



Interoffice Memo

DATE: January 10, 2023

PHONE: (909) 383-2005

FROM: Jacquelyn Greene,
Director of Preschool Services

TO: Jacqueline Campos,
Preschool Services Contracts, Staff Analyst

SUBJECT	PRESCHOOL SERVICES POLICY COUNCIL MEMBER TO ATTEND THE NATIONAL HEAD START ASSOCIATION 2023 Winter Leadership Institute Conference
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Attendee Names Virginia Olalde;
Alternates Shelly Thomas & Oretha Pakpahan

Cost Center: 5911022220

Dates(s) of Travel: January 22, 2023 - January 27, 2023

Purpose of Travel: Attend National Head Start Association 2023 Winter Leadership Institute Conference

Expenses:

Air Travel	Flight to and from conference 1 attendee	\$276.00	\$276.00
Meals	Breakfast \$11 x 5 days Lunch \$15 x 5 days Dinner \$24 x 5 days X 1 attendee	\$55.00 \$90.00 \$120.00	\$265.00
Lodging	\$284.49 (tax included) per night x 5 nights 1 attendee	\$1,422.41	\$1,422.41
Registration Fee	\$699.00 1 attendee	\$699.00	\$699.00
Child Care	\$40 per day + \$20 per night x 6 days/5 nights 1 attendee	\$340.00	\$340.00
Parking	\$13 per day x 6 days 1 attendee	\$78.00	\$78.00
Mileage	0.625 cents x 72 miles 1 attendee	\$52.00	\$52.00
Taxi	\$18.00 x 2 1 attendee	\$36.00	\$36.00
	Cost Per Person	\$3,168.41	Grand Total \$3,168.41

Contact Name: Jacqueline Campos

Phone: 909-383-2023

Justification: Attending the 2023 National Head Start Association 2023 Winter Leadership Conference will provide the Policy Council (PC) members with information and resources needed to prepare children for kindergarten and to build lifelong learning skills. The PC member will share the information learned with fellow parents at assigned school sites, as well as with other Policy Council members.

Audiences



NATIONAL HEAD START ASSOCIATION
[\(https://nhsc.org/\)](https://nhsc.org/)

Winter Leadership Institute

January 23 - 26, 2023 | Crystal City, VA

Join us in helping ensure this Congress is one that understands, values, and empowers the important role Head Start serves for our nation's most vulnerable children and families.

Register now! (<https://cvent.me/ea7q1w>)

Registration Rates

Super Early Bird:

\$459

Available until Nov 18*

Early Bird:

\$579

Available until Dec 23*

NHSA Member :

\$699

Available after Jan 22*

On-Site Member:

\$819

Available after Jan 22*

Regular:

\$869

Available to non-members

* All discounts are available exclusively to NHSA Members. Not a member? Sign up to save.
(<https://nhsa.org/membership/>)



A Word from NHSA

"The Leadership Institutes are essential, not only because they offer informative sessions and invaluable networking events, but because they provide the opportunity throughout the year to meet with members of Congress and their staff to build strong, impactful relationships."

- Tommy Sheridan, Deputy Director

Frequently Asked Questions

Who can attend?



I have never gone to a meeting with an elected official. Can I still come?



Does any of this really make a difference?



Do I have to go to the meetings on Capitol Hill alone?



I am not allowed to lobby. What can I do?



How do I get a discount?



How can I learn more about advertising, exhibiting, and sponsorship opportunities?



If your products and services support the healthy development of young children or help Head Start and Early Head Start programs operate more efficiently and effectively, take a look (<https://nhsa.org/sponsor-exhibit-advertise/>) at the many partnership opportunities we offer.



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