tuesday, March 19th - Wednesday March 20th.

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

- The theme for 2024: *Healthy Families; Differences Enhance Greatness!* We will focus on inclusivity and social determinants of health. Inclusive of all families, with lens on challenges specific to Immigrant, Migrant, Refugee families; Families with Disabilities, LGBTQ+ families, and Cultural Humility.
- Excellent opportunity for health managers and family service workers to connect with their Head Start colleagues from around the state to gain insight, learn from practitioners, researchers, and keep that spark in your heart with motivational speakers.
- All sessions were selected and reviewed by professionals in the Head Start and Early Head Start community. [You can see workshop titles and descriptions; presenters and their Bios 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.

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

Conference Registration Fee is \$275.00/person. Meals will not be provided.

Hotel Rate \$/per night: \$126

*Taxes + additional fees not included.

Per Diem: \$

Transportation: \$

TOTAL: \$



The conference hotel has a special discounted rate, which expires on February 18, 2024.

Thank you in advance for considering my request. I look forward to hearing your thoughts.

Sincerely,