

## **CONFERENCE TRAVEL GUIDELINES**

### **Please Read Prior to Applying to Attend a Conference**

Parents and/or staff attending conferences, meetings or training sessions are expected to abide by the guidelines listed below as a representative of Shasta Head Start.

Please remember to:

1. Stand by your commitment on attending the conference/training as scheduled.
2. Assure that your conduct promotes a positive image of Head Start.
3. Attend scheduled meetings/training sessions.
4. Be on time for all meetings/training sessions.
5. Avoid distracting or talking to others during the meetings/training sessions.
6. Remain for the entire meeting/training session unless an emergency arises.
7. Turn off cellular phone sound when you enter the meeting/training sessions.
8. Avoid excessive amounts of alcohol consumption and abstain from using any illegal substances.
9. Treat other parents and/or staff with respect and courtesy.
10. Understand that Shasta Head Start is paying for accommodations for only those representing the agency.
11. Be prepared to present your personal credit card to the hotel at check-in to pay for all extra expenses (phone calls, room service, and entertainment). We do not recommend using a debit card, as your bank will put a hold on monies in your account.
12. If, due to unforeseen circumstances if you must cancel, you need to return your per diem within one week to the fiscal department.

These guidelines are in effect from the time of your departure to the time you return from the conference. Remember you are representing Shasta Head Start at all times, including leisure time.