EM Wellness

Approval Request Template

Subject: Request to Attend the Mentor Program Design Workshop

I am requesting approval to attend EM Wellness's Mentor Program Design Workshop. The registration cost is $1,750, and the workshop includes three 3.5-hour virtual sessions.

Our organization is currently considering how to [launch, strengthen, or redesign] a mentoring program to address:

- [Loss of institutional knowledge]
- [Leadership or succession needs]
- [Employee, member, student, or volunteer development]
- [Retention, engagement, or workforce connection]
- [Another organizational priority]

This is not a general presentation about mentoring. During the workshop, I will work directly on our organization's program design. By the end, I expect to have drafts of:

- The program's purpose and intended outcomes
- Program structure and timeline
- Participant criteria
- Recruitment and matching approach
- Kickoff and engagement plans
- Success measures and operating considerations

The workshop will help us make these decisions before recruiting participants or committing additional resources. This reduces the risk of launching a loosely structured program that lacks clear outcomes, appropriate matching, participant support, or a sustainable operating plan.

After the workshop, I will provide [supervisor/leadership/team] with:

1. A summary of recommended program decisions
2. The draft mentoring program plan
3. Any decisions or resources still requiring leadership approval
4. A recommended launch timeline

5. Proposed measures for evaluating participation, relationship quality, and organizational outcomes

I am requesting approval for:

- **Registration:** $1,750
- **Attendance:** 10.5 hours across three virtual sessions
- **Travel expenses:** None
- **Optional office hours:** Up to three additional hours, if approved and needed

Because the workshop is virtual and focused on producing an organization-specific plan, the investment supports both my professional development and a practical organizational deliverable.

Your Signature

OPTIONAL SECTOR-SPECIFIC PARAGRAPHS

Participants can replace the second paragraph with the most relevant version.

Private company
A structured mentoring program could support employee retention, leadership development, internal mobility, onboarding, and succession planning while making better use of knowledge already held by experienced employees.

Association
A structured mentoring program could strengthen member value, professional development, volunteer leadership, member engagement, and connections across career stages, specialties, or geographic areas.

Higher education
A structured mentoring program could support student career readiness, alumni engagement, faculty or staff development, belonging, and stronger connections between academic learning and professional practice.

Government
A structured mentoring program could support mission continuity, workforce readiness, succession planning, leadership development, and the transfer of institutional and operational knowledge. Federal employees may also need to submit an SF-182 or agency-equivalent training request. OPM SF-182 guidance

Nonprofit
A structured mentoring program could strengthen staff and volunteer capacity, preserve institutional knowledge, prepare emerging leaders, and expand professional development without relying exclusively on higher-cost external programs.