



Justification Letter: Request for Conference Training Approval

To: _____

Title/Rank: _____

Agency/Department: _____

From: _____

Title/Rank: _____

Date: _____

Subject: Request for Approval to Attend First Responder Mental Health & Wellness Conference

Dear _____,

I respectfully request approval to attend the **First Responder Mental Health & Wellness Conference**, hosted by **1st Responder Conferences**, in partnership with public safety agencies and wellness organizations nationwide.

The conference focuses on improving health, resilience, performance, and long-term career sustainability for first responders. It provides evidence-based training and resources aimed at reducing burnout, improving morale, and strengthening agency support systems.

Training Purpose

Attending this conference will allow me to:

- Gain practical tools to improve mental, emotional, and physical wellness.
- Learn current best practices for critical incident stress, trauma prevention, and recovery.

- Strengthen peer support, leadership communication, and agency wellness initiatives.
- Network and exchange solutions with other departments across the country.

Benefits to Our Agency

This training supports our department by:

- Enhancing workforce resilience and reducing burnout and turnover.
- Supporting proactive wellness policies, reducing liability, and improving performance.
- Helping maintain a healthy, mission-ready workforce.
- Strengthening morale, retention, and long-term career satisfaction.
- Upon return, I will share training materials, takeaways, and resources with our command staff, wellness team, and/or department personnel.

Conference Credentials

- **1st Responder Conferences** has organized **over 60 conferences** since 2016, training thousands of first responders, clinicians, and agency leaders.
- Attendees receive a **certificate of attendance**; most conferences provide **additional credits for Law Enforcement, Fire, and Clinical professionals**.

Estimated Cost

Expense	Cost
Registration	\$_____
Travel/Lodging	\$_____

Miscellaneous/Per Diem \$ _____

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Total Estimate \$ _____

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Note: If applicable, our agency may choose to register as an Endorsing Agency, which provides one free registration when contributing a raffle basket.

Contact Information

For additional information or questions about the conference, please contact:

Shawn Thomas, Founder

Email: shawn@1strc.org

Phone: 206-841-6632