<DATE>

Dear <SUPERVISOR>,

I am seeking your approval to attend the Idaho Division of Career Technical Education’s (IDCTE) Connect Summer Conference from July 31 to Aug. 2, 2024, in Meridan. Allow me to elaborate on how attending this conference will help me as a CTE educator.

First, learning how our programs align with postsecondary institutions and regional employment needs will increase my awareness of available resources and options. This is critical for me as a CTE educator as I strive to stay current in my craft and make the best recommendations for my students to help them achieve their career goals.

Second, in addition to receiving program updates from the IDCTE staff and my Program Quality Manager, I’ll also have an opportunity to network with my fellow educators and discuss best practices, funding and grant opportunities, and teaching/learning ideas specific to my program area. I believe these connections are critical to establishing and reinforcing beneficial professional relationships in our region and at the technical colleges across the state.

Third, unlike professional development workshops that focus only on my program area, the Connect Summer Conference brings together CTE educators, administrators, regional employers, and policymakers to present a holistic view of the state of CTE in Idaho. I will be able to hear from and discuss with IDCTE Directors the issues surrounding program funding and requirements, teacher certification, and more. It is truly a gathering of all facets of Idaho’s CTE ecosystem and an opportunity to enhance my growth in leadership and administration.

The cost for me to attend the full conference will be $XXX for registration, which includes the Awards Celebration, where outstanding CTE teachers, administrators, advisors, and programs are recognized. I’ve calculated $X for travel expenses, $X for lodging, and $X for meals, for a total of $X. I’m confident you’ll see my attendance as a worthwhile investment that will pay off for me, my program, and our district. More information about the event can be found at <https://cte.idaho.gov/educators-5/professional-development/connect-icte-conference/>.

Sincerely,

<YOUR NAME>