**[Your institutional letterhead here]**

**TEAM Request to Attend THE COOPLEW [SPECIFY THE EVENT]**

TO: [INSERT NAME]

FROM: [INSERT YOUR NAME]

DATE: [INSERT DATE]

This application is submitted for a team participation in the CoopLew [specify event]. This event is expected to yield considerable benefit to the individuals participating and serves to further institutional goals via concentrated diversity-learning experiences and engagement with subject-matter experts. Tangible outcomes in the forms of improved diversity-program ROI, efficient diversity units, expanded CDO expertise, an integrated agenda and national institutional support networks are anticipated.

**Emphasis for Attendance**

The collaborative effort to be made by the team of personnel seeking to attend this CoopLew event is necessary to forward [insert your institution’s name]’s efforts to create a more inclusive, diverse and equitable environment. Topics to be addressed during the event experience lend well to [insert relevant diversity and inclusion strategies, plans or policies at your institution], that are in progress at this time. Emphasis needs to be applied to [insert greatest challenges faced by your institution – for example, diversifying faculty, improving campus climate, or responding to a specific diversity crisis or a new student demographic] and the team seeking approval to attend this event seeks to address these matters head on upon return.

CoopLew Boot Camps and Skill-Sets Symposiums boast small cohorts and attendee/faculty ratios of 8:1 to ensure the highest quality face time and information exchange. Their activities represent cutting-edge experiences for transformative diversity leadership and applications. Designed to enhance institutional diversity administration, the 3-day [insert “camp” or “symposium”] covers specific topics germane to our success at [insert your institution’s name].

The team anticipates a highly interactive and practical engagement (characteristics CoopLew events are noted for) resulting in specific foci and relevant goal setting that aligns with [insert your institution’s name] mission and strategic priorities. We also anticipate team and individual reviews from experts in the field followed by support from a national network exclusively arranged by CoopLew. The full CoopLew experience can be accessed at [www.cooplew.com](http://www.cooplew.com).

**Benefit statement**

The CoopLew experience will result in several concrete outcomes for [insert your institution’s name]. This includes renewed wherewithal to address [list intuitional diversity goals needing advancement].

Your unit will also benefit direct as the experience will aid team members in addressing [list unit diversity goals needing advancement].

The team will gain practical experience for responding at institutional and unit levels either directly or in support of our CDO, and/or with requisite skills for the event subject matter. Resources will also be available to the team after the event and will include a range of best-practices, research and tools for various components of diversity work.

In addition, attending the CoopLew experience will create a defined cohort of expertise on the [insert institution’s name] campus. Each member of the cohort will harbor enhances diversity leadership skills, which represents a new resource for thought leadership about [insert relevant topic area for your institution]. All members will hold similar and distinct materials per their perspectives on the event topics and workshops. A post-event presentation may be offered to share the multiple impacts gleaned from the event participation.

**Fees, Time Commitment, and Office Coverage**

This application is for funding to cover the course fees for a [insert number]-person team. The fee each attendee is $1,250.00 and includes the cost of all materials, most meals, group entertainment, instruction, personal reviews, and access to online post-event resources. Hotel and travel are not included in the fee. The team will be comprised of the following members of staff:

* [Insert name, position and unit]
* [Insert name, position and unit]
* [Insert name, position and unit]
* [Insert name, position and unit]
* [Insert name, position and unit]

The CoopLew event is scheduled for [insert date and place], during which time all team members will be away from campus. All members have arranged for normal work activity to continue without interruption while attending the event.

Thank you for considering our request. Should you require any additional information relevant to this application, please do not hesitate to let us know.

In service,

[insert team lead’s name]