



To: (School Principal Name)
From: (Physical Educator – your name)
-Re: Physical Education, Athletic Coaching and Health Conference
Dates: July 12th – July 19th, 2020 (8 days/7 nights)
Site: Cal Poly University-San Luis Obispo

The Physical Education, Athletic Coaching, and Health (PEACH) Conference is a nationally recognized professional development program for physical educators. The goal of PEACH is to develop physically educated individuals who have the knowledge, skills, and confidence to instill in their students, a lifetime of healthful practices. Attending the PEACH Conference would increase my knowledge and improve my understanding of the standards listed in the California State Physical Education Framework, how they align with common core and how to better integrate technology into the physical education setting. It would also help me to refine my teaching practices, update new curricula for my team, integrate new research methodologies into my instruction, learn new strategies and accommodations for all students, and improve our physical education test scores at **(put your school here)**.

As a physical educator, I would appreciate the opportunity to spend a week of my summer break learning from top teachers in the field as well as collaborating with other physical educators attending the conference.

Please take into consideration the attached expenses for the PEACH Conference. Your full or partial financial support would be greatly appreciated.

If you would like more information please visit their website at www.peachworkshops.com

Thank you for your consideration.

Sincerely,



Expense Breakdown

Type	Description	Cost
Registration	Curriculum and campus user fees	\$415 (before June 6th) \$450 (June 7th-July 17)
Housing	8 days and 7 nights on campus	\$747.25 for 7 nights \$106.75/night Dorm room w/single bed, full kitchen, shared bathroom (2 people)
Meals	Continental Breakfast, 5 lunches and 3 dinners	\$140 (required)