



February 3, 2020

Dear State Honorees and Parents,

Once again, **CONGRATULATIONS!** On behalf of the National Association of Secondary School Principals (NASSP), I would like to commend each student for being named a State Honoree in the 2020 Prudential Spirit of Community Awards program. This is a unique honor that should bring great pride to you, your family, your school, and your entire community. Thank you for your generous service to others.

The national recognition events in Washington, D.C., take place May 2–5, 2020 (which includes missing a couple school days), and hope that this letter will answer most of your questions.

Schedule of Events for National Recognition Weekend

A tentative schedule is located in the portal. Honorees will be expected to follow this schedule at all times, and may not accompany friends, parents and/or other adults to events that are not part of the official program.

How will I get to Washington D.C.?

NASSP Travel Services will make reservations for you to fly or take Amtrak train service to Washington D.C. from the major airport or station nearest to your home. We also will make reservations for all who attend with you, your parent(s), or guardian(s). Our travel coordinators will secure the best arrangements and you can expect to receive your itinerary and electronic ticket information by UPS the first FULL WEEK of April. **All travel reservations will be non-refundable.** Therefore, your parent/guardian will be responsible for all costs associated with voluntary changes to your reservations.

Likewise, if you wish to arrive earlier or depart later, you will be responsible for all associated travel costs (airfare/train, ground transportation, hotel, and meals, etc.).

For questions or concerns regarding travel arrangements, please contact Erin Dillard at 202-717-2150 or at Erin.Dillard@conferencedirect.com – **PRIOR TO** – completing and submitting the online form.

If you live within driving distance of Washington and elect to drive, NASSP will reimburse you for mileage and hotel parking. (NASSP reimburses at the IRS rate, presently at 57.5 cents per mile.) Please indicate on the enclosed travel form if you prefer this option.

Upon your arrival in Washington, a staff person will meet you at the airport and a shuttle bus will transport you to the hotel. The shuttle bus service is available only on Saturday, May 2, 2020, and at the end of the program, on Tuesday, May 5, 2020.

Is Washington a safe place to visit?

Security at Washington-area airports and other public facilities is very tight. NASSP will have experienced adult school teachers, counselors, and principals assigned to watch out for the State Honorees at all times, and additional security personnel will be on duty in the hotel every night.

What should I bring with me?

1. Your silver medallion (if it has already been presented to you by May 1).
2. You will need to bring a photo identification document (School ID or Gym ID will work) in case you are requested to exhibit one during your travel or your stay in Washington D.C.
3. Comfortable walking shoes for the sightseeing tours.
4. Any materials you may have – brochures, posters, a handout – that would help you during the honoree project-sharing session on Sunday, May 3, explain your volunteer work to the other honorees. Feel free to bring 10–20 copies.
5. Appropriate clothing. Weather is difficult to predict in Washington, D.C., but the daytime temperature average early May is 62 degrees F. Honorees are expected to be appropriately dressed for all activities.

Clothing with language or images that are obscene, vulgar, discriminatory, or feature advertisements for alcohol or tobacco is prohibited. Clothing that exposes cleavage, the midriff, undergarments, or is otherwise sexually provocative is prohibited.

**NOTE – For the Sunday and Monday award ceremonies the following clothing is expected:
Dresses, suits, pantsuits, suits or sport jackets/dress slacks and ties**

- Very short dresses or skirts are NOT appropriate, nor are strapless dresses unless you have a shawl or jacket on top.
 - Please wear dressy shoes—clogs, mules, flip-flops, or sneakers are NOT allowed/permitted.
6. Prudential will be providing most of the donated books for the elementary-school service project on Monday, May 4. However, if you would like to contribute books, you are welcome to do so. Preferably, they should be new, and suitable for children in kindergarten through sixth grade. You may **ship them by Friday, April 10** to:

The Heart of America Foundation® PSC Honoree Book Donation 2270 Beaver Road Landover, Maryland 20785	Phone: 202-347-6278 Please, insert in the box a card with your name and full address.
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