**ACS Outreach Training Program Workshop Attendance Proposal**

Dear,

I am writing to ask for approval to attend the *ACS Outreach Training Program Workshop*, a one-day professional skill-building workshop from the American Chemical Society on [DATE] in [CITY, STATE], conveniently co-located with the ACS 2019 [NAME] Regional Meeting.

I want to attend this workshop because our public outreach depends on organizers possessing both planning excellence *and* other essential skills. At this ACS workshop, I will learn how to plan events, fundraise, consider safety, lead volunteers, create effective marketing plans, build partnerships, and collect data to secure a future for our outreach efforts.

In particular, I think attending this workshop would directly benefit these projects:

* [PROJECT]
* [PROJECT]
* [PROJECT]

You can learn more about the ACS Outreach Training Program Workshop at [www.acs.org/otp](http://www.acs.org/otp).

**Here’s an approximate breakdown of workshop costs:**

|  |  |
| --- | --- |
| Airfare | $###.## |
| Transportation & Parking | $###.## |
| Hotel | $###.## |
| Meals (lunch is included with workshop) | $###.## |
| Regional Meeting Registration Fee | $###.## |
| Workshop Registration Fee | Free |
| **Total** | **$###.##** |

Similar Professional Education courses from the American Chemical Society typically cost $500-$1,000. This workshop is a great deal because it is a new offering from ACS, specifically designed for chemists interested in public outreach.

When I return from the workshop, I will give you a summary of what I learned including major takeaways and new ideas, and will share relevant information with key personnel throughout the organization. As a participant, I will also have access to all the speaker presentation slides following the event that can also be shared and disseminated.

Attending this workshop is a valuable investment for our organization. Thank you for considering this request. I look forward to your reply.

Regards,