

Dear [Supervisor's Name],

I am seeking approval to attend the **2026 NACAS Leadership Summit**, a newly reimagined leadership event designed specifically for senior-level and advancing campus professionals. This inaugural summit combines the former NACAS Senior Executive Summit and the Women in Higher Education Leadership Summit into one unified, high-impact leadership experience.

Event Details

Event: NACAS Leadership Summit

Dates: November 1–4, 2026

Location: Cape Coral Resort at Marina Village, Cape Coral, Florida

This new summit offers a **two-track leadership model** that allows participants to engage in content aligned with their role and responsibilities while also fostering cross-level collaboration:

- **Senior Executive Track:** Designed for vice presidents, associate vice presidents, and senior auxiliary and campus operations leaders, with a focus on executive strategy, innovation, and institutional impact.
- **Women's Leadership Track:** Designed for senior and advancing professionals preparing for expanded leadership responsibilities, emphasizing leadership skills, decision-making, and career progression.

The unified summit model delivers strong value, particularly in today's constrained professional development environment. By combining audiences and content into one event, NACAS has created a more cost-effective experience that:

- Strengthens leadership readiness and succession planning
- Expands peer networks across leadership levels and institutions
- Encourages practical, peer-driven discussion on real campus challenges
- Increases overall program value and engagement
- Builds a stronger, more connected NACAS leadership community

Attendance would directly benefit our institution by allowing me to bring back actionable insights, proven strategies, and peer perspectives that can be applied to our auxiliary/campus operations, leadership development efforts, and long-term planning initiatives.

This event has historically attracted leaders from highly respected institutions, including Texas Tech University, the University of Virginia, Brown University, the University of California–Davis, Tulane University, Penn State, the University of Georgia, and many others, highlighting the caliber of dialogue and professional exchange the summit provides.

I am confident that participating in the NACAS Leadership Summit would be a valuable investment in both my professional growth and our institution's continued success. I would welcome the opportunity to discuss this request further and share how the outcomes from this experience can directly support our departmental and institutional goals.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Institution Name]