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<b>Ref #:</b> 1304.40 (b)(1)	<b>Policy Council Approval Date:</b> 8/28/07	<b>Revision Date:</b> 4/12/07

**COMPONENT: ADMINISTRATION**

**SUBJECT: CONSERVATION OF RESOURCES**

**PERFORMANCE OBJECTIVE:** To establish a procedure for conserving funds, human resources, and natural resources within the Head Start Program.

In order to conserve funding resources, human resources, and natural resources, the following guidelines must be followed by all Head Start staff:

1. Refrain from making unnecessary telephone calls to and from the Central Office, to the Head Start centers, and from the Head Start centers to the Central Office, unless in the event of an emergency, such as, but not limited to: injury or illness of a child in which a parent or guardian must be contacted during operation hours, vehicle incident or accident, an altercation between staff or staff and parents or other volunteers, maintenance problems of an urgent nature, or suspicion of child abuse or neglect. When possible send email to make request versus calling on telephone. This will ensure the budget requirements are met, on a yearly basis.
2. Agency vehicles are to be used by all staff, especially Managers/Coordinators, in lieu of charging the current state mileage rate using personal automobiles. Every effort must be made by all staff to schedule use of agency vehicles when making center visits, home visits, posting flyers etc. Center staff who are convening to travel to staff meetings and training sessions are expected to coordinate their travel with other center staff in the community and travel in a Head Start vehicle whenever possible.
3. **All employees should ensure every effort is taken to conserve resources during daily activities to include but not limited to water consumption in the classroom, laundry, heating and cooling usage.**