Click or tap to enter a date.

Dear [Supervisor’s Name]

As a fundraising professional, it’s important to be aware of industry trends; learn the latest fundraising

methods; and know industry best practices for donor communication, retention, and stewardship. Therefore, I would like your support to attend the Qgiv Conference from the evening of February 26th until Tuesday, February 28th

on behalf of [Nonprofit Name]

As you know, Qgiv is a leading online donation platform that’s been helping nonprofits raise more money since its founding in 2007. Their conference will bring together industry thought leaders and professional fundraisers for two days packed full of new knowledge, tips, and tools to empower fundraising professionals to make the world a better place. I’m confident the lessons I learn at this conference will make me a more capable fundraiser and benefit [Nonprofit Name]

This will be accomplished by:

* Sessions like: [Fill in with sessions relevant to your org/position]
* Earning credits toward CFRE certification by taking part in sessions that provide new skills and fundraising knowledge
* Becoming more familiar with our Qgiv fundraising tools by scheduling one-on-one time with a Qgiv employee
* Networking with other fundraising professionals to discover new fundraising strategies, unique event ideas, and potential strategic partnerships with other nonprofits

To attend this conference, I am requesting $[Projected Cost of Conference Attendance].

This amount includes:

* Registration Fee: $500
* Meals: $[00.00]
* Hotel Accommodations: $[00.00]
* Airfare/Travel Costs: $[00.00]

I’m confident the Qgiv Conference will provide a great return on the money and time we invest. Not only will I earn credits toward CFRE certification, I’ll be exposed to innovative ideas from industry thought leaders that we can employ to delight our donors and raise more money for [Nonprofit Name]

Thank you for considering this request for funding to attend the Qgiv Conference.

Sincerely,

Click or tap here to enter text.