



# RECOVERY LEADERSHIP SUMMIT



FACES & VOICES  
OF RECOVERY

ADVOCATE. ACT. ADVANCE.

# JUSTIFICATION TOOLKIT 2025

Let's get you to RLS this summer!

10 G Street NE, Suite 600, Washington, DC 20002 | [rls.facesandvoicesofrecovery.org](https://rls.facesandvoicesofrecovery.org)

At a lot of organizations, times are tighter than ever. Without a rationale to back the benefits of attending a multi-day conference, it can be hard to get your employer to buy in on your attendance.

This Justification Toolkit is designed to help you explain how your attendance at Recovery Leadership Summit (RLS) will benefit you, your team and your organization, and covers:

- Benefits of going to RLS
- Your game plan
- How to calculate your Return on Investment (ROI)
- Justification Letter

RLS is an inspiring and unifying event for allies in the recovery community and those with lived/living experience. Held in a beautiful venue in a different major metropolitan city every year, RLS is a boon to networking, resource-sharing, and partnership formation with benefits that pay dividends for years to come.

Attendees leave RLS armed with actionable ways to destigmatize drug use, addiction, and recovery in their own communities, and to affect positive change at both granular and broad levels. Faces & Voices of Recovery also has the honor of featuring leaders, experts, and change-makers in the substance use disorder space in keynote speeches as well as in general and breakout sessions.

## **BENEFITS OF GOING TO RLS**

RLS is one of the biggest annual networking events in the Recovery Community Organization (RCO) space.

### **4 reasons you should attend:**

1. Relationships. Nothing replaces shared space with like-minded professionals and friends.
2. Access. You get to hear from experts and leaders whose knowledge and training can directly impact the way your organization does business.
3. Fun. Recovery work is both rewarding, but it is also heavy. Relish the opportunity to relax and socialize.
4. Action. Participating in Hill Day provides an opportunity for grassroots advocates to meet with elected officials and their staffers and to speak candidly about the challenges those in recovery from substance use are facing.

# YOUR GAME PLAN

There are certain things you'll want to plan for ahead of attending RLS.

## You'll prepare by:

- Ensuring a teammate, colleague, or supervisor can cover your work obligations or help with specific tasks as an intermediary in your absence.
- Setting your email with an automatic out-of-office reply explaining where you are and when you'll return.
- Researching any featured speakers you want to get individual facetime with so you can hold a well-informed conversation with them.
- Bringing business cards for when you make new relationships.

## You can emphasize:

- Faces & Voices of Recovery is a certified provider of education for NAADAC and you have the potential to earn up to 22 continuing education hours (CEs).
- RLS is not an a la carte event; ROI on your attendance is maximized if you attend as many events as you can while you're there.
- These are valuable training hours if you specialize in, substance use disorder, recovery, harm reduction, or major schools of thought governing best practices in any of those areas.

## You can share:

- Any materials you collect while at the event.
- A short synopsis of the event and any key takeaways from speaker sessions for colleagues who couldn't attend.

# CALCULATE YOUR ROI

Before you justify conference expenses, it will help if you can quantify the expenses precisely so your employer knows exactly what to expect. Conference expenses are affected by several factors like registration fees, per diem rates, transportation and lodging logistics.

Expense	Guideline	Cost
Conference Registration	ARCO Members = \$795 Non-Members = \$895	\$
Flight	Try a web travel service to get a quick estimate.	\$
Lodging	Block room rate = \$289 + \$41.18 tax per night	\$
Transportation (airport to hotel)	Try a web travel service to get a quick estimate.	\$
Transportation (hotel to airport)	Try a web travel service to get a quick estimate.	\$
Mileage Reimbursement	Arlington, VA/Washington, DC mileage per diem	\$
Parking reimbursement	Try a web travel service to get a quick estimate.	\$
Food Reimbursement	Arlington, VA/Washington, DC Meals & Incidentals per diem (2 full days + first day, last day) = $\$79 \times 2 + \$59.25 \times 2$	\$
Total		\$

On the next page, we dropped a letter template you can customize to request employer support for your attendance at RLS.

If you decide to use it, please make sure to fill in the indicated blanks, including your organization's name and the correct prices where indicated. And – importantly – be sure to calculate your return on investment (ROI).

# JUSTIFICATION LETTER

Dear [Supervisor's Name]:

I am writing to request your approval to attend the Recovery Leadership Summit (RLS), a national advocacy event hosted by Faces & Voices of Recovery, which will be held at the Crystal Gateway Marriott in Arlington, VA, from June 8th to June 11th. This summit brings together leaders in the addiction recovery field, including representatives from SAMHSA, CDC, and ONDCP, to discuss pressing issues such as the opioid epidemic and the need for a unified response to the disease of addiction.

The RLS attracts a diverse group of professionals, including advocates, addiction specialists, peer recovery support specialists, wellness professionals, harm reductionists, and other experts in the field. This is an invaluable opportunity to engage in meaningful discussions, learn from one another, share best practices, and gain insights that can directly benefit our work. Attendees will have the chance to hear from influential keynote speakers, participate in breakout sessions, and take part in Hill Day, where we will meet with elected officials, their staffers and discuss the challenges faced by those in recovery.

This event is not only an opportunity to learn but also to network, build relationships, and collaborate with others who are equally committed to supporting recovery and fighting stigma. Many attendees leave RLS inspired, armed with new ideas and concrete steps to advocate for change in their communities.

As an attendee, I have several key objectives I aim to achieve:

- [Insert your first objective here.]
- [Insert your second objective here.]
- [Insert your third objective here.]

I would be happy to discuss the conference agenda with you to ensure we align the sessions I attend with the greatest needs of our organization.

The registration fee for the event is <\$xxx>, and the total cost for me to participate, including travel, housing, and other expenses, is <\$xxx>. I am confident that the knowledge, connections, and resources I will gain from this event will be immensely valuable in advancing our mission and expanding our impact.

Thank you for considering my request. I look forward to your feedback.

Respectfully,  
[Your Name]



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SUMMIT



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# GET IN TOUCH



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