



CLASS OF 2019 WELCOME MEMO

*This memo aims to outline what you can expect as an Emerge Louisiana class member this year.
Please read through it carefully.*

Pre-Training Weekend Communication

Four weeks prior to a training, you will receive an email from me with the following information:

- Training topics
- Hotel block information
- Supporter housing options
- Training location

One week prior to a training, you will receive an email from me with the following:

- Breakfast and lunch menus
- Directions to the training site
- Biographies of the weekend's trainers
- Attire for the weekend
- Anything you need to bring from home

Training Weekend Food & Beverages

Breakfast & lunch are provided each training day by Emerge Louisiana on site. Complimentary food and beverages will be served at each "Meet the Class" Friday reception. I will bring some snacks (fruit, granola bars) to every training day. Water, tea and coffee will be provided during every training day. Please bring any soda or snacks you need to stay energized.

Training Weekend Housing

Emerge Louisiana alumnae, board members and advisory council members will open their homes to the 2019 class in cities across the state. A link to sign up for this supporter housing option will be sent four weeks prior to the session along with hotel block information. Class members are encouraged to room together if they are not using supporter housing. Emerge Louisiana will aim to keep room rates below \$100 each weekend (please realize this may be impossible in New Orleans in June).

Training Weekend Carpooling

Melanie will help coordinate carpooling for the first training weekend. After that, class members are encouraged to coordinate with one another to cut down on costs and our collective impact on the environment through carpools.

Training Weekend Schedule

Training sessions begin each Saturday and Sunday at 8:30 a.m. We will end on Sundays at 3 p.m. (with the exception of New Orleans). Emerge will host meet the class receptions during four of the training weekends. These will be low-dollar fundraisers and you not required to attend. The receptions serve as an opportunity for class members to get to know members of the community and reach their fundraising goals.

BATON ROUGE

Saturday, January 12th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 6 p.m.

Class Dinner: 7 p.m. – 8:30 p.m.

Sunday, January 13th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 3 p.m.

SHREVEPORT

Friday, February 15th

Voluntary “Meet the Class” Reception: 6 p.m. – 8 p.m.

Saturday, February 16th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 6 p.m.

Class Dinner: 7 p.m. – 8:30 p.m.

Sunday, February 17th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 3 p.m.

ALEXANDRIA

Friday, March 23rd

Voluntary “Meet the Class” Reception: 6 p.m. – 8 p.m.

Saturday, March 24th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 6 p.m.

Class Dinner: 7 p.m. – 8:30 p.m.

Sunday, March 25th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 3 p.m.

LAKE CHARLES

Friday, April 12th

Voluntary “Meet the Class” Reception: 6 p.m. – 8 p.m.

Saturday, April 13th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 6 p.m.

Class Dinner: 7 p.m. – 8:30 p.m.

Sunday, April 14th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 3 p.m.

MONROE

Friday, May 17th

Voluntary “Meet the Class” Reception: 6 p.m. – 8 p.m.

Saturday, May 18th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 6 p.m.

Class Dinner: 7 p.m. – 8:30 p.m.

Sunday, May 19th

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 3 p.m.

NEW ORLEANS

Friday, June 21st

Voluntary dinner hosted by the Board of Directors: 6 p.m. – 8 p.m.

Saturday, June 22nd

Breakfast & check in: 8:30 a.m.

Training: 9 a.m. – 4 p.m.

Graduation Ceremony: 6:30 p.m.

Training Weekend Attendance

We expect you at every training session. Class members cannot miss more than one weekend of training if they want to graduate and receive Emerge Louisiana alumnae support. If you must

miss a weekend due to an emergency or employment obligations, let Melanie know as soon as possible. You will be expected to make up this training during the Emerge Louisiana Class of 2020 program.

Class Communication

You will be invited to join a private Facebook Group with your fellow class members. Please use this to communicate with one another and share events, other learning opportunities, etc. You will also be added to a google group (class2019@emergelouisiana.org). Please accept this invitation and use this as a way to email the class as a group.

Homework

Each weekend, you will be given some work to complete for the upcoming training. Please stay on top of your assignments and come prepared to discuss.

Evaluations

Each training day, you will spend the last few minutes of the day completing an evaluation. These are vital to the program. We value your feedback and are always looking for ways to improve our curriculum.

Your Emerge Web Page

Each class member will receive a link to her Emerge Louisiana web page. These pages will feature your bio and headshot along with a donation link. A list of the 2019 class members will be posted on the main Emerge Louisiana website, and will link to your personalized web page. While working on your fundraising goal, please direct all donations to your specific page so we can accurately track your numbers. This page should also be used class members to make monthly tuition payments.

Capitol Day

The Emerge Louisiana Curriculum committee will be planning a voluntarily Capitol Day that includes a training session on lobbying & advocacy. Emerge Louisiana hosts a luncheon with lawmakers that day and you are able to shadow these lawmakers doing committee or floor work. We will confirm that date with the class before the First Day training session. This is not required, but all class members are strongly encouraged to attend.

Next Steps

- I'll be packaging up all of the headshots and bios you send to me and I will share them with the entire class along with contact information
- I'll be sending over the bios of the board members and their contact information
- I'll be providing all of you with a First Day checklist so you can track what you owe me



Class of 2019 Welcome Check List

Sign & return to Melanie via email, snail mail or in person at the Baton Rouge Training Session on January 12th, 2019. Any questions you have about these forms can be sent to Melanie via email. We will also go over these during Orientation on Saturday, January 12th:

- Commitment Agreement
- Emerge Core Values & Practices Agreement
- Participant Agreement, Release & Acknowledge of Risk Form
- Tuition Agreement
- Photo Release Form
- Emergency Contact Form

Complete these online forms. Any questions you have about these forms can be sent to Melanie via email. We will also go over these during Orientation on Saturday, January 12th:

- [Emerge Louisiana Class of 2019 Program Form:](#)
 - LINK: <https://docs.google.com/forms/d/1ucbmfy0nUx8IFAc7PC1PhJ-jmpOLkPIRQ8HerhiZ2hA/edit>
 - Submit your bio, headshot, dietary restrictions, carpooling interest.
- [Emerge Poli-Ops Form:](#)
 - LINK: <https://poliops.quickbase.com/db/bjq8gdsnr?a=nwr&dfid=12>
 - This is the database Emerge America uses to track its alumnae nationwide. It is crucial you fill out this form completely. Your answers are kept completely confidential and for internal use only.
- [Allegory Survey:](#)
 - LINK: https://www.tfaforms.com/4681719?tfa_2=a013900001fse0g
 - Allegory will be leading part of our upcoming training on 1/12/2019. Please take a moment to complete the survey below. Your input helps make the Allegory portion of the event relevant to you as an individual. The survey responses go directly to Allegory, and you have the option to stay anonymous. ***Please complete the survey by 12/29/2018.***

Other Requests:

- Please find and friend Melanie on Facebook: <https://www.facebook.com/meloubre>

- Please save Melanie's cell phone number: 504-214-5215
- Email Melanie if you want to room with an Emerge class member in Baton Rouge or stay at an Emerge alum's home in Baton Rouge.

Tuition Installments:

- If you would like to pay your tuition or begin monthly tuition installments, please do so through this webpage: <https://act.myngp.com/Forms/-1645922268203710720>.



Class of 2019 Training Weekend #1 Baton Rouge - January 12th & 13th

Schedule:

Friday, January 11th

7 p.m. – 8:30 p.m. Welcome Reception hosted by the Emerge Louisiana Board of Directors
Hotel Indigo Downtown - 200 Convention St, Baton Rouge, LA 70801

Saturday, January 12th

8:30 a.m. Breakfast & check in
STAR Offices- 5615 Corporate Blvd Suite 200, Baton Rouge, LA 70808

9 a.m. – 6 p.m. Training Day 1: Welcome Orientation; Emerge America First Day Session
**Lunch served at 12:30 p.m.*
STAR Offices- 5615 Corporate Blvd Suite 200, Baton Rouge, LA 70808

7 p.m. – 8:30 p.m. Class Dinner
Location TBD

Sunday, January 13th

8:30 a.m. Breakfast & check in
STAR Offices- 5615 Corporate Blvd Suite 200, Baton Rouge, LA 70808

9 a.m. – 3 p.m. Training Day 2: Understanding diversity, equity & inclusion; Building an anti-
oppression campaign
**Lunch served at 12:30 p.m.*
STAR Offices- 5615 Corporate Blvd Suite 200, Baton Rouge, LA 70808

Hotel Block Information:

Hotel Indigo Downtown - 200 Convention St, Baton Rouge, LA 70801
Phone number: (225) 343-1515.

Rooms are available Friday, Saturday & Sunday nights. \$115/night for a room with one king bed or a room with two double beds. Parking is included.

Room Block Name: Emerge Louisiana. [Click here to book.](#)

Or follow this link to book: [https://www.ihg.com/hotelindigo/hotels/us/en/baton-rouge/btrin/hoteldetail?newRedirect=true&qIta=99801505&icdv=99801505&qSIH=BTRIN&qGrpCd=ELA&setPMCookies=true&qDest=200%20Convention%20Street,%20Baton%20Rouge,%20LA,%20US&srb_u=](https://www.ihg.com/hotelindigo/hotels/us/en/baton-rouge/btrin/hoteldetail?newRedirect=true&qIta=99801505&icdv=99801505&qSIH=BTRIN&qGrpCd=ELA&setPMCookies=true&qDest=200%20Convention%20Street,%20Baton%20Rouge,%20LA,%20US&srb_u=1)

[1](#)

Email Melanie if you want to room with an Emerge Louisiana 2019 class member!

Supporter Housing:

Three Emerge Louisiana alums in Baton Rouge have opened their homes. We have a total of six spots available. If you are interested in a room at one of these homes, please email Melanie with your interest and any pet allergies, etc. I should be made aware of.