

AGENCY DIRECTIVE: ADPY 16.17.0001

SUBJECT: YEAR-END GATHERINGS

DATE: April 28, 2017

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This year, rather than the traditional all staff year-end gathering, year-end gatherings will be by region. Every Head Start Region will have its own year-end gathering, along with one for Early Head Start and one for the Central Office. Direct service staff should attend the year-end gathering for the Region they serve. Consultants and Specialists please attend the year-end gathering wherever your offices are located.

These gatherings should be a time to review the year, celebrate our successes and learn from our challenges. The venue and content will be decided by each Region. Please ensure that all HSOLC policies and procedures are adhered to and that any scheduled activities are free from any associated risk to the Agency. If you are unsure about what type of things put the Agency at risk, please confer with your supervisor.

If gatherings must be held at a mealtime in order to ensure attendance by staff then food may be provided. The budget for this event is \$10 per staff person.