

Shadowing Helpful Hints

Go directly to the office of your legislator that is attached on the outside of this packet.

Please review the enclosed information and proceed!

Flexibility is the key for today! The legislators all have different schedules and meetings. Just follow their directions and go with the flow.

At the end of your shadowing experience, and/or when someone is here to pick you up, please check with a CU Capitol Sponsor before leaving; that way no one will be left at the Capitol. CU Capitol Sponsors will be on 4th Floor Rotunda. Please note:

- **Students are expected to take the stairways.**
- **A blank Close Up thank you note and envelope are included. At the end of the day, please write and give to your legislator a note expressing your thanks and appreciation for this opportunity.**
- **Refer to your legislator appropriately in writing and verbally such as:**
- **“Representative _____” (For example, “Representative Pink.”)**
- **“Senator _____” (For example, “Senator Brown.”)**

In case you run into any judges during your Close Up experience:

Please refer to members of the Oklahoma Supreme Court as “Justice _____”

(For example, Justice Blue)

- The “Chief Justice” as Chief Justice Red.

Please refer to members of ALL other Oklahoma courts (e.g., Oklahoma Court of Criminal Appeals) as “Judge” _____. (For example, “Judge Orange.”)

- The “Presiding Judge” as Presiding Judge Yellow.”

Regarding Lunch: Depending on the schedule of your legislator, he/she may *or* may not invite you to lunch. If not, you may purchase lunch at the vending machines snack bar in the basement or the snack bar on the Fourth Floor.

Regarding pictures: Most of the legislators will have the Capitol photographer take his/her picture with you. Please give your mailing address to the legislator’s assistant so that he/she can mail a copy of the picture to you when you get home. You could include your mailing address in your thank you note. **Regarding cell phone use: please be courteous during your shadowing visit. Do not use your cell phones while you are with your legislator, either in his/her office or in a committee meeting.**

Remember that you are representing Oklahoma Close Up and your school! The Close Up Steering Committee and your teachers are proud of you and look forward to sending Close Up students *to you* when you are a legislator! Some of the legislators today were former Close Up Students! If you have any difficulty today and your teacher is not here, please call **David Hopper (405-620-7502), Jane McConnell (405-443-8583) or Vernon Guess (918-361-6084).**

Have a great experience!