



JUSTIFICATION LETTER

The template below is available for use to request approval from your supervisor to attend the 2024 Green Schools Conference. Please be sure to update the fields that pertain specifically to you and the registration price that applies to you.

Subject: Request to Attend the 2024 Green Schools Conference

Dear <<**Supervisor**>>,

The annual [Green Schools Conference \(GSC\)](#) will be held in person this spring, March 5-7, 2024, in Santa Fe, New Mexico. The GSC brings everyone involved in creating and advocating for green schools, focusing on those leading their schools and school systems toward whole-school sustainability. I would like to attend and participate in the two-and-a-half consecutive days of programming.

Now in its 14th year, the three-day event provides a platform for the green schools community that inspires and facilitates the progress of the green schools movement. The [2024 GSC education program](#) will consist of five (5) education tracks with compelling and inspiring sessions relating to:

- Sustainability Planning
- Student Climate Action
- Health & Wellness
- School as a Teaching Tool
- Green Infrastructure

The conference is the best place to gain knowledge directly applicable to my role as <<**insert**>>. I will be able to choose my education sessions, tailoring my schedule to content that is directly applicable to my work and will allow me to network with a variety of teachers, school and district staff, educational leaders, building industry professionals, non-profit and government partners and others who are passionate about the future of green schools.

I am seeking approval for registration fees. The 3-day experience registration fee for a K-12 school and district attendee is **\$575*** before the early bird deadline of January 11. Attending the GSC will allow me to learn valuable skills and return with resources and strategies to employ here at <<**place of employment**>>.

Please see the attached fact sheet for more information on GSC.

Sincerely,

<<**Your Name**>>

**If you are not a K-12 school or district employee or government employee, please reference the [GSC website](#) for the correct pricing for either USGBC Member or Nonmember.
<http://greenschoolsconference.org/#registration>*