**Justification for Participation in SkillsUSA Virtual Field Trip**

Dear{Insert Administrator’s Name},

I am requesting permission for my class to attend a virtual field trip to participate in SkillsUSA’s Elevate – Chapter Officer Development Conference. As you know, SkillsUSA is an intracurricular component of our {insert program area} program.

This virtual field trip will take place between {insert start time} and {insert end time} on Wednesday, October 11, 2023. While our students will miss valuable class time, their time away will be supplemented with important skill development that is validated by business and industry.

As a result of attending SkillsUSA’s Elevate conference, SkillsUSA’s mission of empowering members to become skilled professionals, career-ready leaders and responsible community members is achieved by ensuring that chapter officers are able to:

* Use Self-Motivation, Communication, Teamwork and Planning, Organizing and Management to serve and lead their chapter members.
* Lead chapter members in their development of Framework skills through intentional incorporation of the skills in chapter Program of Work activities.
* Implement a four-step process of planning high-quality and successful chapter activities that align with a Program of Work category and include goals, Essential Element instruction, a plan to achieve, and an evaluation.

[Click Here](https://youtu.be/AMXjC12-j80) to learn more about the SkillsUSA Program of Work.

As you can see, our students’ participation in this SkillsUSA experience is beneficial to their development as future professionals, leaders and community members; it’s also important to the success of our chapter. If you have any questions while considering this opportunity, please let me know.

Respectfully submitted,

{Insert Your Name}