

# Career and Technical Education (CTE) Day at the Capitol

Tuesday, February 11, 2025 - 7:00 am - 2:00 pm

## Information Sheet

### **Sponsored by: Iowa Association for Career and Technical Education**

**Goals:** Champion state legislators to advocate for Career and Technical Education.

Heighten awareness of CTE Month and Iowa ACTE within Iowa.

### **Objectives/Action of the day:**

- Showcase high quality CTE Programs from across the state at displays with students explaining the benefit and learning as a result of CTE and CTSO's (Career and Technical Student Leadership Organizations).
- Advocate how CTE prepares students for contributing to society and the economy.
- Build rapport with our state legislators by making personal contacts, through appointments made prior to the day See *NEW for 2024 Pre Event Requirements*
- Experience the importance of being active in State government.

### **Register by February 4, 2025 at the following link:**

[CTE Day at the Capitol Free Registration](#) - please sign up even if you do not plan to have a table display, but instead wish to make plans to meet with your legislators and/or be around to talk to those you find available

**Location:** Iowa State Capitol 1<sup>st</sup> Floor Rotunda and wings have been reserved for Iowa ACTE displays.

**Schedule:** The space in the Rotunda has been reserved from 7:00 a.m. – 2:00 p.m.

We anticipate having official signing of the proclamation sometime that day.

**Entering the Capitol:** The Capitol has two public entrances – the north side of the West Steps and south side of the Capitol Building.

### **What kind of security inspection is conducted?**

- All persons and packages are subject to search.
- Electronic items may receive additional screening.
- Identification may be requested.
- No packages, boxes, briefcases or other containers may be left unattended in public areas.

- Culinary students should avoid bringing knives.

**Set-up:** As needed. Schools can display any time 7:00 a.m. – 2:00 p.m. **Each teacher is responsible for bringing all of his/her own display items, table and table coverings.**

**Please feel free to attend with no table display and just plan meetings with your legislators if desired.**

**Lunch:** Everyone is responsible for purchasing or bringing their own lunch. There is a cafeteria in the Capitol.

**Attire:** Educators/advisors and students are expected to wear professional attire. Please see requirements and expectations page for more information.

**Weather:** Each school is responsible for its own transportation and decisions regarding inclement weather. CTE Day at the Capitol will proceed as planned for those who are able to attend. If you have a day of event cancellation please contact Executive Director Kristen Bandy at 641-569-3351 to notify IACTE.

**Moving Equipment Inside the building:** Do not drag items across the floor. Dragging items across the floor or steps will damage the restored surface. Only tables and chairs in good condition with rubber or felt caps that will not damage the floors will be allowed in the Capitol building.

**Other important guidelines:** No tape or fasteners of any kind can be attached to any part of the structure. Only matting tape may be used to affix cables to the floors. Balloons are not allowed in any part of the capitol. Groups must maintain a 5' fire aisle. Iowa law expressly provides that groups using the facilities are liable for any damage incurred during their events.

**Etiquette at the Iowa State Capitol:** Please read the attachments to this email for additional information and abide by the requirements. We cannot block walkways!

**Please let us know via text, email or phone of any cancellations as they arise.**

**Thank you! We are looking forward to seeing you at the Capitol!**

Respectfully,

Kristen Bandy, Iowa ACTE Executive Director

[ediowaacte@gmail.com](mailto:ediowaacte@gmail.com) 641-569-3351

**See next page for Attendee Expectations and Requirements Sheet**

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## **Attendee Expectations and Requirements Sheet**

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**Please review this with your students. It is extremely important that everyone is prepared for the day.**

A Legislative Guide for CTSO Students Attending Iowa ACTE CTE Day at the Capitol

Advocacy for Career and Technical Education is very important. Your legislators want to hear your opinions as they represent you in Des Moines.

All students participating in Legislative Day must be accompanied by their CTSO advisor or classroom teacher while in the Capitol. The students should have received legislative training from their advisor/teacher on appropriate behavior and protocol before the day of the event to include the items listed below. It is expected that you review this information with your students.

**The most important part of your visit is work done ahead of time to contact your legislator. IACTE will ask for documentation of you and your students following through with this aspect.**

1. If necessary FIND YOUR LEGISLATOR
  - a. [Find your legislator Use this step-by-step guide](#)
2. CONTACT YOUR LEGISLATOR
  - a. [Contact them using this form letter](#) or one you design on your own. Please coordinate with your students to make sure that all who are attending in your group use the same information.
  - b. **Please BCC the IACTE executive director [ediowaacte@gmail.com](mailto:ediowaacte@gmail.com) when contacting your Legislator. IACTE will be tracking this and following up with registered attendees to make sure this step is completed.**
3. Follow your legislator on social media
  - a. All your legislators have some form of social media, and it's in your best interest to utilize it!

### **Present a professional appearance.**

CTSO members are expected to wear their organization's appropriate uniform including the organization's jacket and other traditional attire if at all possible. Chapter/School/Organization polos or business casual attire preferred. Jeans, t-shirts, or casual wear (joggers/tights) are prohibited.

### **Be mindful of other behaviors**

Gum chewing, loudness, rudeness, running, and immature attention-getting actions are inappropriate. Turn your cell phones off while in the Capitol. Do not be on your devices during your visit or while you are waiting. You want to be remembered as a positive leader making a difference. Stand tall. If you go into the House or Senate gallery, sit quietly and listen.

### **Be Gracious, Be Gracious, Be Gracious**

It is important to be respectful of all legislators. Do not make negative comments based on whether the person is a Democrat or a Republican. It is important that you create an atmosphere of respect and mutual admiration during your visit. Your goal is to inform the legislators of the importance of Career and Technical Education.

### **Introductions**

Students should be prepared to introduce themselves and their advisors and shake hands firmly and professionally. As introductions are made, clearly say your name, your school's name, and the course in which you are enrolled. Explain the name of your student organization--not just say the acronym. Explain what you do in the organization. (Likely, they will not be familiar with it.) You should also shake hands after the meeting and thank the legislator or liaison for their time in speaking with you. Practice this before arriving. Use good eye contact, smile, and do not use inappropriate language (including slang, cursing, and mumbling). Use complete sentences and speak positively. Leaders (like you) speak in positive tones. Do not use this as an opportunity to complain. Please remove rings from nontraditional piercings and cover visible tattoos. In addition, it is very important to make your conversation nonpartisan. Legislators enjoy meeting students. Remember, legislators are humans too. They are there to serve their constituents, and you are one of them. Refer to the Legislator as Representative (Last Name) or Senator (Last Name).

### **VERY IMPORTANT: Invite your Legislator(s) to Visit and Tour your School and Provide Information if Needed.**

At the conclusion of your visit, offer to be of assistance to the legislator in the future and offer to provide additional information if needed. Very importantly, invite the legislator(s) to come and visit your school and your classroom. You may have to ask several times before they are able to attend—or you may need to wait until they have time available in their schedule. It is important not to give up after one or two requests for them to visit. [Sample](#) invitation to hand out.

**Pictures.**

After your visit, graciously ask the legislator for a picture with your group. Put that picture in your school's newsletter/local newspaper/post on a professional social media account. Using the hashtag #IACTE

**Report to the Iowa ACTE CTE Day at the Capitol Committee.**

After your day at the capitol, you will be sent a feedback survey to provide success stories, pictures, and an evaluation of the day.