



Letter to Supervisor

On the next page, you'll find a "justification letter" template — a letter to your boss explaining all the benefits you'll get from attending the AEMA Convention, how it will make you a better employee, and help with professional development and certification advancement, vendor and product exposure, networking with industry and compliance and safety standards alignment.

This general template will get you started while allowing you to customize it to you and your organization's particular needs.

Subject: Request for Approval to Attend the Athletic Equipment Managers Association (AEMA) National Convention

Dear [Supervisor Name],

I respectfully request your approval to attend the AEMA National Convention, taking place in Cincinnati OH/ Northern KY on June 14-17, 2026. As the Equipment Manager for [Team/Program], attending the convention will provide substantial value to our department, institution, and athlete safety efforts.

Key Benefits and Return on Investment:

- **Professional Development & Certification Advancement**
Access workshops, continuing education units (CEUs), and presentations specific to athletic equipment management, helping us maintain certification standards, enhance credibility, and reduce risk.
- **Vendor & Product Exposure**
The exhibit hall brings the latest equipment, maintenance tools, and vendor services together in one location—enabling me to evaluate emerging technologies, identify cost-saving opportunities, and build relationships with suppliers on behalf of our program.

- **Networking & Peer Benchmarking**

Connect with 300+ equipment managers from high school, collegiate, and professional programs—gain insights into efficient operations, facility setups, and best practices that we can adapt to our own program.

- **Compliance & Safety Alignment**

Sessions addressing evolving equipment safety standards and protocols will help us stay ahead of liability risks and ensure our gear operations meet or exceed industry expectations—supporting our institutional commitment to athlete welfare.

- **Institutional Value & Cost Efficiency**

By attending and bringing back actionable learnings, I can implement improvements that enhance team readiness, streamline operations, and potentially lower maintenance or replacement costs—amplifying the value of the investment for our department and institution.

Budget Estimate:

- Registration: \$165
 - Travel & Lodging: \$[Estimated Cost]
 - Meals & Incidentals: \$[Estimated Cost]
- Estimated Total Investment:** \$[Total]

Early Planning Benefits:

The AEMA program includes early-bird savings, and by acting now, we can lock in better rates for registration and lodging. Attending also places us as proactive in equipment management—an institutional advantage.

Thank you for considering this request. As an AEMA member and an athletic equipment management professional, I am committed to sharing key take-aways with the department, compiling a “lessons learned” report and identifying actionable recommendations for implementation. I believe attending the AEMA Convention aligns with our goals of operational excellence, athlete safety, and institutional leadership.

Please let me know if you’d like additional detail or a follow-up meeting to discuss this opportunity further.

Warm regards,

[Your Name]

Equipment Manager, [Team/Program]

[Contact Information]