**DATE:**

**TO:**

**FROM:**

**RE:** Proposal to Attend the Council for Economic Education’s 58th Annual Financial Literacy and Economic Education Conference

Please consider approving my request to attend CEE’s [58th Annual Financial Literacy and Economic Education Conference](http://www.councilforeconed.org/events/cee-national-conference/) in Los Angeles, California Oct 4th - 5th.

The CEE Conference is an annual gathering of educators including K-12 teachers, college and university professors and Federal Reserve partners. Attending this conference is a worthwhile investment and provides:

* Outstanding networking opportunities – a chance to meet with other teachers and learn how they're tackling the challenges of economic and financial literacy education for K–12 students
* Access to over 50 hands-on [Workshops (refer to the 2018 Program)](https://www.councilforeconed.org/wp-content/uploads/2018/09/Program_Council-for-Economic-Education_57th-Annual-Financial-Literacy-and-Economic-Education-Conference.pdf) including:
* How to integrate *Personal Finance*, *Economics, Math, College & Career Readiness, and Social Studies* concepts in lessons for elementary, middle and high school teachers, using National Standards and technology to bridge concepts across all curriculums.
* Valuable perspectives from [Expert Speakers](https://www.councilforeconed.org/events/cee-national-conference/cee-national-conference-2/)
* Certificates of Attendance that may be applied toward *Continuing Education Unit* requirements.

Registration includes access to all program sessions, Teacher's Breakfasts, The Awards Recognition Luncheon, the Friday Night Social, and Saturday’s Round-Tables Luncheon.

The estimated costs for attending CEE’s Annual Conference is:

**Registration Fee** = $199.00

**Travel/Airfare** = $ 600.00

**Hotel** = $ 391.06

CEE has reserved rooms at **The Westin LAX** located at 5400 West Century Boulevard, Los Angeles, California 90045, and is offering a **special guestroom rate of $ 169 rate + state and local taxes, currently 15.7%** available until **September 11, 2019.**

CEE accepts Purchase Orders from school districts that wish to register teachers and are unable to make an online purchase using a credit/debit card. Please contact Rosalie Polanco at rpolanco@councilforeconed.org or (212) 730 - 7186 for more information.

Thank you for considering this request.

<your name here>