



Children's Week
Advocacy Road Trip to Tallahassee
Information Sheet
January 23, 2018

Check-in and Departure

- Check –in will be between 5:30 – 5:45 a.m. at:
The Early Learning Coalition of Duval-Southside
8301 Cypress Plaza Drive Suite 201
Jacksonville, FL 32256
- The bus will leave promptly at 6:00 a.m.
- Please plan to arrive early as you may need a few minutes to change into the free t-shirt provided to you at check-in.
- At check-in, along with your t-shirt, you will receive a folder with the schedule of the day's events, map of the capitol, group assignments and other pertinent information.

Dress Code

- You will be provided a T-shirt at check-in that says "***Duval Supports Early Learning***"
- Bottoms should be business casual or appropriate jeans.
- Comfortable shoes should be worn. Tennis shoes are acceptable, but no flip flops.
- We will be going through security upon entering and exiting the capitol, so please be mindful of metals and objects that you may have.

Meals

- Free continental breakfast will be provided to you on the bus. (bring your own coffee)
- Lunch will be provided for free at the capitol.
- We are planning to provide dinner on the bus, however in case we need to stop for dinner instead, please bring at least \$10.

Tours

- You will be pre-assigned a group. Each group will have a designated leader.
- Your group leader's cell phone number will be included in your packet. Please ensure your group leader has your cell phone number prior to touring the capitol.
- Cell phones must be kept on vibrate and should not be used while in the building.
- Please stay with your group at all times and report to your group leader when you need to step away for an emergency phone call, or to use the restroom.

Legislative Appointments

If we have legislative appointments, here are some guidelines to remember:

- No eating or gum chewing during visits to legislators.
- Keep conversation focused on talking points only.
- Please keep personal stories short and relevant to the talking points only.

Return

- Tentatively we plan to leave Tallahassee at 2:00 p.m. and return to Jacksonville by 6:00 p.m.
- All groups will meet at the Dolphin Fountain to check back onto the bus. (*i.e., the place we are dropped off*)
- Times are subject to change based on the scheduling of legislative appointments.

For last minute questions or cancellations the day of, please contact: Charlene Gross at (904) 591-5351. Thank you!



ELC Duval Photo Release Form

I hereby give full consent to ELC of Duval (and its approved partners & funders) to use all visual and audio visual images captured for web/internet, printed materials, photographs, films, videotapes or audio tapes, taken and/or produced by that organization in which I or my family appears for publication, advertising and public relations purposes or exhibit, without limitation, reservation or compensation.

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Signature: _____ Date: _____



Please list at least two emergency contacts we may reach in case of an emergency.

Emergency Contacts

Traveler's Name:		Date of Birth:
Complete Address:		
Emergency Contact 1:		
Relationship:	Phone:	
Emergency Contact 2:		
Relationship:	Phone:	
Allergies or Serious Medical Conditions:		