

To: [Manager's Name]
From: [Your Name]
Subject: 2026 PeopleGrove Annual Summit

Dear [Recipient's Name],

I'm writing today to request approval to attend the Annual Summit, presented by PeopleGrove, taking place August 3-5 in Chicago.

The Annual Summit is PeopleGrove's annual user conference, bringing together thought leaders, practitioners, and experts across nonprofit and higher education to explore how institutions can drive success through engagement, experiential education, donor stewardship, and career and professional development.

As a joint PeopleGrove and CORE by PeopleGrove event, the Summit will lead the conversation on how institutions can create more connected, outcome-driven experiences across the learner and alumni lifecycle. This in-person event provides a valuable opportunity to gain insights into emerging strategies, learn from peer institutions, and explore practical ways to maximize the impact of the PeopleGrove and CORE platforms. Attendees will leave with actionable takeaways to strengthen experiential learning, engagement, career readiness, and meaningful member connections.

Key conference highlights include:

- **Thought leadership sessions** on the evolving needs of today's learners and how organizations can create more seamless support ecosystems.
- **Peer-led sessions** from fellow PeopleGrove partners showcasing innovative approaches to experiential learning, mentorship, and career access.
- **Hands-on training** from PeopleGrove experts, offering best practices drawn from across their 650+ partners.

The total estimated budget for this trip is \$XXX. This conference will provide invaluable insights and professional development that will enhance our work and directly impact our students. Thank you for your consideration. I look forward to your approval.

Sincerely,

[Your Name]

The 2026 PeopleGrove Annual Summit is curated to support users of Engagement Hub, Experience Hub, PathwayU, and CORE by PeopleGrove.