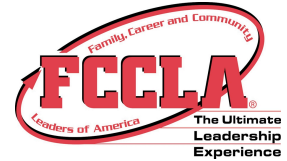




## 2012 FCCLA Day at the State Capitol Adviser Guide



During **National FCCLA Week, February 12-18** we will celebrate **FCCLA Day at the State Capitol**. This event is open to any FCCLA member in the state and gives members and advisers an opportunity to come to the capitol during the General Assembly. It is our best opportunity to inform legislators of the value of our Family and Consumer Sciences program and career and technical student organization, FCCLA, and to promote, in person, our legislative priorities. Legislators rely heavily on the viewpoints expressed by their local constituents when they make important decisions regarding education issues. By coming to Atlanta and actively participating in a full day of observing and meeting, FCCLA members and advisers can be an effective voice for our organization. A visit to the Georgia Capitol also offers students an opportunity to view first-hand the state government in action and to learn about the judicial and lawmaking processes. Your chapter is encouraged to participate.

This year we will be assigning days during the week to each Region. We encourage you to attend on your assigned day. State Officers, Youth Leadership Board and Region Advisers will be attending on those assigned days only. See the following Region Assignments below:

- |                            |  |
|----------------------------|--|
| ➤ <b>REGION 3</b>          | <b>Monday, Feb. 13<sup>th</sup></b>    |
| ➤ <b>REGION 4</b>          | <b>Tuesday, Feb. 14<sup>th</sup></b>   |
| ➤ <b>REGION 5, 6 and 7</b> | <b>Wednesday, Feb. 15<sup>th</sup></b> |
| ➤ <b>REGION 1 and 2</b>    | <b>Thursday, Feb. 16<sup>th</sup></b>  |

### **Register**

*Participation is open to affiliated members and chapters only.* Return the participation form by **January 27** to the State Office.

### **Contact Your Legislators In Advance**

Contact your legislators now to set up appointments to talk with them in person. By scheduling appointments in advance, members and advisers are more likely to receive at least a few minutes of undivided attention from local legislators. Senators and Representatives are usually more than happy to accommodate “home folks”, especially student groups. At the very least, he or she will probably make time for an official photograph with your chapter. It is probably best to make the initial contact by phone. Contact information for representatives’ and senators’ offices is available on the internet at <http://www.legis.ga.gov>. After initial contact is made, it is nice to follow up with a letter as well. Some students may wish to serve as pages. Legislators are allowed a limited number of page slots, so it is important to make these contacts early.

### **Dress**

State officers and Youth Leadership Board members should plan to wear the official uniform. Other participants are required to dress professionally. This includes the following:



□ **Appointments with Legislators**

It may be necessary for you to notify the legislator of your arrival by sending a message to the house or senate floor. Officials at the desk outside each chamber can help you with this. When meeting in chapter groups with a legislator, remember the following.

- Be On Time – Members of the legislature are very busy, so don't be late for a scheduled appointment.
- Remain Calm – Put your leadership skills to work. Speak clearly and establish eye contact during your visit.
- Be Prepared – Tell your legislative leader why you are in Atlanta and what FCCLA is all about.
- Be Reasonably Brief – Remember to state your opinions as concisely as possible.
- Remember to Say Thank You – Thank your legislative leader for his or her time and consideration of the important issues.

□ **Key Points To Cover About FCCLA**

- Share the FCCLA brochure. This will be distributed to you when we meet in the Rotunda.
- Express appreciation for funding secured from the legislature in the 2008 session.
- Comment as to how this funding is essential in order for our organization to provide opportunities and services to members. Students could then give a few key points related to how FCCLA programs have benefited them. Concentrate on leadership development, career skills, community service and family emphasis.
- Encourage legislators to re-approve funding for our organization for next year.

□ **Viewing in the Galleries**

Teachers who wish to visit the viewing gallery of the House or Senate chambers should inform the staff outside the galleries and notify them of the number of students in their group. It may be necessary to wait 10-15 minutes to observe lawmakers in action.

Students should be reminded that important state business is being conducted in each chamber. All visitors to the galleries must remain seated and quiet and may not applaud. Students are not allowed to lean on the gallery railing from the first row. **Applause, hisses or other noises in the House Gallery or in the lobbies during any speech or legislative proceeding shall be promptly suppressed.**

□ **Cameras Inside the Capitol**

Photography is prohibited in the House and Senate galleries while the legislature is in session. Video cameras are also prohibited during the legislative session. If the General Assembly is not in session, flash photography is permitted as it is throughout the public areas of the Capitol.

□ **Capitol Tours**

An interpretive tour provided by the Office of the Secretary of State provides students an overview of Georgia history with visual emphasis on current events, portraits, flags, statues and the Capitol building.

Georgia State Capitol Tours begin at the Capitol tour desk (located near the Washington Street entrance) and consist of a brief overview of Capitol history and the lawmaking process; a visit to the public galleries of the House of Representatives and Senate; and conclude with a visit to the Georgia Capitol Museum. Visitors are also encouraged to visit the "Hall of Valor," which houses Georgia's priceless collection of historic flags.

Tours are given Monday through Friday, excluding holidays. Tours are approximately 45 minutes in duration and group sizes are limited to 50. These tours begin at the following times:

10:00 AM	10:30 AM (Large group)	11:00AM	1:00 PM
1:30PM (Large group)	2:00 PM		3:00pm

Tours should be scheduled in advance. To schedule a guided tour of the Capitol, school groups and other visitors should [http://www.sos.ga.gov/archives/state\\_capitol/](http://www.sos.ga.gov/archives/state_capitol/) or contact the tour staff in the office of the Secretary of State by phone at (404) 463-4536 or via email at [sostour@sos.state.ga.us](mailto:sostour@sos.state.ga.us).

#### **Dining Facilities**

Several dining options are available for school groups at lunchtime. If the group brings lunch, students may eat on the upper level of Plaza Park, near the Capitol Education Center and directly across from the western entrance of the Capitol. There is also a cafeteria in the Sloppy Floyd/ Twin Towers complex located across from the Capitol. The food court at Underground Atlanta is also nearby.

#### **Restrooms**

Public restrooms in the Capitol are located on the first and third floors. Groups must remain quiet and orderly as they wait in the hall near the restrooms. Remember the Capitol is a professional workplace where important state business is being conducted.

#### **Final Thoughts**

- ✓ The sessions generally end by early afternoon, but it varies from day to day. Eat a good breakfast to sustain you until the day ends.
- ✓ To finish your day, you may want to visit Underground Atlanta. Also, you could plan to visit the new Coca-Cola Museum or the Georgia Aquarium.
- ✓ Network with other members from across the state as much as you can during the day!

#### **Local PR**

Duplicate this information for your administrators to let them know about this exciting day. Also duplicate and share the FCCLA Day at the Capitol Member Guide with your students.