



# ALABAMA ACTE - CTE ON THE HILL DAY

Tuesday, April 23, 2019

Auditorium @ Gordon Persons Building

## ADENDA (Tentative)

8:30am - 9:10am Pick-up Materials in Lobby

9:15am – 10:45am – How to Work the Hill

11:00AM – Picture with Governor Ivey

11:30 – 12:30 – Lunch (on your own)

12:30 – 3:00 – Meet with your State Representatives

## INFORMATION

### 1. Registration is Free!

Lunch will be on your own. All attendees will need to bring money to purchase lunch and snacks. There are several eating establishments located within walking distance of the Alabama State House and restaurants near the Renaissance Hotel Montgomery for those wanting to venture away from the Capitol.

### 2. Call ahead

Call your Senators and Representatives **before** you go so you know when or if they will be available to see you. You can go to this website to locate their contact information: [www.legislature.state.al.us](http://www.legislature.state.al.us) .

***\*\*Also, please note that most of our legislators' offices are not very big. Most will not accommodate large groups. Please keep this in mind when deciding how many students to bring.***

### 3. Dress Code

This is an excellent opportunity for all our CTSO's to express a positive, professional image by wearing their official dress and uniform. **Other appropriate dress** includes slacks and button-down dress shirts for males; dresses, skirts, blouses, and dress pants for females. High heeled shoes are discouraged, as there will be a lot of walking to and from the Gordon Person Building to the Alabama State House and surrounding buildings.

### **ABSOLUTELY NO...**

- Jeans
- Warm-up suits
- T-shirts
- Hoodies
- Sagging pants

### 4. Media Release

By attending "CTE Day on the Hill", all attendees are giving ALACTE permission to make still or motion pictures and sound recordings, separately or in combination and permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

### 5. Parking

Parking is on a first-come-first-serve basis. Meter parking and parking decks are available all around the Capitol complex. Buses may park at Patterson Field (1215 Madison Avenue) or at the Alabama Department of Archives and History parking lot located across from the rear (south) entrance of the building off Adams Street.

**Please complete the information below and email it to: [alactepublicpolicy@gmail.com](mailto:alactepublicpolicy@gmail.com)**

**ALL REGISTRATION IS DUE BY April 17, 2019**

## Registration

School Name \_\_\_\_\_  
School System \_\_\_\_\_  
Sponsor- Name: \_\_\_\_\_  
Contact Street Address: \_\_\_\_\_  
Contact City & Zip Code \_\_\_\_\_  
Contact Cell Phone Number: \_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_  
Number of Adults Planning to Attend \_\_\_\_\_

**Please note we are limiting the amount of students that can attend due to space in the auditorium. Only 5-6 students per Teacher per school.**

**CTSO: Please indicate the number of students attending by CTSO**

\_\_\_\_\_ FBLA  
\_\_\_\_\_ FCCLA  
\_\_\_\_\_ FFA  
\_\_\_\_\_ DECA  
\_\_\_\_\_ HOSA  
\_\_\_\_\_ JAG  
\_\_\_\_\_ JROTC  
\_\_\_\_\_ SKILLS USA  
\_\_\_\_\_ TSA



# ALABAMA ACTE - CTE ON THE HILL DAY

## Code of Conduct

1. Behavior, at all times, should be such that it reflects a positive and professional image of the member and his/her school as well as CTE.
2. Attendees should be on-time to the opening session at the Auditorium @ Gordon Persons Building by 9:10 AM.
3. Attendees will not chew gum or eat candy or food while visiting the Capitol.
4. Sponsors must know the location of all of their students at all times and accompany them to meetings with their Representatives.
5. Sponsors will be responsible for supervising their students at all times while visiting the Capitol.
6. Students are not to purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. This includes chewing and smoking tobacco products and vaping.
7. Cell phones should be turned on silent mode at all times while in the Capitol building.

**Sponsors, it is your responsibility to make sure your students are aware of the code of conduct and follow business etiquette.**