

2019 FCCLA LEGISLATIVE SHADOWING “TO-DO” LIST

Immediately — no later January 11

_____ Send in your confirmation form.

Before January 25

_____ You will receive your assignment (by e-mail) as soon as the state office receives a confirmation from the legislator or elected state official. Please note that the legislators will not receive their letters until January 9th when they are back in session and sworn in. Contact (call or e-mail) your assigned elected official and let them know you are excited about coming to Jefferson City to job shadow in their office. Make arrangements as to what time you should arrive at their office on the morning of February 6.

_____ Work with your teachers to let them know you will be gone for the FCCLA Legislative Shadowing project. In advance, get your homework assignments for the day(s) you will be gone and make arrangements for any other activities you might be missing. Missing school to attend this function is a privilege and you should treat it as such.

_____ Visit the following websites to familiarize yourself with the following:

- Missouri General Assembly
 - <http://www.moga.state.mo.us/>
 - Bill tracking and information (highly recommend that you search on issues such as education or other issues you are interested in) <http://www.house.mo.gov/billcentral.aspx>
 - Missouri House of Representatives (spend some time searching this entire site, especially general House information including the legislative process.)
 - <http://www.house.mo.gov>
 - Missouri Senate (spend some time searching this site, especially the “process info” section.)
 - <http://www.senate.mo.gov>
- Missouri State Government web page (look under the Executive Branch sections — Governor, Lieutenant Governor, Auditor, Attorney General, Secretary of State, Treasurer)
 - <http://www.mo.gov/>
- Department of Elementary and Secondary website, specifically about Missouri Family and Consumer Sciences Program
 - http://dese.mo.gov/divcareered/facs_index.htm
- Missouri FCCLA website
 - www.mofccla.org
- National FCCLA website
 - <http://www.fcclainc.org/>

_____ Specifically review the home page of your assigned elected official. Search for bills they may have sponsored and follow up on the progress of the bills.

_____ Review the House and Senate Calendars and Hearing Schedules: <http://www.moga.mo.gov/calendars.htm>. You will be able to sit in on committee meetings that are of interest to you as they fit into your schedule for the day. You will want to note them prior to coming to Jefferson City.

_____ Submit your form “Researching Your Legislator” to the state office by January 25.

(over)

February 5

- _____ When packing your bags, remember that a business suit or FCCLA blazer is REQUIRED for participation during the shadowing. Wear comfortable dress shoes if possible — you may be doing quite a bit of walking. (**No tennis shoes, sandals, etc. Review the FCCLA dress code at www.mofccla.org.**) (**High heels are NOT recommended**)
- _____ Hotel rooms generally will not be available until late afternoon. You may wear business casual for the tours Tuesday afternoon and the reception. You will receive additional on-site information that afternoon.
- _____ You might want to brush up on your etiquette for the day at the State Capitol. Remember that first impressions are important! Practice introductions, solid handshakes and simple conversation starters. You might practice a ‘pat’ answer for questions such as:
- “What is FCCLA?”
 - “Why did you want to be a part of this program?”
 - “What are issues of concern to you and your fellow teenagers that legislation can address?”
- This can cover issues from education, transportation, health, almost anything! **BE PREPARED AND DO YOUR HOMEWORK.**
- _____ Tours: 2:00 - 2:30 or 3:00 - 3:30 – Supreme Court Building
2:00 - 2:30 or 3:00 - 3:30 – Missouri State Capitol Tour

February 6

- _____ Be sure to have a good breakfast at the hotel before you leave for the morning. You may not have a regular schedule for the rest of the day!
- _____ Advisers, parking will be limited you may park in the Madison Street Parking Garage. Parking on the street is usually limited to one or two hour time periods; you then have to move your vehicle. Parking meters require quarters. See map of Capitol Complex:
<http://oa.mo.gov/fmdc/facilitiesoperations/ccprk1.htm>.
- _____ Don’t forget to meet at the Capitol Rotunda at **2:15** p.m. Then at 2:30p.m. follow-up, sharing and evaluations. This is important! Please do not miss it. This will be in the Capital basement in Hearing Room 2.

By February 15

- _____ Send a follow-up and thank you letter to the official whom you shadowed as well as all other individuals on the thank you list. Have your adviser review it before you send it. **A copy of all thank yous will need to be sent to the state office.**

By April 12

- _____ After the shadowing experience in Jefferson City, participants are expected to follow-up by completing activities to educate or inform their chapter, school and/or community about the project. Students will then submit copies of these activities by **April 12**. Also send any newspaper clippings or articles to the official you shadowed. You are expected to submit a press release to a local paper AND an additional follow up activity.