**EMPLOYER LEAVE ENDORSEMENT NEEDED – FOR ATHLETE LEADER INTERNATIONAL SCHOLARSHIP 2025**

*Note: The below template can be used to request confirmation of leave availability.  (This isn’t to book leave in, this is simply to obtain your employers support that if you win the scholarship, they will support your leave requirements for the time period).*

*You can copy and paste this into an email and change it where needed.*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear   (Employer Name)              ,

As an athlete leader with Special Olympics Victoria, I have been provided the opportunity to apply for an International Scholarship to Minneapolis, USA during October, 2025 for 7 days.

The scholarship is available to athletes who have completed the athlete leadership program and is funded by Law Enforcement Torch Run Victoria. The total cost of the scholarship is $10,000 and it is fully funded.

If I am successful, I will be able to fly to Minneapolis, USA and attend the International Law Enforcement Torch Run Conference and be a part of a workshop on Athlete Leadership to educate the USA on how Australia engage with people with disability and provide us with leadership training.

I will also be able to gain life experience in travel, exploring, gain independence and visit some tourist attractions whilst I am there- including a worldwide torch It would be pretty amazing.

**Your confirmation is needed please**

* The dates I would be required to travel are in this time period: 13-20th October, 2025
* I would really appreciate it if you could please confirm back with me via email that I will be able to take leave during the nominated travel period if I am successful and that you support my application.
* The trip won’t be for the whole time of 13-20th October, 2025, however these dates are to provide flexibility when considering the booking of return flights.

I need to have my application completed in full to submit prior to close of business on the 31st July, 2025.

If you would like to know any further information please ask as I have the information available.

Thank you so much for your time and consideration. I look forward to hearing from you, wish me luck! 😊

Kind Regards,

(Athlete Name)