



# 4-H Day at the Capitol Participation Guide

**February 22, 2018**

We are excited to have you participate in 4-H Day at the Capitol! On Thursday, February 22, 2018, Florida 4-H members and their families will fill Tallahassee. This event provides you with an opportunity to use your voice and practice good citizenship as you educate your representatives and senators about the 4-H Program. There are several important changes that will make 4-H Day at the Capitol a little different this year. Please read through this guide book to learn more about

- Dress Code for the Event
- How to Pick up your Polo Shirt
- The Event Schedule
- Information on Parking, Lunch, Security, and More
- Making Plans for your Delegation
- Setting Up an Appointment with your Legislator



# Dress Code

- Please be aware that you are representing the Florida 4-H Program at all times during this event. As you are meeting with public officials, it is expected that all participants will be professional in their appearance.
- Everyone registered for the event will receive a 4-H Polo
- **These polos will be available for you to pick up at your local County Extension Office after February 13<sup>th</sup>**
- You must pick up your polo before coming to Tallahassee
- The day of the event, we ask that everyone wear their green polo with black or khaki pants/skirts



## 4-H Day at the Capitol Schedule

**7:30 AM** Check in Opens in the Courtyard between the Historic Capitol and New Capitol Buildings

**8:30 AM** Welcome Assembly  
**Please do not schedule an appointment with your legislators during the welcome assembly!**

**9:00 AM** Group Photo

**9:30 AM** Appointments with Representatives and Senators Begin and Youth Tour the Capitol Complex with their County Delegations

**11:30 AM-1:00 PM** Lunch Available for pick up in the Courtyard

**1:00 PM** Individual Visits with Representatives and Senators Continue and Youth Tour the Capitol Complex with their County Delegations

**3:00 PM** Closing Assembly

**We ask that all participants be present for the morning and afternoon assemblies.**

# Things to Consider when Attending 4-H Day at the Capitol

## General

- Please check the weather in Tallahassee before you depart for 4-H Day at the Capitol. You may need to bring a sweater or umbrella
- You will be doing a lot of walking in and around the Capitol Complex. Make sure that you wear comfortable shoes
- If you would like to purchase souvenirs from the gift shops, remember to carry money with you. There are gift shops located in the Florida Museum of History, the Capitol Building, and the Historic Capitol
- You will want to take pictures throughout the day. You may want to pack a portable charger for your camera or phone



## Parking

- Metered parking is located on many of the streets surrounding the Capitol Complex
- Public parking is available for low cost in the Kleman Plaza Parking Garage (306 S Duval St, Tallahassee, FL 32301)

## Food

- Your registration costs will cover lunch. Vegetarian and gluten free options are available
- We recommend packing a bottle of water to carry with you throughout the day
- Vending machines for drinks and snacks are available in the lower level of the Capitol Building, and a snack bar is located on the 10<sup>th</sup> floor



## Security

- When you are entering government buildings, there will be security checks. DO NOT joke about security issues. All comments are taken seriously
- All security checkpoints include a metal detector. Pocketknives, firearms, box cutters or anything that is – or might be – considered a weapon will be confiscated

## Transportation

- Some transportation to Tallahassee is available. Check with your County agent about transportation options!



## Seven Simple Steps to Meeting with your Legislator

Exercising good citizenship includes being involved in your local government. Even though you may not be old enough to vote, you can still use your voice! On February 22<sup>nd</sup>, we want every participant to have an appointment with their representative's and/or senator's office. This is your opportunity to meet your legislators and educate your elected officials about the 4-H Program. **Check with your County Agent to see if someone is already making an appointment for your county.** If not, follow the steps below.

### 1. Identify your State Representative and Senator

To learn who your elected officials are, go to

<http://www.myfloridahouse.gov/Sections/Representatives/myrepresentative.aspx>

### 2. Call the Capitol Office

The first week of February, call your representative's and senator's offices. You will want to call their Capitol Office in Tallahassee, not their District Office.

### 3. Ask for an Appointment

When you call the office, you will probably be speaking with a secretary or legislative aide. Explain that you are a 4-H Member who will be in Tallahassee on February 22<sup>nd</sup>, 2018 for the Florida 4-H Day at the Capitol. Ask if you can arrange some time to meet with the representative or senator to talk about the 4-H Program. Your legislator's calendar will probably not be available yet, but the secretary will take your name and information and add you to the list of people who want to meet with the legislator that day. The secretary will ask you to call back closer to February 22<sup>nd</sup> to confirm an appointment time.

### 4. Learn about your Elected Officials

Learn more about your representative and senator. How long have they been in office? What did they do before becoming an elected official? Where did they go to school? What did they study?

### 5. Make a Plan for you Visit and Practice

Your elected officials are very busy people. During the months the Florida Legislature is in session, these men and women work long hours each day to create laws they believe will make Florida a better state to live in. They enjoy speaking with their constituents (the people they represent), but they have many citizens who want to meet with them every day. You will only have 3-5 minutes for your meeting.

Decide what you want to talk about (**see the next page for details**). Write out everything that you want to say. Then decide which member(s) of your club or council will speak. Next, practice your speech with friends and family members prior to coming to Tallahassee. Know all of your main points, and practice answering questions that your elected officials may ask about your experience in 4-H.

### 6. Call to Confirm your Appointment

Call your legislators' Capitol Office again the week before 4-H Day at the Capitol. The office's secretary or a legislative aide should now have the schedule for February 22<sup>nd</sup>. Sometimes, the representative or senator will have meetings all day that he or she cannot get out of. In this case, you may meet with an aide instead of meeting with the actual elected official. Don't be disheartened! These legislative aides are incredibly knowledgeable and work very closely with the representatives and senators. They will pass on the information you share to your elected officials.

### 7. Meet with your Legislator

Plan to arrive at your legislator's office a few minutes early. You do not want to keep your legislator waiting. After your meeting, send a thank you letter to your representative and senator's offices for taking time to speak with you.



## What Should You Speak About?

The most important thing you need to know before meeting with your representatives and senators is **we are in Tallahassee to Educate NOT Lobby.**

**Educating:** Providing information about the Florida 4-H Program and your involvement in 4-H

**Lobbying:** Attempting to influence the representative's or senator's decision about a piece of legislation, policy, or funding issue

## What Talking Points Should You Use?

- Florida 4-H is the official Youth Development Program of the University of Florida's Institute of Food and Agricultural Sciences (IFAS)
- Florida 4-H teaches youth life skills through Citizenship, Science, Healthy Living, and more
- Youth enroll in 4-H through their county's Cooperative Extension Office.
- Over 190,000 youth across the state are involved in the 4-H program
- Go to <http://florida4h.org/about/impact/es237/> to find out how many 4-H'ers are involved in your county 4-H program
- What 4-H projects and programs do **YOU** participate in
- What have **YOU** learned because of Florida 4-H
- Why do **YOU** love being a 4-H Member

## What Else should you do while Visiting Tallahassee?

While our main purpose for coming to Tallahassee is to meet with our elected officials, there are other things you can do in and around the Capitol Complex. Here are a few ideas, but look online for more options.

### 1. The 4-H Day at the Capitol Scavenger Hunt

When you check in at the registration table the morning of 4-H Day at the Capitol, you will receive a scavenger hunt to complete. This scavenger hunt will lead you and your fellow 4-H Members to different locations in and around the Capitol Building. You will learn facts about the Capitol and Florida's History as you complete the scavenger hunt challenge. Share photos of your delegation at the various scavenger hunt locations on Instagram with #4HEveryWhere and #4HToTally for a chance to win official Florida 4-H Swag. Winners will be announced on Facebook and at the closing assembly.

### 2. Museum of Florida History

This free museum is located two blocks from the Capitol Building! The museum features exhibits on early Florida settlements, the Civil War's impact on the state, Florida environments, and more.

### 3. Tallahassee Museum (15 minute drive from the Capitol)

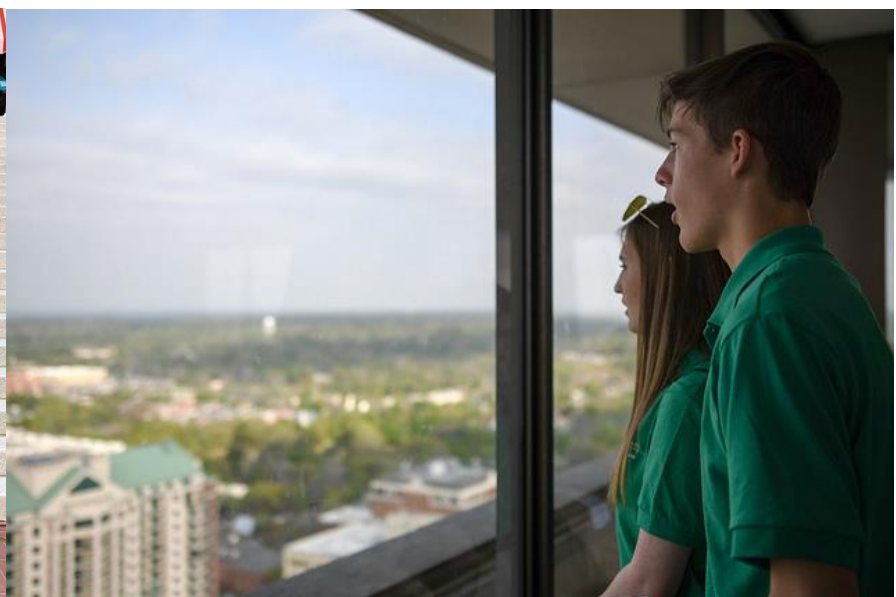
The Tallahassee Museum Features living exhibits of Florida Wildlife, nature trails, and historic buildings from the 19<sup>th</sup> century. The admission rates are \$11.50 for adults and \$8.50 for children. For an additional rate, you can experience zip lining and a high ropes course, but call ahead to make reservations for these Tree to Tree Adventures. This museum is open daily from 9 am-5 pm.

### 4. Florida State University & Florida Agricultural and Mechanical University

Are you considering applying to FSU or FAMU for college? Stop by the university to get a close up look at what life is like on campus. Contact FSU's Visitor Services office to arrange a tour. To tour FAMU, contact the Welcome Center.

### 5. The Florida Governor's Mansion (5 minute drive from the Capitol)

Tour the Governor's Mansion and learn about Florida Gubernatorial History. These 30 minute tours are free of charge, but you must make an appointment ahead of time.





# How do I let others know I am attending 4-H Day at the Capitol?

Use the official hashtags on all of your social media posts:

**#4HToTally** and **#4HEveryWhere**



## Contact Us

Give us a call for more  
Information about  
4-H Day at the Capitol

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Visit us on the web at  
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