**[Your institutional letterhead here]**

**TEAM Request to Attend THE COOPLEW [SPECIFY THE EVENT]**

TO: [INSERT NAME]

FROM: [INSERT YOUR NAME]

DATE: [INSERT DATE]

This application is submitted for my participation in the CoopLew [specify event]. This event is expected to yield considerable benefit to the individuals participating and serves to further institutional goals via concentrated diversity-learning experiences and engagement with subject-matter experts. Tangible outcomes in the forms of improved diversity-program ROI, efficient diversity units, expanded CDO expertise, an integrated agenda and national institutional support networks are anticipated.

**Emphasis for Attendance**

The knowledge to be gained and the expertise to be enhanced by me after attendance to this CoopLew event are necessary to forward [insert your institution’s name]’s efforts to create a more inclusive, diverse and equitable environment. Topics to be addressed during the event experience lend well to [insert relevant diversity and inclusion strategies, plans or policies at your institution], that are in progress at this time. Emphasis needs to be applied to [insert greatest challenges faced by your institution – for example, diversifying faculty, improving campus climate, or responding to a specific diversity crisis or a new student demographic] and therefore I am seeking approval to attend this event to address these matters head on upon my return.

CoopLew Boot Camps and Skill-Sets Symposiums boast small cohorts and attendee/faculty ratios of 8:1 to ensure the highest quality face time and information exchange. Their activities represent cutting-edge experiences for transformative diversity leadership and applications. Designed to enhance institutional diversity administration, the 3-day [insert “camp” or “institute”] covers specific topics germane to my success at [insert your institution’s name].

I anticipate a highly interactive and practical engagement (characteristics CoopLew events are noted for) resulting in specific foci and relevant goal setting that aligns with [insert the unit’s or institution’s name] mission and strategic priorities. I also anticipate an individual review of my skill-sets from experts in the field followed by support from a national network exclusively arranged by CoopLew. The full CoopLew experience can be accessed at [www.cooplew.com](http://www.cooplew.com).

**Anticipated Benefit**

The CoopLew experience will result in several concrete outcomes for [insert your institution’s name]. This includes renewed wherewithal to address [list intuitional diversity goals needing advancement].

Your unit will also benefit direct as the experience will aid me in addressing [list unit diversity goals needing advancement].

I will gain practical experience for responding at institutional and unit levels either directly or in support of policies, and/or with requisite skills for the event subject matter. Resources will also be available to me after the event and will include a range of best-practices, research, and tools for various components of diversity work.

In addition, attending the CoopLew experience will help me identify and create a defined cohort of expertise on the [insert institution’s name] campus. Each member of the campus cohort will harbor enhanced diversity leadership skills, which will represent a new resource for thought leadership about [insert relevant topic area for your institution]. All cohort members will be afforded access to materials I am at liberty to share pertaining to event topics and workshops. I may also offer a post-event presentation to share the multiple impacts gleaned from the event participation.

**Fees, Time Commitment, and Office Coverage**

This application is for funding to cover the event fee of $1,250.00. The fee includes the cost of all materials, most meals, group entertainment, instruction, personal reviews, and access to online post-event resources. Hotel and travel are not included.

The CoopLew event is scheduled for [insert date and place], during which time I will be away from campus. I have arranged for normal work activity to continue without interruption while I am attending the event.

Thank you for considering my request. Should you require any additional information relevant to this application, please do not hesitate to let me know.

In service,

[insert your name]