

(Insert your school district logo or letter head here)

(Insert Date Here)

Dear (insert name school your supervisor here),

This is a request for approval to attend the 2025 School Transportation Safety Conference and Vendor Showcase, presented by the Kansas State Pupil Transportation Association. The conference takes place June 4 thru June 6, 2025, at the Double Tree Hilton Airport, Wichita, KS. Student transportation professionals (bus drivers, para's, mechanics, transportation directors and superintendents) will converge to take advantage of a true one-stop educational experience.

During the three-day event, student transportation professionals will connect and learn how to improve operations and safety for their transportation teams. Returning this year are the exclusive 2-day breakout workshops in addition to keynote speakers on Thursday and Friday. The vendor showcase event allows me to experience the latest in training, products and services and will be held on Thursday evening. There is always something to be learned at the Safe Driver Competition on Wednesday, whether participating, judging or observing. The annual association banquet will be held on Friday evening and recognizes the best of the best in Kansas school transportation.

Registration includes:

- KSPTA Annual membership dues and membership pin
- Conference ID – allows access to all keynotes, choice of breakout workshops, Vendor Showcase and meal functions
- Meals –lunch on Wednesday, Thursday, and Friday. Annual Association Banquet on Friday evening
- Trade Show – exhibitors featuring a wide range of student transportation products, solutions and services

Estimated cost breakdown to attend the conference:

Registration fee:	(\$150.00 if I register <u>and pay</u> by May 5. After May 5: \$225.00)
Hotel Accommodations	(\$110.00* per night, if reservations are made in room block and by deadline)
Meals:	(breakfast each morning and evening meals on Wednesday and Thursday are not covered in registration)

Following the conference, I plan to share the key insights I have learned with my colleagues. I assure you that my attendance at the 2025 School Transportation Safety Conference is a wise investment that will bring considerable value to our school district.

More information at www.kspta.net.

Thank you for your consideration.

*\$110.00 is the current state government rate for the Wichita area. This rate may change prior to conference.