



## JUSTIFICATION LETTER

The template below is available for use to request approval from your supervisor to attend the 2026 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 2026 Green Schools Conference

Dear <<Supervisor>>,

The annual [Green Schools Conference \(GSC\)](#) will be held February 17-19, 2026 in person at the Hyatt Regency Mission Bay Marina and Spa in San Diego, California. 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 days of programming.

Now in its 16th year, the GSC provides a platform for the green schools community that inspires and facilitates the progress of the green schools movement. The [2026 GSC education program](#) addresses four priority topics facing the green schools community:

- Sustainability Learning Beyond the Classroom
- Environmental Literacy & Sustainability Action
- Fostering a Culture of Sustainability
- Prioritizing Healthy, High-Performance Schools

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 2-day experience registration fee for a PreK-12 school and district attendee is **\$650\*** before early bird pricing expires on December 15, 2025. Rates will increase to \$700 until February 10, 2025. 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 PreK-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>*