

Date: _____

Dear _____,

I would like to attend the APHSA National Human Services Summit on June 13–17, 2026, in Arlington, Virginia.

After carefully reviewing the preliminary agenda, I am confident that the return on investment for this conference would be significant, as the discussion topics align directly with our department and our agency’s priorities. This is in addition to the high level of education and networking opportunities provided by the conference in general.

The 2026 Summit will focus on key themes that include System Innovation and Transformation; Workforce and Leadership Development; Research, Evaluation, and Evidence in Action; and Community-Driven Solutions.

By attending this conference, I will:

- Gain valuable insights concerning the latest innovations and best practices within human services training.
- Network with industry leaders from across the country to exchange ideas and build relationships.
- Discover innovative training techniques and strategies that can be implemented to enhance our organization’s training programs.
- Stay informed about regulatory updates that may have impacts on our workforce development efforts.

The 2026 Summit provides an unparalleled opportunity for me to improve my professional skills. The conference’s education content will be organized around the following tracks: **System Innovation and Transformation; Practice Excellence Across Human Services Domains; Workforce and Leadership Development; Community-Driven Solutions; and Research, Evaluation and Evidence in Action.**

The conference will also feature a **Research to Practice Poster Showcase**, presenting data-driven outcomes from research institutions and public agencies — all in partnership with the National Association for Welfare Research and Statistics (NAWRS). To attend the 2026 Summit, I am requesting approval to cover the registration fee and travel expenditures. The full conference registration is estimated at \$965 for APHSA members.

Below is a complete breakdown of the estimated conference costs:

Expense Item	Estimated Cost
Registration*	
Hotel (est. 3 nights)	
Airfare/Mileage/Parking	
Per Diem	
Total Estimated Cost	

**Conference registration typically includes two meals and networking receptions.*

I am confident that attending this conference will better position me to contribute to the ongoing success of our organization. I will return engaged, energized, and enthusiastic about implementing the critical takeaways gained during the five days.

I would welcome the chance to discuss the particulars of the event, review the potential return on investment, and answer any questions you have. Thank you in advance for considering my request.

Sincerely,