



COUNCIL *on* FOUNDATIONS

## 2016 ANNUAL CONFERENCE

APRIL 10-12 | PRECONFERENCE 8-9 | WASHINGTON, D.C.

# THE FUTURE OF COMMUNITY



IDENTITY.



PURPOSE.



PLACE.

[www.cof.org/annual](http://www.cof.org/annual)



## WELCOME!

Getting approval to participate in professional development events can be challenging. But you can take initiative and show your organization why and how your attendance at the 2016 Council on Foundations' Annual Conference in Washington DC will strengthen your performance and benefit the stakeholders of your organization.

While online and local events may provide benefits, nothing can replace the value of the face-to-face offering of fresh perspectives and new ideas developed through conversations amongst peers facing similar challenges.

This "Benefits" Toolkit is designed specifically to help you articulate the benefits of attending the conference. At our Annual Conference, you will hear renowned subject-matter experts, discover peer-tested ideas, learn new ways to innovate, and make valuable connections with other leaders in the philanthropic sector. But how do you share the value of this opportunity with your Board or supervisor in order to help justify your attendance?

The toolkit Includes:

- General tips
- Expense worksheet
- Letter of support

The philanthropic community is coming together to address some of today's toughest challenges. The Annual Conference will bring together global leaders from across philanthropy to develop the ideas and strategies that will shape the future.

Be a part of philanthropy in action at the 2016 Annual Conference; form new partnerships and strengthen old ones, discover new ideas, and learn new techniques to help your foundation serve its community even better.



## GENERAL TIPS

**Here are things to consider when preparing to justify the travel and educational expense:**

- Focus on what you will specifically bring back to the organization as return for the investment.
- Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you learned, so that others in your organization will get the benefits of your attendance, too.
- Share the speaker handouts with your colleagues. As an attendee, you have unlimited access to materials posted by speakers through the conference mobile app.

Be ready with a plan that shows who will cover for you while you are attending the conference.

- Be sure to check out the registration page where all the various rates are listed to see if you qualify for any of the lower rates or discounts.
- Highlight the networking opportunities. The 2016 Annual Conference will offer more hours scheduled for networking with colleagues from around the world.

## EXPENSE WORKSHEET

The expense worksheet below will help you calculate an overall estimate for attending the 2016 Council on Foundations' Annual Conference.

Expense	Cost	Notes
Conference Registration	\$	Register by 2/14 to reduce cost
Pre-Conference Session	\$	*Optional
Flight	\$	
Hotel	\$	Visit <a href="http://www.cof.org/2016-annual/hotel">http://www.cof.org/2016-annual/hotel</a> where you can locate hotels that the Council has partnered with to provide a reduced lodging rate for conference attendees
Transportation	\$	Include travel to and from the airport if flying, and parking fees if renting a car
Mileage	\$	If renting a car, see IRS guidelines to discover the 2016 mileage rate
Food Per Diem	\$	See IRS guidelines for rates per destination. Remember that the conference registration fee covers breakfast and lunch on 4/10, breakfast and lunch on 4/11, and breakfast on 4/12. Two receptions and six networking breaks are covered by registration fees that include light snacks.
Estimated Total	\$	



## LETTER OF SUPPORT

Below you'll find a "benefits letter" template — a letter to your supervisor explaining all of the benefits you'll get from attending the 2016 Council on Foundations' Annual Conference, how they will make you a better employee, and help advance your organization.

This general template will get you started while allowing you to customize it to you and your organization's particular needs.

### LETTER TO MANAGER

<Date>

Dear <supervisor's name>,

I would like to attend the 2016 Council on Foundations' Annual Conference, April 10-12, in Washington DC. The conference will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of experts and colleagues from around the world in the field of philanthropy.

Many of the presentations are tailored to the <Insert your primary function here > and give information on how to <insert benefits/lessons here >. I am seeking sponsorship for the registration fee, travel expenses to the conference, and living expenses during the conference. A detailed cost breakdown is included below.

The full price conference fee can be reduced \$180 by registering before the early bird deadline of February 14.

Here is the breakdown of conference costs:

Roundtrip Airfare: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx>

Conference Fee: <\$xxxx>

The total costs associated with attending this conference are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at the conference a wise investment, which will yield rich dividends for <name of your organization>.

Sincerely,  
<your name here>