**Sample memo to your principal explaining why your attendance at the School Garden Summit is a good investment**

To: Your Principal

From: You

Re: Attendance at the 2018 School Garden Summit

Date: As early as possible

The School Garden Summit takes place in Saskatoon, SK, on March 2nd and 3rd, 2018. The organization hosting the event, Agriculture in the Classroom, has a reputation for hosting top educational and networking opportunities for educators, and last year the event had sold-out registration. With a specific focus on Inquiry-based Education for this year’s summit, I will have an opportunity to hear from inquiry-based education expert Tiffany Poirier and receive practical tools to implement these strategies into my classroom.

I realize that our school, like many others, is looking for ways to reduce costs and to ensure that the money we are spending to meet our students’ needs goes as far as possible. I believe that attending the School Garden Summit is a smart investment for our school garden, nutrition and environmental programs.

I am eager for the networking opportunities that will be made possible at the conference, during sessions, discussions and meals. There are specific educator-led sharing sessions, in which I will have an opportunity to learn from teachers across our province. This is in addition to 15+ education session led by regional and national experts, on topics such as food literacy education, environmental education, strategies to engage the community, connecting garden and environmental projects to curriculum, and more.

I am happy to pass on the information I will learn to my colleagues, in the form of a presentation and/or my notes and the materials I gather for reference.

I would represent our school as forward-thinking and dynamic in my interactions with people I meet. I would seek to connect with people whose ideas and specializations seem most likely to benefit our programs, as well as contribute to my professional development and education, making me increasingly effective as an educator.

I hope you will approve my registration fee and travel expenditures. Here is an estimated breakdown of the costs:

**Registration fee: $**

**Airfare: $**

**Hotel: $**

**Transportation: $**

**Meals: $**

If you could make the decision before the end of early bird registration on January 12, 2018 we would save money by qualifying for the discounted registration. Thank you for your consideration.