



Capitol Experience Day Planning Checklist for Teachers

Coordinating with LPS and Civic Nebraska

**If possible, please be in touch at least one month in advance of your visit.*

	Reach out to Chris McCurdy with Civic Nebraska to set date/time. Typical time-frame is 9am-2pm for a full-day field trip, but this is flexible. Please find several dates that might work for the field trip.
	<p>E-mail Jaci Kellison and appropriate building administration/department chair potential dates</p> <ul style="list-style-type: none"> • Jaci will check on sub availability for potential dates and let you know which dates have professional leave available. • Work with your building to complete a request for transportation if bussing is needed (through Bus Hive). Funding for transportation typically comes from the building, but this is something you will need to have approved by your department chair or building administrators ahead of time. • Work with your building to ensure the appropriate field trip permission forms are completed.
	<p>Confirm chosen date with Chris McCurdy and consult with her on agenda planning:</p> <ul style="list-style-type: none"> • Lesson plan, project, or issue that your class is interested in? • Mock committee hearing? • Tour? • Specific senator you'd like to hear from (issue-based or geography-based)? LPS site elected officials in LNK, specific to schools and contact info • Lunch? Number of students and chaperones? Dietary restrictions? • Lunch may be required off site depending on the Capitol Building Covid Plan.
	<p>If class is going to do a mock committee hearing:</p> <ul style="list-style-type: none"> • Select bill/topic and inform Chris McCurdy. Find and research current bills on the Nebraska Legislature website at https://www.nebraskalegislature.gov. • Assign student roles for the mock hearing.
	[1-2 days before] Confirm final agenda and arrival times with Chris McCurdy .
	[1-2 days before] Set expectations with students. Discuss the agenda and behavior expectations. Cell phones are silent and not in use. No earbuds in during the day. Reduce side conversations. Be attentive to guest speakers.
	[1-2 days before] To prepare for the visit, have students write questions for guest speakers.