



Interoffice Memo

DATE: January 11, 2022

PHONE: (909) 383-2005

FROM: Jacquelyn Greene,
Director of Preschool Services

TO: MARTHA GARCIA,
Preschool Services Contracts, Staff Analyst

SUBJECT	PRESCHOOL SERVICES POLICY COUNCIL MEMBER TO ATTEND THE NATIONAL HEAD START ASSOCIATION 2022 Winter Leadership Institute Conference
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Attendee Names Lorena Alatorre and Marie Wells

Cost Center: 5911022220

Dates(s) of Travel: January 23, 2022 - January 28, 2022

Purpose of Travel: Attend National Head Start Association 2022 Winter Leadership Conference

Expenses:

Air Travel	Flight to and from conference X 2 attendees	\$512.00	\$1,024.00
Meals	Breakfast \$11 x 5 days Lunch \$15 x 5 days Dinner \$24 x 5 days X 2 attendees	\$55.00 \$75.00 \$120.00	\$500.00
Lodging	\$303 (tax included) per night x 5 nights X 2 attendees	\$1,515.00	\$3,030
Registration Fee	\$699.00 X 2 attendees	\$699.00	\$1,398.00
Child Care	\$40 per day + \$20 per night x 6 days/5 nights X 2 attendees	\$340.00	\$680.00
Parking	\$16 per day x 6 days X 2 attendees	\$96.00	\$192.00
Mileage	2 attendees (\$39.09) + (\$15.68)	\$54.77	\$54.77
	Cost Per Person	\$3,466.77	Grand Total \$6,878.77

Contact Name: Martha Garcia

Phone: 909-383-2036

Justification: Attending the 2022 National Head Start Association 2022 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.



NATIONAL HEAD START ASSOCIATION



CONFERENCE

2022 Winter Leadership Institute

January 24 - 27, 2022 | Washington, D.C.

Overview

FAQs

Hear from leading experts

Take a four-day deep dive during the Winter Leadership Institute into the policy and advocacy issues that will impact Head Start for years to come.

Help secure Head Start's future

Meet with members of Congress and their staff, urging them to support Head Start as a proven, transformative model of effective early childhood education.

Interested in attending?

[Register Now](#)





At the **2022 Winter Leadership Institute**, we will explore meaningful policies, the role of Head Start in our country’s recovery, and meet with lawmakers to help provide a level of stability that will make all the difference. [You can register here](#). We must take this opportunity to stand up for Head Start.

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.

Are you up to the task?

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](#) or [sign up](#) to learn more.

REGISTRATION RATES

Non-Member:	\$ 86
Super Early Bird:	9
Early Bird:	\$ 459
Regular Member:	\$ 59
Onsite Member:	\$ 79
	\$ 69
	\$ 819

Please note that all early bird rates are reserved exclusively for NHSA Members.



Sign up to learn more
(<https://www.nhsa.org/wli-interest/>)



Frequently Asked Questions

About the Leadership Institute

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?



Planning Your Week

Where is the Winter Leadership Institute being held?



What airport is closest?



Is there a shuttle?



Are the conference sessions being held at the same location?



Yes. All sessions and activities for the Leadership Institute are being held on-site at the Hyatt Regency Crystal City.