



Are you looking for employer support to help fund your APICS membership? The email template below can help you start the conversation! Simply copy and paste the text into your email and customize it so it is relevant to your needs and your organization.

<<REPLACE AND/OR REMOVE BLUE TEXT PRIOR TO USING THIS TEMPLATE>>

Subject Line: Supply Chain Association Membership

Dear <<insert supervisor name>>,

**Alternative A: Help Meet Personal/Team Goals**

I know you're always on the lookout to find great training programs that will help our team stay at the forefront of <<supply chain/operations/logistics>> best practices. I've found an organization that will help me <<and the rest of the team>> meet <<our/my>> training goals while building our credibility within the organization and beyond.

**Alternative B: Value of Education/Credentials**

I'm writing you in hopes that you will support my goal of advancing my knowledge and practical skills. The return on investment in professional development can be exponential, both from an individual and organizational standpoint. I've found a program that is practical and extremely relevant to my position.

**Alternative C: Maintain Credential**

As you know, I recently earned my <<CPIM, CSCP, CLTD>> through APICS. I appreciate your support, as well as the support of the organization as I pursued this credential! To maintain my active status, I must earn 75 professional development points every five years. Becoming a member of APICS qualifies me for 6 points a year, and provides me opportunities to participate in other qualifying activities to earn points; helping me stay ahead and keep my credential up to date.

APICS is an organization focused on elevating supply chain performance and developing people and talent. The organization offers a multitude of benefits and resources upon joining, including:

- Access to the Supply Chain Operations Reference (SCOR) Framework, a tool intended to help organizations optimize their supply chain.
- Learning opportunities, including access to live and online educational events, plus member discounts on regional seminars and their annual supply chain conference.
- Networking opportunities through local chapters
- Career resources through APICS Career Center, which provides access to the Mentor Center, webinars and more.
- And, savings on APICS courseware and certifications, including the CPIM, CSCP, and CLTD credentials, which are globally recognized supply chain credential programs.

They offer two options for membership, CORE and PLUS. I think that the **(choose one)**

<<PLUS membership applies to me, as I want to continue my professional growth by obtaining a credential in the near future. PLUS membership offers member discounts on the courseware and exams. >>

**or**

<<CORE membership would be perfect for me as I work to increase my knowledge and keep up with the latest news and events related to the profession.>>

If possible, I'd **(select an option)** << like to attend an APICS event, seminar, trainings>> **or** << like to use an APICS membership for (certification, education, industry updates, etc)>>.

I appreciate your consideration of this request. I believe that it would greatly impact my performance, and I would bring my new learnings with the team and company overall. I would be happy to discuss this further in person.

Sincerely,

<<Signature>>