

# Georgia FCCLA Day at the Capitol Adviser Guide

February 11-14, 2019

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## Checklist to Prepare for Day at the Capitol

- Set chapter deadlines for registration and payment, if applicable
- Determine student cost to attend with your chapter, including meals, travel, etc.
- Determine schedule/itinerary for the day
- Provide students with necessary information, including cost
- Send a letter to parents with event details
- Discuss dress code requirements with students
- Collect student payment before registration deadline, if applicable
- Register all students, advisers, chaperones for the event by the deadline
- Secure transportation to Atlanta
- Review agenda with attending members
- Ensure proper attire before departure
- Ensure all Multiple Release Forms are properly completed, keeping copies with you throughout the day
- Have all attendees follow and like Georgia FCCLA on social media sites to receive event updates and emergency information during the conference

## Day at the Capitol Deadline Checklist

Date	Deadline
January – February	Request meetings with legislators
February 6	<a href="#">Registration Deadline</a>
February 6	<a href="#">Legislative Leaflet Competition Entry Deadline</a>

### General Information

**Description:** 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 day of visiting the Capitol and meeting with legislators, 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.

**Objective:** To promote and inform legislators of the value of Family and Consumer Sciences programs and FCCLA chapters

**Dates:** FCCLA Week – February 11-14, 2019

Chapters are encouraged to go on the day their region is assigned, but can choose any day that week:

**Monday, February 11<sup>th</sup> • Regions 1, 2**  
**Tuesday, February 12<sup>th</sup> • Regions 3, 4**  
**Wednesday, February 13<sup>th</sup> • Regions 5, 6, 7**  
**Thursday, February 14<sup>th</sup> • Regions 8, 9**

**Family and Consumer Sciences Day at the Capitol is Thursday, February 14, 2019**

**Location:** State Capitol, Atlanta, Georgia

**Cost:** No registration fee to attend

#### Attendee Information Needed to Register

- Number of FCCLA members attending
- Number of Chapter Advisers attending
- Number of Chaperones attending
- Number of confirmed appointments with legislators

#### Required Forms

- Multiple Release Form – completed form from each member (this form will not be turned in to FCCLA, keep copies with you the day of the event)

#### Registration Deadlines

- Registration Deadline: February 6

## Conference Registration

[Registration Link](#)

**Registration Deadline: February 6**

All affiliated, paid FCCLA members are eligible to attend the Day at the Capitol. Chapter advisers, parents, alumni, local administrators, teacher educators or others are eligible to attend.

### Chaperone Ratio

A ratio of one adult for every 10 members is recommended. In the event your county has a different chaperone policy, your county's policy should be followed. When attending Georgia FCCLA conferences and events, advisers are expected to provide adequate supervision for his/her students. All chaperones must follow the Georgia FCCLA code of conduct.



## Schedule

The schedule for the Georgia FCCLA Day at the Capitol will be set by chapter advisers.

Photos with the Governor have been requested. As soon as photos are scheduled, the dates and times will be sent out. *Disclaimer: Due to the demands of the Governor's schedule, photo sessions are subject to last minute cancellations or time changes.*

### Example Schedule

8:30 am	Arrival to Capitol
9:00 am	Check in with Georgia FCCLA Informal picture on Capitol steps
9:30 am	Meetings with Senators and Representatives (scheduled on own)
10:00 am	Group picture
11:00 am	Capitol Scavenger Hunt
12:00 noon	Lunch
1:00 pm	Afternoon in Atlanta (scheduled on own)

## FCCLA Dress Code

FCCLA members are expected to display a professional image at all functions. Members should always be respectful to administrators, exhibitors, parents, advisers and other members. Advisers will ensure that students look professional and in appropriate attire at all times.

Participants are required to dress professionally. This includes the following:

- For Males – business suit with collared dress shirt and necktie; OR sport coat, dress pants, collared shirt and necktie; OR dress pants, collared shirt and necktie, dress shoes and socks.
- For Females – business suit or business pantsuit; OR skirt or dress slacks with blouse or sweater; OR dress. All of the above should be worn with dress shoes.

**\*\*\*Tennis shoes, t-shirts, jeans and athletic pants are not appropriate attire!\*\*\***

## **Inappropriate Attire**

The following should not be worn to any FCCLA activity:

- Clothing and accessories which are sexually suggestive, which advertise drugs, alcohol or tobacco products or display profanity.
- See-through, tight fitting, spaghetti straps, strapless, extremely short or low-cut blouses/tops/dresses/skirts.
- Pants or skirts that are worn below the hip bone; no undergarments may be showing.
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs or pajamas. If leggings are worn, shorts/skirt/dress must be an appropriate length over the leggings.
- Clothing which is stained, torn or ripped.
- Bare feet

## **FCCLA Code of Conduct**

FCCLA members and advisers should follow the following guidelines while attending a Georgia FCCLA sponsored event:

1. Behavior at all times should be such that it reflects a positive, professional image of you, your chapter, your state and the organization.
2. Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
3. Local advisers will be responsible for their delegates' conduct.
4. Delegates will attend all general sessions, workshops and activities.
5. Delegates will be prompt and prepared for all activities.
6. Identification badges will be worn at all times except when outside the hotel or meeting area.
7. The dress code will be enforced at all times. (The Dress Code is listed in the Adviser Guide.)
8. Any accidents, injuries or illnesses should be reported to the adult chaperone or state adviser immediately.
9. All delegates will observe the curfew set by the State/National Office.
10. Delegates will spend the night at the assigned hotel and in their assigned room. They will be quiet at curfew.
11. Delegates are not permitted in sleeping rooms with members of the opposite sex, unless accompanied by an official chaperone.
12. Inappropriate physical conduct is not allowed and will be subject to disciplinary action.
13. No student shall leave the hotel unless accompanied by his/her adviser or chaperone.
14. If a student is found responsible for stealing or vandalism, the student and his/her parents/guardians will be expected to pay all damages.
15. Delegates attending the FCCLA Conference may not purchase, possess, consume or be under the influence of alcohol or illegal drugs at any time. Violators will be subject to disciplinary action.
16. Smoking, vaping, or the possession of tobacco, is not allowed.
17. Delegates violating or ignoring any of the conduct rules will subject their entire chapter delegation to being unseated and their candidates or competitive events contestants (if applicable) being disqualified. Individual delegates who disregard the rules will be subject to disciplinary action and be sent home at their own expense. In the case of student delegates, parents/guardians will be notified.

## Multiple Release Forms

All members must have a completed Multiple Release Form (page 8). These forms will not be collected by Georgia FCCLA. The adviser should have copies during the Day at the Capitol.

## Directions and Parking

### Directions

Maps and directions to the State Capitol can be found here:

<http://www.libs.uga.edu/capitolmuseum/about/directions.html>. Allow plenty of time to arrive, as Atlanta traffic will be heavy. If you have a long distance to travel, you may consider spending the night in Atlanta.

### Parking/Transportation

Buses and 15-passenger or larger vans are allowed to park on the west side of Washington Street in front of the Capitol on most weekdays. Capitol events or security threats may make this space unavailable. In those cases, buses will be rerouted by Capitol security.

Public parking is available in several locations surrounding the Capitol. Parking fees vary by lot. Certain lots may be closed due to the legislative session.

MARTA is also an option for transportation to the Capitol. MARTA exits located nearest the Capitol are the Georgia State Station (directly across from the Capitol in the Floyd/Twin Towers complex) or the Five Points Station (two blocks west of the Capitol at Underground Atlanta).

## Competitive Event

A new competition is unveiled to assist with advocacy efforts surrounding Day at the Capitol: [Legislative Leaflet Competition](#).

## Entrance to the Capitol/Security

For the protection of state officials and the security of state records and property, security booths are located at each entrance to the Capitol. School groups usually enter the Capitol at the Washington Street entrance and will go through metal detectors. Your group should register at the security booth inside the door. *Adult chaperones must show photo identification.*

Students and chaperones are required to pass through a metal detector in a single file line. An x-ray machine will examine all backpacks, purses, and packages. Students should not bring radios, headphones, knives or any sharp objects into the Capitol. It could take up to an hour to pass through security. Please make sure you allot time for this!

## Check-in

Plan to CHECK-IN with Georgia FCCLA from 8:30 – 10:30 am. You will be given a folder of information for your meetings with the legislators. At this time, you could have a group picture with State and Region Officers on the steps of the Rotunda.

## Appointments with Legislators

Call or e-mail your legislator ([find them here](#)) with the date you will be at the Capitol to request a meeting. Georgia FCCLA will provide a folder with National FCCLA and Georgia FCCLA information, as supplies last. The Legislative Leaflet with chapter specific information can be given to the legislator as well.

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**

Express appreciation for funding and 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 exploration and career skills development, community service, and family emphasis.

*Don't have appointments scheduled with your legislators?* Visit their offices while at the Capitol to see if they are available for a quick conversation or picture with FCCLA chapter members.

## Gallery Information

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 or Senate 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

There are several options for Capitol Tours. Visit <http://www.libs.uga.edu/capitolmuseum/tours/index.html> for more information about tours and Frequently Asked Questions. Tours should be scheduled in advance.

## Dining

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.

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 Floyd/Twin Towers complex located across from the Capitol. The food court at Underground Atlanta is also nearby.

## Other Atlanta Attractions

To finish your day, you may want to visit Underground Atlanta. Also, you could plan to visit the World of Coca-Cola, National Center for Civil and Human Rights or the Georgia Aquarium. Visit <http://www.downtownatlanta.com/attractions/> for more information about downtown Atlanta options.

### Family and Consumer Sciences Connections

- Child Development and Early Childhood Education
  - [Center for Puppetry Arts](#)
- Culinary Arts, Nutrition and Food Science
  - [World of Coca Cola](#)
  - [Ponce City Market](#)
  - [DeKalb Farmers Market](#)
  - [Chick-fil-A Home Office Tour](#)
- Consumer Economics
  - [Federal Reserve Bank of Atlanta Monetary Museum Tours](#)
- Interior and Fashion Design
  - [SCAD Tours](#)
  - [The Art Institute of Atlanta Tours](#)
  - [High Museum of Art Atlanta](#)
- General
  - [Georgia Aquarium](#)
  - [Center for Civil and Human Rights](#)
  - [Escape Rooms](#) (for teamwork building)



Georgia FCCLA Multiple Release Form

School \_\_\_\_\_ Adviser \_\_\_\_\_

Please have student attendees and their parents/guardians read and complete this multiple-part form. Information about dress code and code of conduct is included on the Georgia FCCLA website events page: www.gafcccla.com. Retain a copy for your records.

ADVISERS, MEMBERS AND PARENTS: THERE ARE 17 LINES TO BE COMPLETED, PLEASE MAKE SURE TO SIGN ALL PORTIONS OF THE RELEASE FORM.

MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY: The undersigned, being the parent or guardian of \_\_\_\_\_ and having legal custody and who resides with me/us do give consent to any X-ray, examination, anesthetic, dental, medical or surgical diagnosis or treatment, and hospital care to be rendered to the minor under the general or special supervision and on the advice of any dentist, physician or surgeon licensed to practice in the State of Georgia or in a state on the itinerary of an activity sponsored by FCCLA I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold Georgia FCCLA or its representatives liable for said expenses.

List any medical/dental conditions that a medical doctor/dentist should be made aware of: 1 \_\_\_\_\_

List any allergies that a medical doctor/dentist should be made aware of: 2 \_\_\_\_\_

Family Physician: Name 3 \_\_\_\_\_

Address 4 \_\_\_\_\_ Phone 5 \_\_\_\_\_

Parent's/Guardian's Signature 6 \_\_\_\_\_ Dated 7 \_\_\_\_\_

Emergency Contact Name 8 \_\_\_\_\_ Phone 9 \_\_\_\_\_

LIABILITY: The undersigned being the parent or guardian of student named above hereby agrees to release the Georgia Department of Education, Georgia FCCLA, its representatives, agents, servants, and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Georgia FCCLA, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

Parent's/Guardian's Signature 10 \_\_\_\_\_ Dated 11 \_\_\_\_\_

CODE OF CONDUCT AND DRESS CODE: Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the FCCLA event they are attending will be subject to disciplinary action and prosecution. Their parents or guardians and school officials will be notified and must remove the student from the event. Dress is to reflect the FCCLA image and to follow guidelines for specific events. The FCCLA Code of Conduct and Dress Code is available online at www.gafcccla.com. Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending an FCCLA event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

12 \_\_\_\_\_ 13 \_\_\_\_\_
Signature of FCCLA Member Date Signature of Parent/Guardian Date

MEDIA RELEASE: I release to the Georgia Department of Education and Georgia FCCLA the unlimited right to reproduce, copy, publish, or otherwise use in any reasonable way for any informational or educational purpose the following: Image (photo or video), Voice, Quote or written material.

14 \_\_\_\_\_ 15 \_\_\_\_\_
Signature of FCCLA Member Date Signature of Parent/Guardian Date

SOCIAL MEDIA: Georgia FCCLA respects the rights of its members to use social media. Members that use social media must remember that any information posted while attending a Georgia FCCLA event is reflective of the entire FCCLA community and, as such, is subject to the same behavioral standards set forth on the website. I will represent Georgia FCCLA in the best manner possible.

16 \_\_\_\_\_ 17 \_\_\_\_\_
Signature of FCCLA Member Date Signature of Parent/Guardian Date

