



The Maryland Head Start Association
2012 Spring Training Conference
May 7th – 10th

*“Education is
not
preparation
for life;
education is
life itself.”*

John Dewey

MHSA



Maryland Head Start Association

Pre-Conference Booklet

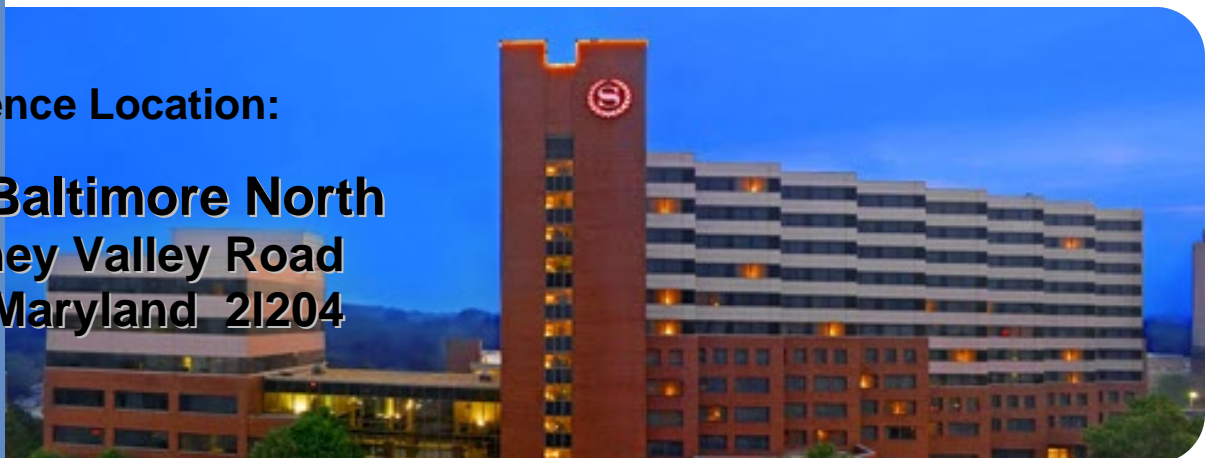
Look Inside for:



Pre-Registration Information
Preliminary Schedule
Hotel Information
Call for Workshop Proposals
Vendor & Advertiser Forms
& More...

Conference Location:

Sheraton Baltimore North
903 Dulaney Valley Road
Towson, Maryland 21204



Mark Your Calendars for Three Special Dates in 2012

The Maryland Head Start Association

invites members, partners, presenters and
vendors to participate in our Spring and
Fall Conferences in 2012

Spring Conference

Sheraton Baltimore North

Towson, MD

May 7-10, 2012

Fall Conference

Turf Valley Hotel

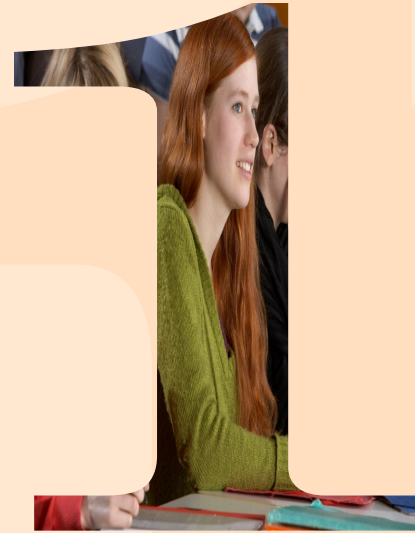
Ellicott City, MD

November 14-16, 2012

MHSA MEMBERS

The MHSA Planning Meeting
is
Friday, January 27, 2012

Come enjoy a day of
networking and strategic
planning for the coming year.



Maryland Head Start Association

More information about
these and other MHSA
events coming soon to the
MHSA website.

www.md-hsa.org



Reserve Your Hotel Room Today

The Conference Hotel is
The Sheraton Baltimore North

**Room Block Deadline:
Monday, April 16, 2012**

903 Dulaney Valley Road
Towson, Maryland 21204

Room Rate - \$97.⁰⁰

(410) 321-7400
1 (888) 627-7147

www.sheratonbaltimorenorth.com



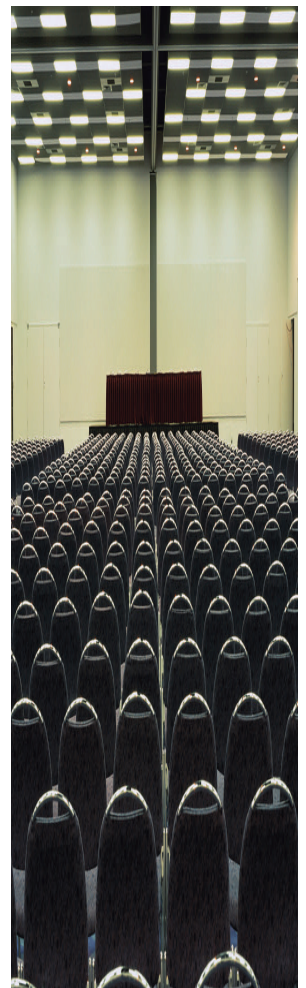
Call for Presenters!

We want **YOU** to be a part of the Maryland Head Start Association 2012 Spring Training Conference!

Presenting a MHSA Conference workshop is the perfect opportunity for you to solidify your reputation as an industry expert! As a workshop presenter, you will share your knowledge, experiences, and expertise to a diverse group of professionals in education, family services, mental health & disabilities, nutrition, health & wellness, transportation, administration and community action. You will enjoy the recognition that comes with being a presenter, while enhancing your own knowledge through teaching others. You will increase your reputation as the “go-to” person in the Early Childhood Education and Human Services communities.

Maryland Head Start Association (MHSA) Spring Conference Goals:

- To foster a multi-faceted exchange between the MHSA and its membership and partners, with respect to policies, initiatives, programs, best practices and collaborative efforts.
- To enhance the leadership skills and professional development of prospective and current Early Childhood and Human Services leaders and professionals, in order to more effectively serve the children and families of Maryland and the nation.
- To provide parents, partners and volunteers with a better understanding of Head Start, while offering them an opportunity for their own personal and professional development.
- To increase the knowledge and understanding of participants regarding issues affecting the Early Childhood Education and Human Services communities.



The MHSA is committed to ensuring that our Annual Spring Training Conference content is reflective of a diversity of topics and perspectives. We therefore strongly encourage workshop submissions with content that is applicable to and inclusive of multiple disciplines and constituent groups. We also encourage workshop submissions with presenters and panelists drawn from a diversity of backgrounds, as well as workshops presented by professionals representing both practitioners and researchers.

DESIGNING YOUR WORKSHOP



The MHSА values **participatory** workshops that maximize group discussion and promote problem-solving. We emphasize that workshops should not be the traditional “seminars” where the participants spend most of the time listening to the presenter and do not have an opportunity for interaction and asking questions. Presenters should also facilitate the peer learning and teaching of the workshop attendees when appropriate.

Workshops should be designed to provide deliverable learning objectives for participants to encourage and enhance the implementation of new ideas/concepts/programs presented in the workshop.

While we welcome workshops presented by representatives from for-profit entities, the workshop is not a time for “selling” your business. You may provide participants with marketing materials for your company and branding of your presentation is highly suggested. However, overt sales tactics are not appropriate.

Workshops should be structured to ensure the following:

1. All workshop blocks are **1 hour and 30 minutes**, including time for interaction.
 - We have the option of two (3 hrs) and three (4.5 hrs) block sessions for those workshops that merit a longer presentation time.
 - Please note, you will still have 30 minute breaks between the 1.5 hour workshop blocks during your extended session.
 - Attendees may choose to participate in only one portion (block) of your multi-block session. They may decide to attend all of your session.
 - Please make note in your proposal if participants **must** attend both or all three sessions, if you are requesting a double or triple block session for your workshop.
2. Limit presenters to **no more than 3 individuals** per workshop.
 - MHSА will provide a facilitator in your session to help with attendee sign-in, distributing workshop credit stickers and any A/V troubleshooting.

*“A human being
is not attaining
his full heights
until he is
educated.”*

Horace Mann



Presenters are responsible for the following:

1. Ensuring their workshop description clearly explains the subject matter they will present. (There will be an opportunity to edit before the final abstract goes into the program.)
2. Presenting a specific topic with at least 2 -3 deliverable learning objectives (take home points) to the participants.
3. Defining the basic structure and the goals for the workshop.
4. Bringing the workshop to a close in a positive and motivational manner.
5. Providing a dynamic workshop with an end goal and a practical application (take home points!) of the topic to the participants.
6. Providing a laptop, if applicable, during their presentation. MHSA will ensure a PowerPoint projector is available in each meeting room.
7. Providing enough handouts and materials for all participants and allowing for extras for potential “walk-in” attendees.



Proposal Timeline

December 30, 2011: Proposal Submission Deadline (Phase One)

January 2 – February 3: Conference Planning Committee Review & Possible Phase Two Call for Proposals

By February 10: All Potential Presenters Notified

“Develop a passion for learning. If you do, you will never cease to grow.”

Anthony J. D'Angelo

Presenter Honorarium

PLEASE NOTE: MHSA DOES NOT PAY for workshop presentations.

As a token of thanks for your bringing your experience and expertise to our Conference attendees, we offer workshop presenters either (1) mileage reimbursement (limited) or (2) one-night's stay in the Conference hotel.

In addition, presenters receive a One-Day Registration for the day of their presentation and a special discounted rate should they choose to purchase additional registration days. MHSA reserves the right to make the choice of which honorarium (mileage or hotel room) it will award the presenter.



WORKSHOP TOPIC SUGGESTIONS

We have listed some potential workshop topics below, but please feel free to submit proposals on other topics.



“Education is simply the soul of a society as it passes from one generation to another.”

Gilbert K. Chesterton



- Family Financial Education
- Dealing with Grief and Loss
- Program Fiscal Planning
- Pre-K Common Core Standards -- Reading, Thinking, Writing, Listening and Speaking Strategies
- School Readiness Goal Setting & Systems for Implementation
- USDA Food Program
- Training Staff to Work In a Digital Age
- Preparing for Head Start Reviews and Audits
- ERSEA
- CLASS Training
- How to Avoid Burnout
- All About Re-competition & Designation Renewal
- Addressing Special Needs in the EHS Classroom
- Reflective Supervision in a Busy Workplace
- How to Handle Difficult Employees
- Community Involvement
- Strategic Planning
- PIR
- Father & Male Involvement
- Pre-K Cognitive Development -- Processes, Strategies and Techniques
- Assessment & Planning
- Cultural Competency
- Food Allergies – Implications for Menu Planning and the Center Community
- Partnering with Parents of Children with Behavior Challenges
- Understanding How to Work with Integrated Services
- Strategies for Increasing Parent Participation in Policy Council and Program Governance
- Understanding the Child Care Certifications
- All About In-kind
- Implementing the Head Start Performance Standards Across All Classrooms
- Early Head Start 101
- Leadership Skills for Everyone - Not Just Leaders
- Dealing with Difficult People
- Techniques to Relieve Stress at the Job
- Transitioning to Public School (Parents and Children)
- Motivating Parents to Become Active in the Classroom or Program
- Nutrition and Head Start
- Motivating Employees
- How to Incorporate Nutrition and Health Programming into Our School Year – For Children, Parents and Staff
- Understanding Autism
- Steps for Conducting an Effective Self Assessment
- Intentional Teaching Practices
- Team Building in the Classroom
- Stress Management
- Preventing Childhood Obesity
- Strategies for Dealing with Challenging Behaviors in the Classroom
- Seeing Parents as an Asset to the Program
- Understanding Ones Credit Information and How To Improve It
- Integrating Health & Literacy
- Board and Policy Council Development
- Healthier Habits for Children and Families
- Building Better Relationships Between Early Head Start, Head Start and the Public Schools
- How To Be a Better Supervisor
- Time Management
- New Head Start Performance Standards and Regulations Updates

Audiences Attending the Spring Conference:

Early HS /Head Start Staff:

Education Professionals/Teachers
Family Services Professionals
Nutrition Professionals
Mental Health & Disabilities Professionals
Health & Wellness Professionals
Transportation Professionals
Administrators
Human Resources Professionals
Fiscal Managers
Facilities Managers
Etc.

Early HS /Head Start Partners:

Parents
Volunteers
Board Members
Advisory Group Members
Service Providers
Etc.

Early Childhood Education Community:

Family Child Care Providers
Child Care Center Professionals
State-wide Association Leaders
Pre-K Teachers
Public School Administrators
MSDE Administrators
Judy Center Staff
Etc.

Human Services Community Staff:

Departments of Social Services
Departments of Health
WIC Offices
Community Action Agencies
Etc.

Colleges & Universities

Professors
Researchers
Students



*Education is not
the filling of a
pail, but the
lighting of a fire.*

William Butler Yeats

Submitting Your Proposal

To submit your proposal please download and complete the **MHSA 2012 Spring Conference_Request for Workshop Proposal Form** available for download on the [MHSA website](#).

Please submit your completed workshop proposal form via e-mail attachment (PDF) to **info[at]md-hsa[dot]org**.

Remember the Phase One deadline is **December 30, 2011**

Thank you!



MHSA 2012 Spring Training Conference Schedule

Monday, May 7, 2012

8:00-9:00	REGISTRATION						Vendor Set-up
9:00-12:00	Pre-Conference Workshops						Committee & Volunteer Meeting
10:00-12:00	REGISTRATION						
12:00-1:30	Opening Plenary Luncheon and Keynote Speaker						
	Track 1	Track 2	Track 3	Track 4	Track 5	Track 6	
	Early Head Start	Head Start	Family Services	Health & Wellness	Professional & Personal Development	Administrative	
2:00-3:30	WORKSHOPS TO BE DETERMINED						Registration Re-Opens
4:00-6:00	MHSA General Meeting and Board Elections						Registration Closed
5:00-6:00	DINNER ON YOUR OWN						
6:30-11:00	Evening Activities						

Tuesday, May 8, 2012

7:30-8:30	Continental Breakfast						Registration Opens & Vendor Set-up
	Track 1	Track 2	Track 3	Track 4	Track 5	Track 6	
	Early Head Start	Head Start	Family Services	Health & Wellness	Professional & Personal Development	Administrative	
8:30-10:00	WORKSHOPS TO BE DETERMINED						
10:00-10:30	Break						Registration
10:30-12:00	WORKSHOPS TO BE DETERMINED						
12:00-1:30	Lunch on Your Own						Registration Closed
1:30-3:00	WORKSHOPS TO BE DETERMINED						
3:00-3:30	Afternoon Break & Visit Vendors						Registration
3:30-5:00	WORKSHOPS TO BE DETERMINED						
5:00-6:30	Networking Reception						
6:30-8:00	DINNER ON YOUR OWN						
8:30-11:00	Evening Activities						

MHSA 2012 Spring Training Conference Schedule

Wednesday, May 9, 2012

7:30-8:30	Continental Breakfast						Registration Opens & Vendor Set-up
	Track 1	Track 2	Track 3	Track 4	Track 5	Track 6	
	Early Head Start	Head Start	Family Services	Health & Wellness	Professional & Personal Development	Administrative	
8:30-10:00	WORKSHOPS TO BE DETERMINED						Registration
10:00-10:30	Break						
10:30-12:00	WORKSHOPS TO BE DETERMINED						
12:30-3:30	Parent of the Year Awards Luncheon						Registration Closed
3:30-4:00	Break						Registration Re-Opens
4:00-5:30	WORKSHOPS TO BE DETERMINED						
5:30-7:00	DINNER ON YOUR OWN						
9:00-11:00	Evening Activities						

Thursday, May 10, 2012

7:30-8:30	Continental Breakfast						Registration Opens & Vendor Set-up
	Track 1	Track 2	Track 3	Track 4	Track 5	Track 6	
	Early Head Start	Head Start	Family Services	Health & Wellness	Professional & Personal Development	Administrative	
8:30-10:00	WORKSHOPS TO BE DETERMINED						Registration
10:00-10:30	Break						
10:30-12:00	WORKSHOPS TO BE DETERMINED						
12:00-12:30	CONFERENCE CLOSING SESSION & EVALUATIONS						Registration Closed
12:30	Depart and Lunch on Your Own						
1:00	TTA Committee Wrap-up Meeting						



Maryland Head Start Association

The purpose of the Maryland Head Start Association (MHS A) is to represent, promote and serve as an advocate for the parents, staff, administrators and friends of the Maryland Head Start programs at the state, regional, and national levels. MHS A establishes community partnerships to promote the access of all children and families to early learning opportunities and community services that are responsive to their needs. In addition, MHS A coordinates activities and implements an effective communication system between the Maryland Head Start Collaboration Office, the Region III Office, the Region III Head Start Association, the T&TA Network and the greater Early Childhood Education & Development community.

Governing Board Members

Paul G. Pittman, Jr.	Head Start of Washington County
Monica Ortiz	Family Service Inc. Head Start
Laura Barbee-Matthews	Prince George's County Public Schools Head Start
Sandra Fields	Head Start of Washington County
Marsha Dawson	St. Jerome's Head Start
Thelma Hardy	Southern MD Tri-County Community Action Council Head Start
Amy Sims	Southern MD Tri-County Community Action Council Head Start
Dineashea Jackson	Baltimore City Child Care Resource Center Head Start

2011 Member Organizations

Anne Arundel County Economic Opportunity Committee Inc. Head Start	Garrett County Community Action Council Head Start	Reginald S. Lourie Center Early Head Start
Associated Catholic Charities Early Head Start of Harford County	Head Start of Washington County	SHORE UP! Inc. Head Start
Associated Catholic Charities Head Start of Carroll County	Community Action Council of Howard County Head Start	Southern Maryland Tri-County Community Action Committee, Inc. Head Start
Baltimore City Head Start Program	Kennedy Krieger Institute - Southeast Baltimore Early Head Start Program	St. Jerome's Head Start
CentroNia Head Start	Maryland Rural Development Corporation Head Start	St. Paul Community Outreach Center, Inc. Head Start
Dayspring Head Start	Metro Delta Head Start Program	St. Veronica's Head Start
Emily Price Jones - Y Baltimore Head Start	Montgomery County Community Action Council	St. Vincent De Paul Head Start
Family Services, Inc. Head Start	Montgomery County Public Schools Head Start	Umoja Head Start Academy
CDI Serving Frederick County Head Start	Prince George's County Public Schools Head Start	Union Baptist - Harvey Johnson Head Start
Maryland Family Network, Inc.		Y Baltimore County Head Start



FORMS

The following forms are for informational purposes only.

Please download the fill-able pdf forms you may need from the MHSA Website.

Thank you.



2012 Spring Conference May 7th – 10th at the Sheraton Baltimore North, Towson, Maryland

Pre-Registration Form

Attendee Information

Name* _____ Company/Agency* _____

Title* _____ (Staff Title or Policy Council, Board Member, etc.)

Street Address (of Agency/Program)* _____

City* _____ State* _____ Zip* _____

Phone* _____ Fax _____ E-mail* _____

Is this registration one of a group from your Agency? YES _____ NO _____ How many in group? _____

*These answers are required.

Pre-Registration Savings

Register before Friday, February 10th and save \$100 off of the Regular Full Conference Registration Fee

FULL DAY RATES

Early Registration	\$299
Regular Registration	\$349
Late Registration	\$399

Pre-Registration Rate \$249

MHSA is not processing One-Day Registrations during the Pre-Registration Period.

MHSA only accepts payment by check for Pre-Registration. Credit Card payment for registrations will be available at the start of the Early Registration period, after February 10th, when the Conference Registration Booklet is distributed and the final slate of Conference Workshops is publicized.

Registration forms will not be processed until all information and payment is received.

Use one (1) registration form per attendee.

PAYMENT

\$249 X _____ (# attendees) = _____

Total Due _____

Check # _____

Registration(s) must be accompanied by check made payable to the Maryland Head Start Association.

**Send to: MHSA
c/o Owens Burton Consulting
P.O. Box 53
Middletown, DE 19709**



2012 Spring Conference May 7th – 10th at the Sheraton Baltimore North, Towson, Maryland

Workshop Proposal Form

Due Date: December 30, 2011 (Phase One)

Presenter Information

Primary Presenter Contact Person* _____ Title _____

Agency/Program/Company* _____

Phone* _____ E-mail* _____ Fax _____

Street Address* _____

City* _____ State* _____ Zip* _____ *These answers are required.

Title of Workshop/Seminar: _____

Format (e.g. highly-interactive workshop or lecture style seminar): _____

Event/Conference where you most recently presented: (if applicable): _____

Most effective time frame for your workshop: *Note: All Conference blocks are for 1.5 hours.*

One Block Session (1.5 hours) _____ Double Session (3.0 hours) _____ Triple Session (4.5 hours) _____

If requesting a Double or Triple Session, is the workshop structured such that a participant must attend both or all three session blocks? Yes, they must attend all blocks _____ No, each workshop block can stand alone _____

Would you be willing and able to present this session twice during the conference? Yes _____ No _____

Other Presenter(s): (Name, title, complete address, phone or fax, and email):

Presenter 2	Presenter 3
-------------	-------------

One to two sentence bio(s) for inclusion in Conference Brochure:

Presenter 1	Presenter 2
-------------	-------------

Use additional page if more than two presenters

Description of Workshop for inclusion in the Conference Brochure:

Target Audience of Workshop (You may choose more than one):

- | | |
|--------------------------------------|---------------------------------------|
| Teachers _____ | Administrators _____ |
| Family Services Staff _____ | Health/Nutrition Services Staff _____ |
| Disabilities Staff _____ | Transportation Staff _____ |
| Pre-K Teachers _____ | Head Start Professionals _____ |
| Early Head Start Professionals _____ | Child Care Providers _____ |
| Parents _____ | Policy Group/Board Members _____ |
| Other _____ (explain) | |

Workshop Track you believe this training could fall under (You may choose more than one):

- Early Head Start / Infants & Toddlers (birth to 3) _____
- Head Start / Pre-School (3 to 5) _____
- Family Services _____
- Health and Wellness (includes Nutrition, Health, Mental Health & Disabilities, etc) _____
- Professional and Personal Development _____
- Administrative (includes Leadership, Human Resources, Fiscal, etc) _____

Experience level appropriate for presentation or training attendees (e.g. any, beginning, intermediate or advanced): _____

AV needs: _____ (MHSA will provide a PowerPoint Projector in each workshop room. Presenters are expected to provide their own laptop if necessary)

Workshops are Monday afternoon, May 7th through Thursday morning, May 10th please indicate the date(s) that you are available to present.

- | | |
|--------------------------------------|-------------------------------------|
| Monday May 7 th _____ | Tuesday, May 8 th _____ |
| Wednesday, May 9 th _____ | Thursday, May 9 th _____ |

The MHSA Spring Training Conference does not compensate trainers for workshop presentations.

As a thank you for providing your expertise to our Conference Attendees, presenters will be offered one (1) night's stay in the conference hotel *or* mileage reimbursement, plus a One-Day (1) Registration for the day of their presentation/workshop.

You will be notified as soon as possible if your workshop has been selected for inclusion in the 2012 Conference schedule.

The first phase of submissions ends **December 30, 2011**. If at that time we have not received enough quality proposals that fit within our conference goals and objectives, we will recruit for more workshop proposals during phase two.

Please return your completed Workshop Proposal Form by December 30, 2011 to either the MHSA Executive Director at execdir@md-hsa.org or info@md-hsa.org or to the person who recruited you for participation.

Thank you

MHSA Conference Planning Committee



2012 Spring Conference

May 7th – 10th at the Sheraton Baltimore North
Towson, Maryland

Advertiser Information

Company* _____

Contact Person* _____ Title _____

Street Address* _____

City, State, Zip* _____

Phone _____ Fax _____

E-mail* _____ Website _____

What primary product or service will you advertise?*

*These answers are required.

Ad material must be submitted electronically as a high-resolution PDF or jpeg only.

Priority Deadlines:

Monday, January 23, 2012 – Two Books For The Price Of One!

Pay for ad by **January 23rd** and it will be place in the Pre-Conference Registration Booklet **AND** the Conference Booklet. *(Note: Outside Back Cover is Conference Booklet Only)*

Friday, March 30, 2012 -- Deadline for inclusion in the Conference Booklet

Advertising Fees

Black & White Ads

Business Card	(\$25)	_____
¼ Page	(\$75)	_____
½ Page	(\$125)	_____
Full Page	(\$250)	_____

Premium Full Page Color Ads

Inside Back Cover	(\$500)	_____
Inside Front Cover	(\$500)	_____
Outside Back Cover	(\$500)	_____
(Conference booklet only)		

PLEASE NOTE THAT WE RESERVE THE RIGHT TO REFUSE ANY ADVERTISEMENT THAT IS NOT COMPATIBLE WITH THE MISSION OF MHS A

PAYMENT

Total Due _____

Ad must be accompanied by check made payable to the Maryland Head Start Association. Contact us to pay by Visa or MasterCard. There will be no refunds issued in the event of advertiser cancellation.

Send to: MHS A
c/o Owens Burton Consulting
P.O. Box 53
Middletown, DE 19709

Payment by:

Check # _____ OR

Visa Master card

Card holder name: _____ Exp. Date: _____ 3-digit security code: _____

Card holder signature: _____ Date: _____

You may also make payment via the Registration Site through the Owens Burton Consulting store
<http://Store.owensburton.com>

Need More Information? Contact us via email at info@md.hsa.org

Ad purchase forms will not be processed until all information and payment is received.



2012 Spring Conference

May 7th – 10th at the Sheraton Baltimore North,
Towson, Maryland

Sponsor Agreement

Sponsor Information

Company* _____ Website _____

Sponsor Contact Person* _____ Title _____ Phone _____

E-mail* _____ Fax _____

Street Address* _____

City* _____ State* _____ Zip* _____

*These answers are required.

Category/Event Sponsors (Automatically Platinum Level)

- | | |
|---|---------|
| ___ Networking Reception | \$4,000 |
| ___ Keynote Speaker | \$5,000 |
| ___ Family Child Care Providers Scholarship Program | \$5,000 |
| ___ Research Paper Competition | \$3,000 |
| ___ Continental Breakfast | \$4,000 |

Leveled Sponsors

- | | |
|----------------------|-------------------|
| ___ Bronze Sponsor | \$100 - \$499 |
| ___ Silver Sponsor | \$500 - \$999 |
| ___ Gold Sponsor | \$1,000 - \$2,999 |
| ___ Platinum Sponsor | \$3,000+ |

PAYMENT

Sponsorship Level _____

Sponsorship Agreement must be accompanied by check made payable to the **Maryland Head Start Association**. Contact us to pay by Visa or Mastercard. There will no refunds issued in the event of sponsor cancellation.

Send to: MHS A
c/o Owens Burton Consulting
P.O. Box 53
Middletown, DE 19709

All **Platinum Sponsors** are listed on the Conference Booklet Cover, receive a complimentary full page, B/W Ad in the Conference Booklet, will have their organization logo placed on the MHS A website for one year and will receive the benefits of the chosen sponsorship category or level. See [Sponsorship Information Sheet](#) for complete information about Sponsorship Benefits.

Priority Deadlines: January 23rd – Two Books For The Price Of One! Pay for Sponsorship by January 23rd 2012 and receive all sponsorship benefits even earlier. Your ad will be place in the Pre-Conference Registration Booklet AND the Conference Booklet. **March 30, 2012** -- To ensure Ad is placed in Conference Booklet. Ad material must be submitted electronically as a high-resolution PDF or jpeg only.

Payment by:

Check # _____ OR

Visa Master card

You may also make payment via the Registration Site through the Owens Burton Consulting store <http://Store.owensburton.com>

Card holder name: _____ Exp. Date: _____ 3-digit security code: _____

Card holder signature: _____ Date: _____



2012 Spring Conference May 7th – 10th at the Sheraton Baltimore North, Towson, Maryland

PARENT OF THE YEAR

Maryland Head Start Programs, please complete the information requested below about your agency's **Parent of the Year** and submit the form to MHS A via email by **March 5, 2012**.

Date you completed this form: _____

Parent of the Year Honoree: _____
Please check the spelling of the name before submitting this form.

Name of the Agency: _____
Please type the **Full Name** of the Agency – No abbreviations please.

Name of the agency contact person submitting this form: _____

How can you be reached?

Telephone number: _____ Fax Number: _____

Email Address: _____

Please cite the outstanding work and/or major accomplishment in **100 words** or less about your awardee.

Please note that all entries should be completed using this form and submitted through email. Submission in this manner will make it easier for us to transfer the information to place it in a camera ready printing format.

Send the electronic copy of your entry to Nadine Owens Burton nburton@owensburton.net

Don't let time get away from you.

**Remember these important
dates and deadlines**



Spring Conference Schedule of Deadlines

Friday, December 30, 2011	Deadline for Workshop Proposals - Phase One
Monday, January 23, 2012	Deadline for Advertisers to be in both the Registration & Conference Booklets
Friday, February 10, 2012	Deadline for Pre-Registration
Week of February 13, 2012	Distribution of Registration Booklet with Conference Workshop Schedule
Friday, March 2, 2012	Deadline for Early Registration
Monday, March 5, 2012	Deadline for Submission of Head Start Parent of the Year Awardees
Friday, March 30, 2012	Deadline for Vendors, Sponsorship and Ads to ensure inclusion in Conference Booklet
Friday, April 27, 2012	Deadline for Registration
Friday, May 4, 2012	Deadline for Late Registration

May 7-10, 2012

MHSA SPRING CONFERENCE