To: *<Supervisor/Managers name>*

From: *<your name>*

Re: Support for my attendance at EWB’s National Council 2016.

Dear *<Supervisor/Managers name>,*

I have been nominated to attend National Council, Engineers Without Borders Australia annual cornerstone leadership event in Canberra this September.

Now in its fourteenth year, National Council 2016 will bring together over 110 of EWB’s leaders and champions for the opportunity to participate in a series of strategic and leadership workshops, train the trainer sessions, learning activities and cross collaboration activities. These sessions build on EWB’s capacity to achieve the organisations vision, to influence the engineering and professional services sector and advocate for the humanitarian engineering movement.

National Council is held over 3 days from Fri 16th September to Sunday 18th September. As a nominated delegate I receive subsidised travel and all food and accommodation. National Council kicks off on the Friday afternoon and as such most delegates will be required to take leave from their full time employment to travel and arrive in time for the program launch.

I have been involved with EWB for <years> in the following capacity;

*<List ways you’ve been involved or provide a short statement>*

I am involved with EWB because *<write a short statement of what motivates you>.*

By attending National Council I will further develop leadership skills, training and facilitation expertise, communication techniques and develop a deeper understanding of the state of humanitarian engineering in Australia, all of which will be invaluable assets in my role at *<employer>.*

I am seeking support of my participation in this personal and professional development opportunity and request that I am granted a day of paid leave for Friday the 16th September so that I can participate in the first day of the programme.

<suggested only> If I attend, I would submit a post-council summary and include my thoughts on how *<employer>* may like to engage with EWB in the future. I’d also be more than happy to share what I learnt and my EWB story with my colleagues and peers.

Thank you for any consideration you give this, and I look forward to your reply.

Regards

 *<your name>*