Dear [APPROVER’S NAME],

I would like your approval to attend the Fundraising Academy from October 22nd, 2018 – March 20th, 2019**.**  This local event is dedicated to fundraising, and will specifically focus on providing the latest trends, tools, and strategies I need to be successful in increasing our fundraising capabilities and overall impact.

The Academy includes 2-3 full-day sessions per month over four months. Because the sessions are spread out, it should not interfere with my work. I will also have Wi-Fi access throughout the sessions in order to take care of anything urgent.

While attending, I’ll have the opportunity to meet and network with peers who are focused on the same challenges as me as well as fundraising leaders in our sector. Through this Academy, I plan to continue to strengthen my skills in [X], [Y] and [Z], and walk away having learned:

* Goal 1
* Goal 2
* Goal 3

The Fundraising Academy covers four key topic areas: Basics of Fundraising, Cause Selling, Major Gifts, and Planned Giving. I’m confident that I’ll be able to gain actionable takeaways in each of these areas relevant to what I’m working on.

Specifically, I believe what I learn in this Academy will directly benefit the [PROJECT NAME].

When I complete the Fundraising Academy, I will share what I learned with the team, including those concepts that we can implement immediately and some outlines on how we’ll make that happen.

I’ve broken down the approximate cost of my attendance at the Fundraising Academy:

·       **Event Registration:** $750

·       **Airfare/Travel:** $0, it’s local!

·       **Hotel:** $0, it’s local!

·       **TOTAL: $750**

If we send two staff members, it will be even cheaper–just $375 person!

You can learn more about the event on the Sanford Institute of Philanthropy at Maricopa Community Colleges [website](https://www.maricopacorporate.com/course/fundraising-academy). Thank you for taking the time to review this request, and I look forward to hearing from you.

Best,

[YOUR NAME]