

### **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

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





**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



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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.

#### REGISTRATIO N RATES

Non- Member:	8
Super Early Bird:	9
Early Bird:	\$ 4 5
Regular Member:	9
Onsite Member:	5
	\$ 6 9
	8

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

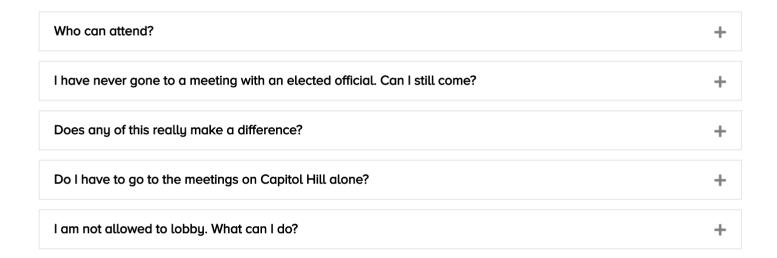


## **Sign up to learn more** (https://www.nhsa.org/wli-interest/)

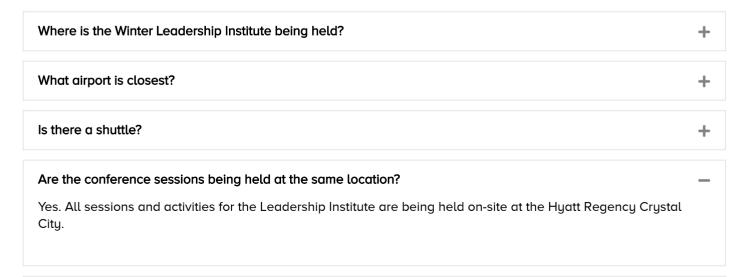


## **Frequently Asked Questions**

#### **About the Leadership Institute**



#### **Planning Your Week**



https://www.nhsa.org/wli-faq/