



**STATE OF VERMONT**  
GENERAL ASSEMBLY

November 5, 2020

**Congratulations and Welcome Vermont Legislative Members-Elect!**

The legislative staff would like to congratulate you on your election to the 2021-2022 session and invite you to attend a 2-day orientation program. This Orientation is presented with the assistance and support of the Snelling Center for Government, a nonpartisan, nonprofit organization dedicated to fostering responsible and ethical civic leadership, encouraging public service by private citizens, and promoting informed citizen participation in shaping public policy in Vermont.

The New Member Orientation is scheduled for November 17-18, 2020; please note the change in dates along with the added Pre-Orientation Groups (more details below). November 17 will be in-person at the State House in Montpelier with appropriate social distancing measures and required facial coverings; the program will begin promptly at 9:30 a.m. with breakfast snacks available in the main lobby from 8:30 – 9:15 a.m. Dress is business casual. Parking will be available on either side of the State House. November 18 will be a virtual videoconference day and the Legislative Information Technology team will help you prepare for this type of venue next week at the Pre-Orientation sessions. While we encourage attendance in-person to get to know some of your fellow new members, virtual participation is also an option for November 17.

You will also need to register for a newly added Pre-Orientation session offered in small groups at the State House on November 9, 10, 12 and 13. During Pre-Orientation, you will receive your legislative iPad and accompanying technology training in addition to learning about payroll, expenses and benefits and important logistics and security details.

The purpose of the orientation program is to provide you with information on the organization of the Legislature; its procedures, caucuses, committees, budgeting processes, scheduling, and many other matters relating to your service in the General Assembly. It is also a chance to meet some of the Legislature's staff and one another.

Please note Covid-19 important safety procedures below for determining if you should attend the Orientation.

1. No one under quarantine or isolation triggers may enter the State House:
  - a. With fever, chills, body aches, vomiting, cough and or shortness of breath.
  - b. Non-symptomatic COVID-19 positive persons are not allowed on site.
  - c. Any member(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.
2. Upon your arrival to the State House, you will have your temperature taken.
3. Please wear a mask in the presence of others.

If you have any questions, please contact the Sergeant at Arms office at 802-828-2228.

If you wish to stay overnight, the cost of your lodging will be covered. Instructions are enclosed for you to make lodging arrangements. Meals will be provided as indicated on the agenda. If you plan to stay at Capitol Plaza, you will receive a parking permit from them upon check-in.

The Operations Department will be sending you several pre-employment document that need your attention prior to the Orientation. Please bring the identification outline in the second page of the federal I-9 form and a U.S. Passport or U.S. Passport Card on the first day of Orientation for the registration process. If you do not have a passport, please bring your Vermont drivers license (must have a photo) and either your social security card or your birth certificate. If you are not planning on physically being present for any of the Orientation or have questions on the forms, please contact Operations at 802-828-2231.

We look forward to meeting you soon, and hope that you will find the orientation both stimulating and useful in preparing for your legislative service.

**Realizing the short notice, please RSVP by November 5 or 6.** Registration information can be found on the enclosed registration forms; please be sure to complete and return both the Pre-Orientation and Orientation Registration Forms via electronically if possible. Online registration is also available by visiting the Snelling Center website at [www.snellingcenter.org](http://www.snellingcenter.org) and clicking on the "Our Work" tab.

Sincerely,

Snelling Center for Government and The Vermont Legislative Staff