



### Request for Coalition Funds to Attend Conference

Name of Attendee	
Organization	
Contact Email and Phone Number	
Amount Requested (cannot exceed \$2,000)	
Approval Signature	
Approval Name and Title (Must be Director-level or higher)	
<p>1. Describe the conference for which HPP funds are being requested, including sponsoring organization, location, and date(s). You may embed a link to the conference's website or submit a conference brochure with this request form.</p>	
<p>2. How will attendance at this conference enhance your ability to perform your work functions? How will it enhance your support of the coalition?</p>	
<p>3. Do you agree to provide a 3 to 5-minute presentation to the General Body OR submit an article to the monthly newsletter regarding lessons learned at the conference?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	



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4. Provide a breakdown of costs for this purchase. Only the expenses listed here can be reimbursed. The amount may vary, but line items cannot. (For example, air fare could vary from the proposed budget, which is acceptable, but airfare cannot be reimbursed if it is not listed here.)

5. Provide any additional information that you would like. (Optional)