ASKING FOR time off and registration expenses requires a solid understanding of the potential benefits to your supervisor, colleagues and stakeholders, as well as your organization as a whole. It’s essential to be able to communicate these benefits clearly. That’s why we’re offering this easy-to-follow roadmap designed to help get you to the 2022 Points of Light Conference. Attending conference sessions can be applied toward the education requirement for initial CVA Certification or CVA Renewal. CVA certification is the only internationally recognized credential in the field of Volunteer Administration.

FIVE STEPS TO GETTING TO THE CONFERENCE

1. **Map out the value of each experience.** Identify speakers and workshops that you believe will help you develop both your skills and your network.

2. **Identify your organization's greatest challenge** or an area of strategic focus, and tie it to key sessions being offered at Conference.

3. **Make a plan that outlines how your workload will be handled** while you’re away including how, if necessary, technology can keep you accessible.

4. **Pitch your supervisor.** List the sessions that will be of greatest value to your workplace. Put your request in writing. The editable sample letter on the next page is a great place to start.

5. **Propose a time after your return when you will share** with your coworkers and supervisor the fresh ideas, best practices and contacts you’ve gained at Conference.
FIVE WAYS
YOU’LL ADD VALUE
TO YOUR ORGANIZATION
AFTER THE CONFERENCE

Here are just a few ways you’ll add value to your organization after the event and why your organization can’t afford to let you miss it. The 2022 Points of Light Conference will help you:

1. **Add more innovation and thought leadership** to your organization. With a robust lineup of speakers and workshops, the Points of Light Conference is uniquely positioned to not just track trends but inspire you to start some of your own.

2. **Learn new ways to help your organization become more efficient, effective and economical.**

3. **Gain professional development tips** that will make you better at your job and help elevate your organization.

4. **Return with a renewed sense of enthusiasm** about your work when you hear our inspiring speakers and network with your fellow attendees.

5. Attending conference sessions can be applied toward the education requirement for initial **CVA Certification or CVA Renewal**. CVA certification is the only internationally recognized credential in the field of Volunteer Administration.