



Interoffice Memo

DATE: February 19, 2025

PHONE: (909) 383-2064

FROM: Arlene Molina,
Director of Preschool Services

TO: Renee Linares
Preschool Services Contracts

SUBJECT	PRESCHOOL SERVICES POLICY COUNCIL MEMBER TO ATTEND THE 2025 NATIONAL HEAD START CONFERENCE AND EXPO
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Attendee Names Eva Soto & Diana Banderas
Alternate: Leona Chen

Cost Center: 5911022220

Dates(s) of Travel: May 18, 2025 – May 22, 2025

Purpose of Travel: Attend the 2025 National Head Start Conference and Expo in Columbus, OH

Expenses:

Conference Registration	2	EA	845	\$1690
Day Child Care \$40 per day X 5 Days (5/18, 5/19, 5/20, 5/21, 5/22)	2	EA	200	\$400
Night Child Care \$20 per night X 4 Nights (5/18, 5/19, 5/20, 5/21)	2	EA	80.00	\$160
Airfare Flight Roundtrip	2	EA	606	\$1,212
Lodging \$262 per night X 4 Nights plus \$188 taxes & fees	2	EA	1,236	\$2,472
Breakfast \$20 X 4 Days (5/19, 5/20, 5/21, 5/22)	2	EA	80	\$160
Lunch \$22 X 5 Days (5/18, 5/19, 5/20, 5/21, 5/22)	2	EA	110	\$220
Dinner \$33 X 5 Days (5/18, 5/19, 5/20, 5/21, 5/22)	2	EA	165	\$330
Airport Parking \$18 per day X 5 Days (5/18, 5/19, 5/20, 5/21, 5/22)	2	EA	90	\$180
Taxi Round Trip from airport to hotel	1	EA	56	\$56
PC mileage for Eva (home to airport roundtrip) 24.2 miles X 0.700 cents	1	EA	17	\$17
PC mileage for Diana (home to airport roundtrip) 68.6 miles X 0.700 cents	1	EA	48	\$48
Subtotal				\$6,945
Contingencies				\$1,555

Grand Total		\$8,500
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Contact Name:

Renee Linares

Phone:

909-383-2064

Justification:

Attending the National Head Start Conference and Expo will provide the Policy Council (PC) members with the opportunity to step away from day-to-day work, unite, and refresh HS's vital mission, discuss latest developments, innovations, and obstacles in early childhood education. Participants will also engage in networking opportunities, building connections with other HS staff, parents, and advocates. PC members will share the knowledge they gain at the conference with fellow parents at their assigned school sites and with other Policy Council members.



As the largest national conference devoted to all things Head Start, the annual National Head Start Conference brings the Head Start community together for a week of sharing knowledge, networking with peers, and celebrating achievements.

NHSA's 52nd annual National Head Start Conference and Expo will be held in Columbus, Ohio. With more than 130 interesting, compelling, and challenging sessions, you will also find:

- Plenty of special events, celebrations, and entertainment
- Networking opportunities with hundreds of Head Start colleagues from across the country
- The largest collection of exhibitors offering products and services (and even free stuff!) for Head Start and Early Head Start programs
- And keynote speakers who will make you cry, laugh, and cheer!

Register Now (<https://cvent.me/82kZgy>)

Participate in the Event



Interested in advertising or sponsorship opportunities? Reach out to Kenna Pruitt, NHSA's partnership director, at kpruitt@nhsa.org (<mailto:kpruitt@nhsa.org>).

Registration Rates

Super Early Bird Member Rate:

\$605



Available until February 7, 2025
(<https://nhsa.org/>)



Early Bird Member Rate:

\$725

Available until March 28, 2025

NHSA Member Rate:

\$845

Available until May 18, 2025

On-Site Member:

\$965

Available after May 18, 2025

Regular Rate:

\$1,015

**All discounts are available to those who are a staff or parent in a Head Start/Early Head Start program which has an active NHSA program membership. Sign up to save. Sign up to save. (<https://nhsa.org/membership/>)*



Why is this such an important event?

The Head Start community is driven like none other to provide opportunities for success in the lives of our nation's systemically underserved children and families. It's important that our community comes together every year to refresh our commitment to Head Start's vital mission and discuss the latest developments, innovations,



Our mission is to coalesce, inspire, and support the Head Start field as a leader in early childhood development and education.

National Head Start Conference

Dear _____,

This is a request for permission and funding to attend the 2025 [National Head Start conference](#) in Columbus, Ohio, from May 19 - 22 2025.

Here is why I am interested in attending and why I believe it will be valuable to both our program and to my own professional development:

- As NHSA's largest national conference, this event is devoted to all things Head Start. The conference brings the Head Start community together for a week of sharing knowledge, networking with peers, and celebrating achievements.
- There will be over 120 sessions! Here is the [full agenda](#).
- All sessions were selected and reviewed by professionals in the Head Start and Early Head Start community. You can see the growing list of presenters [here](#).
- This will be a unique opportunity for me to network on behalf of our program and bring home meaningful insights and success stories from Head Start and Early Head Start centers all over the nation.
- Most session presenters provide handouts with valuable information and recommendations. I can bring these home and share them with other staff.
- Not to mention the EXPO, which will be filled with Head Start vendors and it will showcase diverse resources and tools.

Here is a breakdown of what it would cost for me to attend:

Registration Rate: \$ _____ (NHSA Member Super Early Bird Rate - \$605 NHSA Member Early Bird Rate - \$725, NHSA Member Regular Rate - \$845, NHSA Member On-Site Rate - \$965, Regular Rate - \$1,015)	Hotel: \$154 - \$225* *Taxes + additional fees not included. Special discounted rate available until April 28, 2025. Transportation: \$ _____ Per Diem: \$ _____
TOTAL: \$ _____	

And [here's the conference website](#). The conference hotels have a special discounted rate, which expires on April 28, 2025.

Thank you in advance for considering my request. I look forward to hearing your thoughts.

Sincerely,
