

2019-20 LEGISLATIVE SHADOWING INFORMATION

The Missouri Family, Career and Community Leaders of America (FCCLA) Legislative Shadowing Project provides members the opportunity to expand their knowledge of the legislative process and how it impacts family, work and social issues. Participants discover how they can use skills learned in family consumer sciences & human services courses and FCCLA to become an advocate for family, career and community issues.

Eligibility

Only affiliated Missouri FCCLA members who are in their junior or senior year of high school are eligible to apply. Only two applications are allowed per chapter. Exceptions are made for current Missouri FCCLA State Officers.

Selection Process

Interested members will submit an application via the online application. A link to the applications can be found on the Legislative Shadowing page on the Missouri FCCLA website. Applications will then be reviewed by the program coordinator. Once reviewed, a letter will be sent to all applicants confirming participation status. E-mail notification will be sent to all advisers of participant status. Members will be chosen for this program ideally representing all of the 14 Missouri FCCLA regions.

Requirements

If chosen for this program all participants must:

- Attend the Legislative Shadowing Reception with a chaperone (adviser, school faculty, parent or other as determined by the local school district.)
- Participate in the duration of the shadowing experience with the assigned legislator
- Attend the entirety of the debrief session after the shadowing experience
- Complete all required thank you notes prior to leaving the debrief meeting
- Send a press release to the local newspaper or other media outlet. (proof of submission is required)
- Complete and document an activity to educate their school and/or community about the project. (documentation must be provided to the state office)

Timeline

- December 6: Application deadline (via Formstack)
- January 3: Student Confirmation deadline
- February 3: Legislator anticipated assignments sent
- February 14: Researching Your Legislator worksheet deadline
- March 3-4: Legislative Shadowing Activities
- April 10: Educational activity documentation due to the state office

Budget and Housing

All costs (travel, lodging, meals, incidentals, etc) for the Legislative Shadowing Project are the responsibility of the participants and advisers. Hotel information can be found on the Missouri FCCLA website. Chapters will be responsible for making their own lodging arrangements prior to the published deadline to guarantee the room rate. After the published deadline the room rate could increase and rooms may not be available. The Legislature will be in session and hotel rooms are reserved very quickly.

Legislative Shadowing Dress Code

All participants are required to wear a business suit or official FCCLA blazer with black pants/skirt and dress shoes on the day of shadowing. Participants and advisers should follow the official Missouri FCCLA conference attire dress code for the opening reception.

Tentative Legislative Shadowing Project Schedule
Jefferson City

Tuesday, March 3, 2020

Limited number available for each tour, you will be asked to sign up in advance for specific tour locations and times. Each tour lasts approximately 30 minutes. Tour times and options are subject to change.

1:00- 4:00 p.m. Optional Tours

1:00 p.m. Governor's Mansion

1:30 p.m. Governor's Mansion

2:00 p.m. Supreme Court Building

3:00 p.m. Supreme Court Building

2:00 p.m. State Capitol

3:00 p.m. State Capitol

4:30- 6:00 p.m. Opening Reception and Orientation

11:00 p.m. Curfew

Wednesday, March 4, 2020

Hotel check out

8:00 a.m. - 2:00 p.m. Shadowing experience

2:15-4:00 p.m. Debrief

Questions regarding this project should be directed to the state adviser at the state office at mofccla@dese.mo.gov or Marcia Ritter, event coordinator, at marciajeanfac@gmail.com.

**LEGISLATIVE SHADOWING PROJECT
CODE OF CONDUCT**

The Missouri Association Family, Career and Community Leaders of America requires each Legislative Shadowing Project applicant to read, complete, and upload this form with the online application.

1. Participants will be required to wear a business suit or official FCCLA blazer with black pants/skirt and dress shoes on the day of shadowing. Participants and advisers/chaperones should follow the Missouri FCCLA Conference Attire Dress Code for the opening reception.
2. Participant conduct at all times should be such that it reflects credit on the student, school and state association. Student conduct is the responsibility of the local chapter adviser or designated chaperone.
3. Any damages to any property or furnishing in hotel rooms, meeting rooms or conference locations must be paid by the individual responsible and may subject the individual to criminal prosecution, and will be sent home at individual's expense.
4. Participants are to report any accidents, injuries, or illness to their local chapter adviser, designated chaperone or state adviser immediately.
5. Participants shall be prompt and prepared for all activities.
6. Participants must be in their sleeping rooms and quiet at the published curfew.
7. No tobacco, vaping, e-cigarette products, alcoholic beverages or other illegal substances in any form shall be possessed at any time, under any circumstances, while representing the local school and Family, Career and Community Leaders of America.
8. Once in attendance at the FCCLA activity, participants will not leave the premises without their adviser or other designated chaperone.
9. Male and female participants may not be in the same sleeping room unless the door is open and an adviser/sponsor is present in the room.
10. Violation of the above may result in being sent home at your own expense, referral to the appropriate authorities, or other action deemed appropriate by the chapter adviser, school administration or state FCCLA adviser.

“I have read and fully understand Missouri Association Family, Career and Community Leaders of America Conduct Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.”

Date

Student's Signature

We approve the student named above to attend state approved Family, Career and Community Leaders of America activities. We agree to the provisions as stipulated in the Conduct Code.

Parent/Guardian's Signature

Chapter Adviser's Signature

School Administrator's Signature

**LEGISLATIVE SHADOWING
SIGNATURE PAGE**

I understand that if this student is chosen for the Legislative Shadowing project:

- They are required to participate in the DURATION of ALL project activities
- Fulfill all required follow-up activities
- Work with school administrators/faculty to get work missed during the absence

I have read or been made aware of the following:

- Legislative Shadowing project information
- Legislative Shadowing Dress Code
- Legislative Shadowing Code of Conduct
- Participant must wear a business suit or official FCCLA blazer on the day of shadowing

If the participant fails to fulfill any of the requirements or cancels their participation after the participant confirmation deadline, the chapter may be ineligible to participate in the Legislative Shadowing Project the following year.

ALL SIGNATURES REQUIRED IN INK

(Student) (PRINT)	(Student) (Signature) (Date)
(Chapter Adviser) (PRINT)	(Chapter Adviser) (Signature) (Date)
(School Administrator) (PRINT)	(School Administrator) (Signature) (Date)
(Parent or Guardian) (PRINT)	(Parent or Guardian) (Signature) (Date)