



**CDF Freedom Schools®**  
**2008 Ella Baker Child Policy Training Institute**  
**May 28<sup>th</sup> – June 8<sup>th</sup>**



For this meeting, your organization is responsible for all travel expenses to Knoxville, TN (Tyson-McGee Airport or Greyhound Bus Station). We will arrange your lodging accommodations and ground transportation from the airport or bus station. Below is a checklist that will help you prepare for the June national training.

**SEND CDF FREEDOM SCHOOLS NATIONAL STAFF YOUR LIST OF SERVANT LEADER INTERNS:**

- Please send your list of Servant Leader Interns as soon as you complete the hiring process. The list must include each Servant Leader Intern's name, email address and phone number. Send to Kelly Huber at [khuber@childrensdefense.org](mailto:khuber@childrensdefense.org) or fax to (202) 662-3570 attn: Kelly Huber
- In order to begin the registration process, we must have all names **no later than Friday, April 18<sup>th</sup>**

**REGISTER FOR THE 2008 ELLA BAKER CHILD POLICY TRAINING INSTITUTE:**

- Click here to register online: <http://tinyurl.com/62w8jt>
- Please register online before **Monday, April 28<sup>th</sup>**
- You can check to see if you Servant Leader Interns have completed their registrations by going to the "Attendees" page of the online registration at <http://tinyurl.com/6yxv4m>. *CDF Freedom Schools* national staff will alert each Sponsor Organization about any Site Coordinators and/or Servant Leader Interns who have not registered by the first week of May.

**BOOK YOUR TRAVEL TO KNOXVILLE, TENNESSEE –**

DETERMINE YOUR ARRIVAL DATE BASED ON YOUR POSITION WITH YOUR SITE:

- **SITE COORDINATORS** - Book your travel to Knoxville, Tennessee to arrive on Wednesday, May 28<sup>th</sup> and to depart with your interns or after your interns depart on Sunday June 8<sup>th</sup> (before 4:00pm is suggested). Under no circumstances should a Site Coordinator leave the training before his/her interns leave on June 8<sup>th</sup>. Send your official travel itinerary to Kelly Huber at ([khuber@childrensdefense.org](mailto:khuber@childrensdefense.org)) or fax to Attn: Kelly Huber at (202) 662-3570 ASAP. The Site Coordinator or Project Director is responsible for completing the travel arrangement document and sending official travel itineraries for themselves and the Servant Leader Interns employed at their site.
  - **All Site Coordinator travel information must be received no later than Monday April 28<sup>th</sup> in order to make proper transportation and lodging arrangements.**
- **1<sup>ST</sup> & 2<sup>ND</sup> YEAR SERVANT LEADER INTERNS** - Book your travel to Knoxville, Tennessee to arrive on Sunday, June 1<sup>st</sup> between 12:00 pm & 4:00 pm and depart anytime on Sunday, June 8<sup>th</sup> (before 4:00pm is suggested). Under no circumstances should a Servant Leader Intern arrive anytime before Sunday. *CDF Freedom Schools* will not be responsible for any arrangements prior to Sunday, June 1<sup>st</sup>. The Site Coordinator or Project Director should send your official travel itinerary, along with the travel arrangements document (attached) for the entire site.
- **ADVANCED SERVANT LEADER INTERNS (3<sup>RD</sup> YEAR & BEYOND) –** Book your travel to Knoxville, Tennessee to arrive on Wednesday, June 4<sup>th</sup> between 12:00 pm & 4:00 pm and depart anytime on Sunday, June 8<sup>th</sup> (before 4:00pm is suggested). The Site Coordinator or Project Director should send your official travel itinerary, along with the travel arrangements document (attached) for the entire site.



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☐ **LODGING INFORMATION**

• **SITE COORDINATORS**

- Once the *CDF Freedom Schools* staff receives your official travel itinerary we will reserve a hotel room in Clinton, TN for the nights of May 28<sup>th</sup> through May 31<sup>st</sup>.
- During pre-training (May 28<sup>th</sup> – May 31<sup>st</sup>), Site Coordinators will be housed at local hotels in double-occupancy rooms. Once we receive your official travel itinerary we will reserve a room at one of our preferred hotels in Clinton, TN. **If you would like a single room, you will be responsible for making your own reservation at one of our preferred hotels, as well as full payment upon checking in on Wednesday, May 28th.** Please notify Kelly Huber ([khuber@childrensdefense.org](mailto:khuber@childrensdefense.org)) if you plan to reserve a single room, specifying which hotel and city.

- \* Comfort Inn, Clinton – (865) 457 – 2255
- \* Country Inn & Suites, Clinton – (865) 457-4311
- \* Holiday Inn Express, Clinton – (865) 457-2233
- \* Country Inn & Suites, Powell – (865) 947-7500
- \* Holiday Inn, Powell – (865) 938-3800

- During the training (June 1<sup>st</sup> – June 8<sup>th</sup>), all Site Coordinators will be housed at the University of Tennessee-Knoxville (UT) in the Apartments Residence Hall. Each room houses four, with single beds, drawer and closet space, and bathroom. Linen and towels will be provided. Rooms are air-conditioned; some may wish to bring a blanket as well. Site Coordinators will room with other Site Coordinators.

• **ALL SERVANT LEADER INTERNS**

- During the training (June 1<sup>st</sup> – June 8<sup>th</sup>), all Servant Leader Interns will be housed at the University of Tennessee-Knoxville (UT) in the Apartments Residence Hall. Each room houses four, with single beds, drawer and closet space, and bathroom. Linen and towels will be provided. Rooms are air-conditioned; some may wish to bring a blanket as well.
- All room assignments are made on a first registered – first assigned basis. *CDF Freedom Schools* staff will assign lodging for all participants based on their site and gender. Therefore, it is important that all information entered at the time of registration is accurate.

If you have questions, please contact Kelly Huber at [khuber@childrensdefense.org](mailto:khuber@childrensdefense.org) or call at (202) 662-3596.

Thank you for your time and we look forward to seeing you in May/June!