

# Use This Toolkit to Make a Strong Case for Attending the LAHPERD State Convention

**Step 1:** Use the information below to plead your case in attending the LAHPERD State Convention (Nov. 5-7, 2025, in Baton Rouge).

**Step 2:** Customize the email letter below.

## **Step 3: Be Prepared**

Review the Talking Tips before your meeting so you can clearly explain how your attendance will support school/district goals.

### **Purpose of Attendance**

Attending LAHPERD provides access to cutting-edge professional development, peer collaboration, and innovative practices that directly impact student outcomes in health, physical education, recreation, and dance. The conference is tailored for Louisiana educators and supports state standards and initiatives.

### **How Attending LAHPERD Meets School & District Needs**

#### **Key Benefits**

##### **1. Professional Development Aligned with State Standards**

- Sessions are directly aligned with Louisiana's PE and health standards.
- Hands-on workshops to implement evidence-based practices in the classroom or gym.

##### **2. Networking Opportunities**

- Connect with fellow educators across the state.
- Share strategies and challenges with professionals who understand Louisiana's unique context.

##### **3. Access to Resources**

- Discover new curriculum materials, technologies, and equipment.
- Learn from nationally recognized speakers and leading practitioners.

##### **4. Boost for Student Engagement & Learning**

- Bring back practical strategies to enhance student motivation, activity levels, and wellness.
- Learn new activities that promote inclusion, SEL, and physical literacy.

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## What I Will Bring Back

- Summary of key takeaways and new teaching methods.
- Materials from sessions and exhibitors.
- A presentation or PD session for colleagues to share knowledge gained.

## Justification for Time and Cost

Item	Explanation
Time Away from School	Will return with actionable strategies to improve instruction.
Cost of Attendance	Includes registration, travel, and lodging—cost-effective given the professional development value.
Return on Investment	Immediate classroom impact, stronger professional network, and improved student outcomes.

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## How to Make a Strong Case for Attending the LAHPERD State Convention

### 1. **Schedule a Meeting**

Request a dedicated time to speak with your principal or supervisor. A focused conversation shows professionalism and respect for their time.

### 2. **Connect Convention Benefits to School/District Goals**

Use the LAHPERD toolkit to align the benefits of attending with specific goals or challenges your school or district is facing. Once the full convention program is published, highlight particular sessions you plan to attend and explain how they support your teaching goals, school initiatives, or curriculum standards.

### 3. **Reference Your Most Recent Evaluation**

Identify growth areas noted in your latest professional evaluation and explain how attending LAHPERD can help you address those areas. This shows initiative and a commitment to professional growth.

### 4. **Plan a Post-Convention Follow-Up**

Let your principal/supervisor know you'll report back after the event with key takeaways and a plan for how you will integrate what you learned into your instruction throughout the school year.

### 5. **Offer to Share What You Learn**

Volunteer to lead a short training or informal session for your colleagues to share best practices, resources, or activities from the convention. This demonstrates leadership and maximizes the value of your attendance for the entire school.

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## Justification Letter to Attend Louisiana Association of Health, Physical Education, Recreation and Dance (LAHPERD) State Convention

### Sample Email to Request Approval

**Subject:** Request to Attend the LAHPERD Annual Conference

Dear [Name of Principal or Supervisor],

With growing evidence supporting the role of health and physical education in student success, I'd like to share an upcoming professional development opportunity that will enhance my teaching as a [health/physical educator] and directly support our school's learning environment.

From November 5–7, 2025, in Baton Rouge, the Louisiana Association for Health, Physical Education, Recreation, and Dance (LAHPERD) will host its annual State Convention. This event convenes educators from across the state—including Louisiana's Health and Physical Education Teachers of the Year—and features hands-on sessions led by leaders in our field.

By attending, I will gain skills and resources to:

- Help students meet local, state, and national health and PE standards.
- Support academic achievement through strategies that promote engagement and readiness to learn.
- Apply a whole-child approach to education, ensuring students are healthy, active, and focused.
- Share practical tools for integrating physical activity across the school day.
- Address diverse student needs through differentiated instruction and inclusive practices.

The sessions are grounded in evidence-based research and highlight current best practices for effective instruction. Additionally, I expect to bring back cost-effective strategies to strengthen our existing programs without adding financial strain.

I would welcome the opportunity to speak with you further about this professional development opportunity and how your support in my attendance could positively impact my teaching and our students' overall success.

Thank you for your consideration.

Sincerely,

**[Your Full Name]**

**[Your Title]**