

Build Your Case TOOLKIT

WASBO
2022 *annual*
CONFERENCE
May 4-6, 2022 | Spokane, WA



A guide to help you present to your supervisor why you should attend WASBO's 2022 Annual Conference in Spokane and how this investment will benefit you and your school district.

WHY ATTEND

WASBO'S ANNUAL CONFERENCE?

- **Networking** - Global and local perspectives from colleagues and experts across the State.
- **Quality Educational Experience** - A distinguished keynote speaker, numerous breakout sessions and the opportunity to earn SFO hours and CPE credits.
- **Exhibit Experience** - Direct access to a broad range of products, services, and providers.

STEPS

TO BUILD YOUR CASE

Clearly communicate **how specific education sessions provide solutions** to the problems your district is facing and **how you plan to take action** using the information you gain at the conference.

1. Write down five critical issues relevant to your school district right now.
2. Think about your role in addressing these matters, including your responsibilities and expectations in relationship to them.
3. List the session titles that address the topics relevant to your school district and to your role in developing strategies to address them.
4. Personalize the sample justification letter, outlining how these sessions will help you contribute to your district's strategy in addressing critical issues.

DON'T FORGET!

WASBO offers event scholarships to current members!

[LEARN MORE](#)

SAMPLE JUSTIFICATION LETTER

Dear _____,

Our district is not alone in facing challenging budget decisions like weighing strategic financial trade-offs when spending federal relief funds, addressing learning recovery, and navigating on-again-off-again re-opening plans. To ensure we stay ahead of these topics and more, I am requesting permission to attend WASBO's 2022 Annual Conference on May 4-6 in Spokane, WA.

In addition to the great networking opportunities, I would like to attend these education sessions that will equip me with critical information to bring back to our district:



DOWNLOAD THE EDITABLE LETTER

APPLY WHAT YOU'VE LEARNED

The value of attending continues long after the last session! Show your supervisor your time was well spent by providing a recap of the conference.

Send your supervisor a concise summary of your experience: **what you learned, who you met,** and **how you will use the information.** Don't forget to thank your supervisor and supporters for the experience.