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**Subject:** 2018 CASA Day at the Capitol Details

**Importance:** High

Dear CASA Directors, Staff, and CASA Board Chairs/Supervisors:

It's that time of year already!

I wanted to provide you with details surrounding the upcoming CASA Day at the Capitol on **Wednesday, February 14<sup>th</sup>** back at the **Georgia Railroad Freight Depot**. Please read through to the bottom of this email. You can find a flyer about the event attached to share with your volunteers and board members. **And, please note, to show our unity, we are asking everyone to wear a pop of red again this year.** (Since our Day is on Valentine's Day, we'll be playing up the heart theme, too!) As usual, if you post on Facebook, Twitter, or other social media about your CASA Day at the Capitol, please use **#GACASADayatCap**.

If this is your first year attending the event, or if you'd like more information about Legislative Advocacy and/or the logistics for CASA Day at the Capitol, I'll be hosting a **webinar** on **Tuesday, January 30<sup>th</sup> at 3 pm**, which will be recorded and posted to the website. Information to watch the webinar is on the website, and I will send the information out in a separate email as a reminder as we get closer to the date.

I want to offer a reminder to contact your legislators and invite them to the luncheon! I hope that as many programs as possible have the chance to connect with their folks at lunch, on the floor, or during legislative appointments. You can schedule appointments with legislators for that morning. Invitations for the luncheon will also go in their mailboxes this week.

Next, I encourage each program to plan to arrive to the event early. There is a parking lot in front of the building, but it reaches capacity early in the morning, and about 50 spots will be blocked for construction. The directions to the venue and various parking options are posted on the Capitol website. The Depot is one block to the west of the Floyd Building, so if you take MARTA, there will be a slight walk (but no different than the distance from various parking deck/lots). The MARTA stop is Georgia State E-1 on the Blue Line. Trains run approximately every 15 minutes. As we get closer to the event, I will send a separate email with detailed directions and various parking options. In addition, if you drive a group, you can drop off your passengers in the Steve Polk Plaza, right in front of the Depot, and then go park your vehicle. We've arranged for the gates to be unlocked.

In preparation for the event, a website has been created to contain all information and details about the Day. The website link is <https://www.gacasa.org/casa-day-capitol-2018/>. On the site, you'll find the tentative schedule of events, paging slips for the senators and representatives (note that the senators must be on yellow paper if you complete these in advance), a map of the capitol, general talking points

and lobbying tips, etc. More information will continue to be added as it becomes available. Please feel free to share this information with your CASA volunteers accordingly, so they can peruse it at their leisure. As always, it is helpful to make sure your staff and CASA volunteers know who their legislators are in advance of the event. Suggestions for preparing information for your volunteers prior to the event will be added to the website before the webinar. Packets will continue to be available for everyone who attends the event and will be distributed at the briefing.

The **online registration** is linked from the website and is available now at <https://www.gacasa.org/casa-day-at-the-capitol/>. Your volunteers can register individually, or someone can register for the entire group. About 10 days before the event, I will email a spreadsheet, so you can see who has signed up from your program. If no one from your program registers, I will be calling you! Once again, there will be a **\$10 registration fee**. The fee can be paid online via credit card for either an individual or group. Group registrations can also be invoiced. If you have any questions about registration, please contact Regina at [rroberts@gacasa.org](mailto:rroberts@gacasa.org).

Upon glancing at the schedule of events, you'll see that we will begin at 9:30, and we'll have coffee and pastries available if you arrive early. We also plan to have privileged resolutions in both the House and Senate again at 10 am, so if you're interested in attending the morning orders instead of the briefing, let me know. After our Welcome Remarks and Legislative Briefing, we'll proceed to the Capitol for a group photo. Each person in your party will be required to **show a photo ID** to get into the Capitol. From 10:45 to 11:30, we suggest paging your legislators to remind them about lunch, observe the happenings on the House or Senate floors from the 4<sup>th</sup> floor gallery, or some folks also use this time to leave information with the legislators' staff at their offices. Speaking of leave-behinds, we'll be giving all of the elected officials s'mores once again this year. They will be delivered to their desks in the morning. If the timing of the group photo impedes the morning Capitol Visit, plan to spend some time after lunch touring the capitol, visiting with legislative staff, or attending committee hearings.

The drop-in luncheon will be held from 11:45 to 1 pm, and we'll have a hot, buffet-style lunch. Each program should plan to have someone from their area present the entire time. Legislators like to have folks from their district there to welcome them when they arrive! Other officials may be stopping by to say a few words to the CASA network as well.

Because of the hot lunch and seating arrangements, it's extra important for us to have an accurate headcount from your program. To ensure that all groups can sit near each other and have the same opportunity to meet with legislators whose districts cover multiple programs' jurisdictions, we'll have set seating. Your table number will be available at registration.

Again, your attendance at this event is extremely important, as well as contractually required, so each program should be represented with at least one staff, volunteer, or board member present. I hope that if you've attended in the past, you agree that this day is a fast-paced, fun opportunity to get together with others from across the CASA network and educate our elected officials about the great work we're doing in their local communities!

Please let Regina or me know if you have any questions. Thanks,

Angela

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