

SDS 2022 EMAIL TEMPLATE – EMPLOYEE PROFESSIONAL DEVELOPMENT REQUEST

Flyer linked [here](#)

Email template text:

Hello _____,

As part of my professional development at [ORG NAME] I would like to attend the [Sustain Dane Summit](#). The program is in person at the Monona Terrace and runs from 7:30am – 3:00pm on Friday, November 4. My participation would allow me to grow professionally and personally through the education and connections made with other attendees and speakers. Would [ORG NAME] be able to support my attendance at the Summit?

Overview: In its 14th year, the Summit is an all-day interactive forum for sustainability leaders to learn, connect, share, reflect, and build new skills.

Program highlights: At the Sustain Dane Summit: Building Our Social Change Ecosystem, keynote speaker Deepa Iyer will discuss her new workbook and lead us in an activity in mapping our social change roles. The Summit will also feature a panel of local leaders sharing their work towards a sustainable and inclusive community, networking and conversation among attendees, and a Live Forward Award celebration.

Impact: The Summit and the session will help me in my role at [ORG NAME] to grow my leadership and community engagement. I will be able to share my knowledge with members of our team and other committees, if interested. This would be a great way for me to meet other professionals across Dane County who are working towards advancing sustainability in their organizations and communities. I am requesting that the company support my attendance at the Sustain Dane Summit which will help me become a stronger, more effective leader. Participating in the Summit will allow me to bring additional tools and connections to our organization, helping us advance our sustainability goals. These skills will be immediately applicable to my current goals and responsibilities such as: [Insert current projects, goals, and/or objectives].

Ticket cost: Tickets are \$75 (early bird price) or sliding scale ticket option to pay what you can to attend. There are also [sponsorship options](#) available which include tickets as part of sponsor benefits.

More information about Sustain Dane and the Summit can be found [here](#).

Thank you,
