**Instructions for YIT State House Morning**
*Friday January 31, 2014*

**Days before you leave home -** let your legislators know you plan to come to Montpelier and ask to meet with them at some point in the morning. Making an appointment is best, if possible. The list of your legislators can be found through <http://www.leg.state.vt.us>. You could send them the attached invitation or make your own.

**Day of event –** Business-casual dress and be prepared to walk in snow/ice.

**Once in Montpelier -** ***Please do not stop on State Street to drop people off. It is not safe.*** You can drop people and materials off at the top of Gov. Aiken Avenue, located on the west side of the State House. While unloading, pull over to the right side to allow vehicles to pass on the left.

**To avoid dealing with parking restrictions, meters and tickets – you have two choices:**

1). If space is available, you may park in the parking lot for the Capitol Plaza Hotel at 100 State Street. Go to the lobby, say you are with the Youth in Transition (YIT) event scheduled for the Ethan Allen Room, and ask for a parking permit for the time between 8 a.m. and 2 p.m. Return to your car to put the permit on the dashboard of car. OR

2). Park in the Department of Labor’s (DOL’s) parking lot on Green Mountain Drive (off the access road to I-89). At the far end of the parking lot is a bus shelter where you can catch the Capital Shuttle every 20 minutes starting at 7:20 a.m. (The schedule and map can be found through <http://www.bgs.vermont.gov> by going to the bottom of the home page and clicking on Montpelier Parking Shuttle Information.) The Shuttle will go up to National Life and then back down to State Street, arriving at the Statehouse 15 minutes after boarding at the Department of Labor. Or you could spend 15 minutes walking to the Statehouse by using the bike/walking path which passes by the far end of the DOL parking lot. ☺

**At the State House - please enter** **via the West side door**. The “Handicap” entrance is at the rear of the building on the West side. There are signs showing the way. **Restrooms** are on the left as you enter the West hallway.

**Coats:** There is a coatroom at the Statehouse off the lobby (just before room 10) where you can leave coats, boots, backpacks, etc. against the right-hand wall as you enter the room. If there is no space there, you can leave them under one of the stairwells in the first floor lobby.

**Food:** In the State House, food and beverages may only be consumed in the cafeteria or Room 10 (when scheduled for your use). You may not leave the cafeteria or Room 10 eating or drinking. Coffee cups, open beverage containers and water bottles should not be carried through the building.

**Behavior**: You are visiting a **place of business** and must **behave appropriately**: no shouting, running or pushing, no food or beverages, no gum, no hats, no touching State House furnishings or objects. Cell phones off.

**People should not come if they do not intend to abide by these basic rules set by State House personnel.**

**Please remember that you will be the face of the Youth in Transition Grant. Legislators will remember YIT by your behavior and actions. Please help them think positively about us all!**

Depending upon your time of arrival, find your Youth in Transition (YIT) colleagues at one or more of the venues listed on the schedule following these instructions. Sergeant-at-arms Francis Brooks has informed us that we could be displaced from Room 10 at any time with no prior notice. If that happens we will use the Ethan Allen Room at the Capitol Plaza for the formal presentation of YIT Evaluation Results to legislators and administration officials. Otherwise, it will be available for leadership activities with youth, young adults, and their adult allies.

**Now -** To ensure that we are adequately prepared, please let us know you plan to attend by using the following Survey Monkey link <https://www.surveymonkey.com/s/D56VMH2> ; t*his approach to registration accepts only one name per computer).* By the end of the day on Friday January 24 we need to know how many people to expect for the continental breakfast and/or lunch; how many display tables to provide; and the names and timing of people who will participate in one of the three Statehouse Tours.

Thanks very much!



**Schedule of YIT Statehouse Friday January 31, 2014**

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| --- | --- | --- | --- | --- |
|  Hours on Friday January 31, 2014 | Cafeteria of Statehouse (at back of second floor) | Other Locations | Room 10 of Statehouse(on first floor, beyond coat room) | At 100 State Street - Ethan Allen Room (to right of lobby), Capitol Plaza Hotel  |
| 7 - 7:30 a.m. | Arrive |  | *Room holds 50 at once* | *Room 10 back-up* |
| 7:30 – 8:00 a.m. | *Set up displays* |  |  | *Room holds 50 at once* |
| 8:00 - 9:15 a.m. | For all: **stand-up**  |  |  |  |
|  | continental breakfast |  |  |  |
| . |  + talk with legislators |  |  |  |
| 9:15 – 9:30 a.m. | ***Clean-up room + leave*** |  | *Move displays to here* | Learning about  |
| 9:30 – 11:00 a.m. |  |  | VCHIP Evaluation of YIT  | Legislative process.  |
| 9:30-10:15 a.m. - Lobby |  | ***1st Tour of Statehouse*** | -Priority seating for  | Leadership activities: |
| 10:45-11:30 a.m. -Lobby |  | ***2nd Tour of Statehouse*** | legislators and | (games, letter-writing |
| 11:45 a.m. – 12:30 p.m. |  | ***3rd Tour of Statehouse*** | Administration officials | and sign-making, video- |
| 11:00 a.m. to noon  |  | *Room 17* | *Senate Health/ Welfare* | taping of stories, etc.) |
| 11:30 a.m.-1:00 p.m. |  |  | For all: **stand-up** lunch  | with youth, young |
|  |  |  | + talk with legislators\* | adults, and their |
| 1:00 - 2:00 p.m. |  | *Either Room 46 or 10* | *House Human Services* | adult allies. |
| 2:15 – 2:30 p.m.  | Group photo-shoot |  Statehouse Steps Outside | *[Clean-up room]* |  |

\**Back-up plan for lunch is to use the cafeteria in the Statehouse.*