**Cost/benefit worksheet:**

Costs

* The registration fee includes a light evening reception on Tuesday and, refreshment breaks on Wednesday. Meals will not be provided as part of the regular conference fee. The registration fee is $ USD
	+ Out-of-pocket food costs will be $ USD
* Transportation costs will be $ USD
* HEPNet has offered discounted hotel rooms. The rate is between $249 + tax rate at the conference hotel. Rates are available for Sunday through Thursday. The cost for my hotel will be $ \_\_\_ plus tax.

**Total estimated cost for registration/food/travel/housing, including parking at the airport and transportation to/from the conference venue is** $ USD

Benefits

1. List the sessions you plan on attending and the key points that they will cover (you can get this information from the conference website). Be sure to tie these back to issues your organization faces with its youth protection program.
2. If you would like to attend a pre-conference session, you can include this information:

There are also two very robust pre-conference sessions available. One is a deep-dive in creating a youth protection program and will cover an overview of what components are part of a program and compliance involved. The other pre-conferenceis the next level and focuses on compliance, getting buy-in, and more..

1. Include the networking event on Thursday evening, as this will provide you with ample opportunity to pick the brains of others and brainstorm together on current issues, all while building your network.
2. List the key vendor issues you have – i.e. need a new vendor, or interested in replacing a current one – and the vendors you plan on meeting with during the conference.
3. The option to sign up to attend URMIA’s Conference prior to the HEPNet Conference.

**Sample Letter to submit to your supervisor**

To: Supervisor/Manager or Board, etc.

I would like to attend the Higher Education Protection Network’s Conference, scheduled for September 13-16 in Indianapolis, Indiana. HEPNet is partnering with URMIA this year, and the organizations are thrilled to be strategically aligning their expertise and collaborative efforts in 2022 to offer ALL members an unforgettable experience as both associations conduct their annual conferences in Indy with the opportunity to learn and grow together, as well as separately. This event, as you may know, is designed to address the myriad of issues that are a great challenge to the higher education community in terms of youth protection, a top-tier risk at most universities. As the ONLY conference in the nation that focuses solely on youth protection in higher education, the conference draws participants who want to learn about innovative products and current trends in the field of youth protection. This is the only time and place to meet this specific group face-to face and the networking is very rich.

There are several topics being addressed that I feel are highly relevant to our youth protection challenges and could provide us with the opportunity to improve the effectiveness of our program:

* Youth protection 101
* Getting buy-in
* Medical management
* Culturally responsive approaches to youth protection
* Successfully working with athletics, as well as 4-H
* Numerous networking opportunities
* Many more yet to be announced

In addition, a good number of exhibitors are scheduled to attend. As you know, we are currently facing the challenges of [training, compliance registration systems, medical management, risk management, background checks, consulting, etc]. There will be vendors available that can help us with these issues. This will provide the opportunity to efficiently meet with several providers who may be a fit for us.

The total estimated cost for my attendance is $ . I hope you will approve this investment in our youth protection program.

Sincerely,

Your Name