



Dear Chereese Stewart,

Thank you for all your invaluable contributions to the Ford NGL Network. Your community representation and participation is key to the success of the Ford NGL Network. Together we are making a difference, and we will continue to grow and go further.

We would like to formally invite you to serve on the National Ford NGL Leadership Council starting with the June 2014 meeting in Boston with all your expenses reimbursed.

Ford NGL Leadership Council (Ford NGL LC) is charged with advising the National Team and strengthening and growing our collective capacity to continue implementing and improving this transformational work. The Leadership Council carries out its work through three committees: Leadership Development and Coordination, Program Innovation, and Expansion and Capacity. The Leadership Council is composed of Ford NGL Professional Development Providers (PDPs), Ford NGL Coaches, Ford NGL Consultants, Ford NGL Community Representatives, Ford NGL Hubs, along with the members of the Ford NGL National Team, which includes the National Advocates.

The Ford NGL LC was created in August 2012. The LC has evolved in the last 18 months as we have tested different models to support and achieve the Ford NGL outcomes:

- Increased High School graduation rates
- Increased academic achievement
- Improved preparation for college, career and life
- Increased earning potential
- Community prosperity

In order to achieve these outcomes, it is essential that every designated Ford NGL community is represented at the LC. Your voice, experience and feedback are critical to the Leadership Council.

The Ford NGL National Team and your community advocate, Tom Besaw invite you to represent the Ford NGL Clay County Community on the Ford NGL LC. The LC meets up to three times per calendar year, the next LC meeting, which will include representation from all designated Ford NGL communities, will take place in Boston, Massachusetts on June 10th and 11th. For more information regarding the meeting including the schedule, registration, hotel information please see the attached Logistics Document. Please note you will be reimbursed for your travel expenses (see the attached reimbursement form and process).

On behalf of the Ford NGL national team, we are so excited to have you join the Leadership Council to represent the Ford NGL Clay County Community. Jennifer Edge, the LC lead and chair will connect with you prior to the meeting to share an Orientation of the LC, your LC committee and answer any questions you may have. We look forward to seeing you in Boston.

Sincerely,



Cheryl Carrier, Executive Director  
Ford Next Generation Learning

Attachments:

1. LC June Meeting Logistics document
2. LC Reimbursement form and guidelines





FORD  
NEXT GENERATION  
LEARNING   
*Education Innovation*

Ford NGL  
Leadership Council Meeting  
June 10-11, 2014

## Location

The meeting will take place in Boston, MA. The meeting will be held at Education Development Center in room 1020A and B. We have secured a group rate at the Hyatt Regency Boston downtown.

## Hotel Information

Hyatt Regency Boston  
1 Ave De Lafayette  
Boston, MA 02111

**Phone:**

617-912-1234

**Website:**

**Please select or copy & paste the link:**

<http://regencyboston.hyatt.com/>

## Overnight Accommodations

Rooms are available at the special group negotiated rate of \$265 single/double occupancy. Please book by Friday, May 2. After May 2, rooms will go on sale to the general public and may not be available and/or will be more expensive. So reserve your space by Friday, May 2! Current city and state room taxes are 14.45% per day.

## Hotel Reservations

Before 4:30 p.m. May 2, 2014

(After May 2, rooms may not be available and/or will be more expensive)

**Please select or copy & paste the link:**

<https://resweb.passkey.com/go/FordNGL2014>

**Call 617-912-1234**

*Indicate that you are with Ford NGL group.*

\$265 per night, single/double occupancy

## General Schedule

The meeting will begin at 8:00 a.m. on Tuesday, June 10th and will end on Wednesday, June 11th at 2:00 pm.

### **Tuesday, June 10, 2014**

**Breakfast will be provided at EDC**

#### **7:00 a.m.**

Gather in lobby of Hyatt Regency to take Ford NGL rented bus to EDC.  
Bus will depart promptly

Please note that EDC is **not** conveniently located near public transportation.  
Should you miss the bus, or prefer to travel on your own EDC details are listed below.

### **Education Development Center**

43 Foundry Ave  
Waltham, MA 02453

#### **Phone:**

617.969.7100

#### **Website:**

**Please select or copy & paste the link:**

<http://www.edc.org/>

#### **8:00 a.m.–5:00 p.m**

Meeting in 1020AB at EDC. (Includes lunch)

### **Wednesday, June 11, 2014**

**Breakfast will be provided at EDC**

#### **7:00 a.m.**

Gather in lobby of Hyatt Regency to take bus to EDC

#### **9:00 a.m.–2:00 p.m.**

Meeting in 1020AB at EDC. (Includes lunch)

#### **2:00 p.m.**

Meeting Adjourns

## Confirm Participation

Register by **May 2, 2014** to confirm that you will be attending the Ford NGL Leadership Council meeting.

Please complete the survey even if you are not able to attend.

**Please select or copy & paste the link:**

<https://www.surveymonkey.com/s/FORDNGL614>

## Attire

The attire for this event will be "casual"; jeans or your most comfy outfit.

## On-site Contacts

If you need immediate assistance on-site in Boston, please call Jessica Delgado at 313-418-4238.

## Getting to Boston

The Boston area is serviced by the Logan International Airport (Airport Code: BOS).

## Getting to the Hotel

The Hyatt Regency Boston is approximately 4.5 miles (15-20 minutes) from the Logan International Airport.

### From Logan Airport

Follow directions for Ted Williams Tunnel. Go through tunnel and follow signs for exit 25, South Station. At top of ramp, take a right onto Congress Street, follow to "D" Street, take a right onto "D" Street, and your 2nd right onto Summer Street. Follow Summer Street to Kingston Street, turn left into Kingston Street then right into Bedford Street. Take next left onto Chauncy Street then right onto Avenue De Lafayette. Hyatt Regency Boston is on your right.

## Transportation:

Unfortunately, there is no free shuttle transportation available to and from the airport. Below please find some options.

### MBTA

The MBTA costs \$2.50 to ride anywhere in the city and surrounding suburbs. The Blue Line train is available from the airport to the State Street stop which is approximately 5 blocks from the hotel. From here you can walk, or transfer to the orange line and get off at the Downtown Crossing stop.



## Taxis

- Metro Cab 617-782-5500
- Boston Cab Association 617-536-5010

## Parking

Hyatt Regency Boston offers valet parking services for \$50.00 per night, plus tax. Once your vehicle is parked, you have unlimited in-and-out privileges at no extra charge. Self-parking is \$36.00. Hourly Public Parking is available in the Public Garage adjacent to the hotel.

## Local Area

For information on the Boston area, please visit:

<http://www.bostonusa.com/visit/bostoneveryday/whattodo/>

## Essential Practice Pocketbook

We are going to be using our EP Pocketbooks during the meeting. Please remember to bring them.

## Ford NGL Pin

Nearly everyone has been "pinned" by now, so show some pride during the meeting and rock that beautiful LC pin. If you haven't received one don't worry! We'll pin you this time around.



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*Education Innovation*

## Travel Expense Reimbursement Invoice

Name:

Date:

Make check payable to:

Mail check to:

**Please Itemize Your Expenses:**

Date	Type of Expense	Cost
<b>TOTAL</b>		<b>\$</b>

**Reimbursement Process**

You will be reimbursed for your travel and lodging based on actual expenses including flight, hotel, cab fare, and/or mileage (.55 cents per mile)

You will be reimbursed for meal expenses not covered during the meeting/event based on actual expenses within the following allowable rates.

- Breakfast: 6:00 am – 11:00 am (up to \$10.00)
- Lunch: 11:01 am – 5:00 pm (up to \$15.00)
- Dinner: 5:01 pm – 12:00 am (up to \$25.00)
- Please note Itemized receipts must be submitted for all meals
- HFLI does not reimburse for alcoholic beverages

You will be reimbursed upon acceptable submission of this form or your own invoice which includes all expenses. All invoices should be submitted with a PDF of all scanned receipts for all expenses within 2 weeks of event to Janet Padilla at [invoices@FordNGL.com](mailto:invoices@FordNGL.com). Invoice should include the following; expenses, address to send payment to, name of Payee (e.g Check should be payable to your name).