



MEMORANDUM

From: Loretta Goodwin
Subject: Field Trip Logistics
Date: October 2008

We are very excited about our upcoming trip to Sacramento, CA on November 12-14, 2008. As a policy leader, you will see innovative strategies that support high school redesign and better understand how to apply similar strategies in your own work.

Following is pertinent information that you will find helpful in your preparations for this field trip.

Travel: All field trip attendees are encouraged to contact the official AYPF travel agency as soon as possible to book their airfare. The official travel agency is:

Diplomat - A Travel Management Company
Agency Hours: 8:00 am - 6:00 pm Monday – Friday
Contact: Katie Schwieger
Direct line: 703-709-1167
Office Phone 703-318-9400 (ext. 108)
Fax: 703-318-9710
Email: katies@diplomatravel.com

The AYPF travel agency will have instructions to assist all attendees to secure the most economical, roundtrip airfare. Everyone is encouraged to book their flights 21 days in advance. All charges will be billed directly to AYPF. E-tickets will be issued.

Ground Travel to and from the Airport: [SuperShuttle](#) is the exclusive provider of on-call van service at Sacramento International Airport. They provide service to downtown Sacramento. Pickup areas for passengers are located in the ground transportation area adjacent to baggage claim in Terminal A and at the center island curb in front of Terminal B. Please call (800) 258-3826 for more information or visit www.supershuttle.com to make reservations on-line. You are advised to leave 60 minutes to 90 minutes travel time from the airport to the hotel. One-way costs are \$13.00 per person. AYPF will reimburse transportation costs up to \$13.00 per trip, per person.

Hotel Accommodations: All field trip attendees will be housed at the:

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814
Phone: 916-447-1700

AYPF will secure hotel accommodations for all attendees. Rooms will be charged to AYPF directly, but all attendees will be responsible for any and all incidental charges (i.e. phone calls, room service, entertainment, etc) posted to the room folio. AYPF will be sending all attendees hotel confirmation numbers prior to departure for Sacramento.

Meals: AYPF and our hosts will provide dinner on Wednesday and Thursday evening, breakfast on Thursday and Friday, and lunch on Thursday, and snacks/refreshments during the trip.

Dress: Please wear “business” or “business casual” attire with comfortable shoes. Remember that we are guests at the schools that we will be visiting.

Time: Sacramento, CA is on Pacific Standard Time. Daylight time ends on November 2

Weather: The average daily temperature for the dates of November 12-14: average high: 65 degrees; average low: 47 degrees. The average precipitation is 0.09 in.

Contacts: Loretta Goodwin (202-468-2630) and Betsy Brand (703-994-5221) will be your primary contacts. Please feel free to call either of the AYPF staff members if you have any questions or need assistance while on the trip.

Reimbursement: Please download a copy of the [AYPF reimbursement](#) form to use for the submission of miscellaneous expenses incurred during the trip. Send form, with receipts to AYPF within 30 days of trip completion.



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