Hello Chapter President (copy to PE and Chapter Admin also),

As part of the MPI Facilitator Training Program, one of the requirements for those who have gone through the training phase is to shadow a facilitator who served on the training committee. (insert candidate’s name) has asked to shadow (insert facilitator name or the word “me”) at your Annual/Mid-Year (whichever it is) retreat.  We would like to have your permission for (insert candidate’s name) to attend your upcoming chapter retreat on (insert Date).  Allowing (insert candidate’s name) to shadow the retreat includes:

Opportunity to listen in on all planning calls prior to retreat

If possible, to be included in accommodations and F&B count.  If unable to do so, the candidate is responsible for their own travel and accommodation expenses.

Shadow full retreat and participate in all activities (any expenses required candidate is responsible for).

Allow (insert candidate’s name) to facilitate a section of the retreat (usually on the second day), which we will discuss on the planning calls and determine together. \*Note: I will be training and supporting as needed during this portion to ensure your chapter’s needs are met and have a valued experience.

We hope you will welcome this opportunity to be part of enhancing chapter retreat experiences for all leaders moving forward, and ensure each chapter has the opportunity to work with trained and engaged facilitators.  If you have any questions at all, please let me know.

Thank you,  - (signed by the CBM or Facilitator)