

Dear

On behalf of our organization, I would like to attend the National Child Nutrition Conference in Orlando, Florida, from April 22-26, 2024. For 37 years, this conference for CACFP, Afterschool Meals, and Summer Food Service programs has offered unparalleled training, education and networking opportunities to the child nutrition community.

The conference is a five-day professional education event offering over 150 hours of presentations, featuring topics including nutrition, program operations, administration and financial management of CACFP and SFSP, resources and technology, case studies, train-the-trainer sessions, and management solutions. I will be able to gain knowledge that will help our organization continue to succeed and impact more lives.

Attached to this letter are the costs associated with the travel as well as more information on the invaluable benefits:

- Networking
- Continuing Education Units
- Resource access

You can read about the 2024 speakers, workshops, preconference deep-dive sessions, shop talks and networking opportunities, and see how my attendance will provide a positive impact on our program at cacfp.org/conference.

You can be confident that the knowledge I gain at this conference will encourage greater quality and productivity for me, and I look forward to the opportunity to share information with colleagues upon my return from the conference.

Thank you for your consideration.

Sincerely,

Invaluable *Benefits* of Attendance

The National Child Nutrition Conference features the best educational training and networking opportunities for CACFP, Afterschool Meals and Summer Food. Below are the invaluable benefits to note when calculating the return on investment.



Continuing Education Units

NCA allots CEU credit for attendance at conference workshops. These are recognized by the NCA's CACFP Certification Program. A Certificate of Training Participation is awarded to attendees listing the total hours earned. Onsite attendees will be able to earn up to 36 hours of CEUs, and virtual attendees can earn up to 16.5 hours of CEUs. Additionally, onsite attendees can add up to 10 more CEUs by pre-registering for preconference and postconference academies. Traditionally, the Academy of Nutrition and Dietetics will also award CEUs.



Resource Access

Attendees gain access to national and local nonprofits and vendors in the exhibit hall. Attendees can interact with the organizations leading change in child nutrition, including USDA, the Institute of Child Nutrition and other nonprofits. Other exhibitors include food service vendors, software resources, and training and accounting sources. Access to the services and providers needed in the industry is available at the annual conference.



Networking Opportunities

Networking is one of the most valued benefits of attending a national conference with fellow child nutrition community professionals. With over 2,000 attendees, NCA helps facilitate that right from the start by hosting networking sessions and a reception on Tuesday. Meet your neighbors and collaborate on operations, talk about lessons learned, share stories, and revisit main messages from the conference.



Meet The Experts and Be The Expert

Attendees have much to contribute to the overall learning experience. Shop Talk sessions are facilitated by official presenters of the conference, but give every attendee the opportunity to discuss the wisdom learned in the daily work done. Ask questions or contribute to the national conversation surrounding child nutrition.

“As leaders, we must improve today for a better tomorrow; and with this conference, you have started the pathway for us to succeed!”



CACFP is an indicator of quality care.

Need more information?

Visit cacfp.org/conference for more.



Estimated Cost Worksheet

Today's Date: 11/20/2023

Conference Fees

Registration Fee (current rate based on today's date) \$359.00

	NCA Agency Member Rate	Non-Member Rate
Advance (Until Nov. 30)	\$359	\$459
Early (Dec. 1 - Jan. 31)	\$439	\$539
Standard (Feb. 1 - Feb. 29)	\$529	\$629
Late (March 1 - March 28)	\$599	\$699
Onsite (March 29 - April 26)	\$699	\$799

Conference Add-ons

Preconference & Postconference Academies

	Preconference Rate	Postconference Rate
Standard (Nov. 1 - Feb. 29)	\$79	\$39
Late (March 1 - March 28)	\$99	\$69
Onsite (March 29 - April 26)	\$149	\$129

Preconference Sessions Rate \$79 x 2 # of sessions \$158.00

Postconference Sessions Rate \$39 x 1 # of sessions \$39.00

Travel Costs

Airfare (current fares based on today's date) \$350.00

Baggage Fees \$60.00

Transportation/Airport Parking/Rental Car \$50.00
(to & from airport)

Hotel Rosen Shingle Creek (Conference Headquarters) \$760.52

Standard: \$169.00 per night + 12.5% Lodging Tax

\$190.13 x 4 # of nights

Meals and Other Expenses \$345.00

Meal Per Diem \$69 \$69 x 5 # of days

Other

Total Estimated Cost of Attendance \$2,121.52



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Preconference SessionsRate _____ x _____ # of sessions

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