**[Date]**

To: Board of Directors of **[X Club]**

From: **[Your Name]**

In order to further my knowledge regarding the latest best practices in club management, I would like to attend the 2019 World Conference and Club Business Expo presented by the Club Management Association of America (CMAA). The upcoming conference takes place in Nashville, TN, February 24-28, 2019. I am seeking sponsorship for the registration fee, travel expenses, and housing expenses. A detailed cost breakdown is included below.

This meeting is attended by approximately 2,000 club management professionals from across the country and internationally. It offers robust educational programming with more than 25 hours of education including presentations by nationally recognized member service, business, and brand experts as well as 70 concurrent education sessions and workshops. Most of the conference presentations will be recorded and available online after the conference. I will have full access to the sessions (audio recordings and PowerPoint slides) for one year after the conference. I can also access session handouts, which I can share with the entire clubteam after the event.

Further, the event includes the Club Business Expo, and provides an opportunity to interact with many of the major suppliers of club industry products and services. This will allow me to identify new products and services that could help us improve member services and facilities. As our club looks to improve **[X area]**, I can meet personally with **[specific suppliers]** to explore their solutions.

After reviewing the attached conference program, I believe that this event would provide me with new information that I can share with the entire clubteam, and improve our overall operations.

**Costs**

**[Adjust your expected expenses as needed, based on five nights of hotel and five days of meals]**

■ Full Conference Registration: **<$995>** if I register by November 30, 2018.

■ Airfare: **<$300-500, depending on your location>**

■ Ground Transportation: **<$50-75>**

■ Hotel: **<$1,450>**

■ Meals: **<$500>**

The total costs associated with attending this conference are: $**<insert your total here>**.

The opportunity for me to develop better contacts and gain knowledge in specific areas of club management makes my attendance at CMAA’s 2019 World Conference a wise investment, which will yield rich dividends for our club.

Thank you for consideration of this request.

**[your name]**