



PD Request Template

Your Ticket to Success!

Note: If you are a presenter at the conference, your school may be more likely to send you!

Hi {NAME},

As you know, I am eager to support the success of {NAME OF SCHOOL}, as well as continuously improve my own skills and grow professionally.

For that reason, I would like to attend the SPARC National Conference. SPARC is the Summer Programs and Auxiliary Revenue Collaborative, the only national member organization dedicated to auxiliary professionals in independent schools. This conference stood out to me because it is the only conference of its kind exclusively designed for the work I do. I will have the opportunity to be with hundreds of other auxiliary professionals engaging in professional development that is directly relevant to our programs. {EXPLAIN WHY IT INTERESTS YOU}. I believe with my level of interest and commitment, the conference will ultimately {LIST A FEW BENEFITS TO YOU AND THE ORGANIZATION}.

Here are a few details:

Date: October 4-7, 2026

Location: Hotel Valley Ho, Scottsdale, Arizona

Cost: approx \$\$\$\$\$ (\$\$\$ registration, \$\$\$ hotel, \$\$\$ travel, \$\$\$ other)

For Members As a member school of SPARC, we get the benefit of a reduced conference fee of \$925 (\$300 off). If I register before July 7th we will save an additional \$100.

For another \$205 I would like to attend a pre-conference workshop:{pick one} "Earn Your SPARC MBA: Master the Business of Auxiliary" OR "Under Construction: Building Your Strategic Auxiliary Roadmap" OR "Creating Raving Fans: Elevating Auxiliary and Camp Programs Through Exceptional Experience". {EXPLAIN BENEFITS TO YOU AND THE ORGANIZATION}.

For Non-Members If we became a member school of SPARC, we would save \$300 on the conference fee. We would additionally benefit from free webinars, management tools, and many other resources all year round as members. Also, if I register before July 7th we will save an additional \$100.

For another \$225 (\$205 if we become members) I would like to attend a pre-conference workshop:{pick one} "Earn Your SPARC MBA: Master the Business of Auxiliary" OR "Under Construction: Building Your Strategic Auxiliary Roadmap" OR "Creating Raving Fans: Elevating Auxiliary and Camp Programs Through Exceptional Experience". {EXPLAIN BENEFITS TO YOU AND THE ORGANIZATION}.

I believe this would be a good investment in my professional growth as well as in our auxiliary programs. I would like to discuss what is needed to get this opportunity approved and funded. Ideally, if approved in a timely way, we can take advantage of early bird savings and advanced travel arrangements.

Thank you for your consideration and for your support of my work and program. I look forward to hearing from you!

Best,
{YOUR NAME}



Fill up your SPARC toolbox!

A "tool" is a conceptual model, rubric, set of guiding questions, organizing graphic, worksheet, checklist, or something practical that helps you manage and lead your program.