

**Congress to Campus Program**  
**The United States Association of Former Members of  
Congress**

in partnership with



and



APPLICATION FOR CONGRESS TO CAMPUS VISIT

Please complete this form (you may include attachments as needed) and email, fax or mail copies to:

Congressman David Skaggs  
Center for Democracy & Citizenship  
1301 K Street NW, Suite 450 West  
Washington DC 20005  
Fax: 202-728-0422  
Email: [dskaggs@excelgov.org](mailto:dskaggs@excelgov.org)

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

Sponsoring Department \_\_\_\_\_

Responsible Contact Person \_\_\_\_\_

*[This individual must have authority to act for the host school regarding all arrangements and aspects of the visit.]*

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Submitted by \_\_\_\_\_ Date: \_\_\_\_\_

*[signature]*

Background on Institution [founding; governance; accreditations; degrees offered; student body size and characteristics; faculty size and characteristics; geographic area served; religious affiliation; endowment; if this information is readily available on your website, just provide the address for the website.] (Attach additional sheet, if needed.)

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Please check those activities from the following list you expect tentatively to be able to include in the Members' schedules if your application for a visit is approved. Experience suggests that allocating most of the visit to a variety of classes works best.

- Introductory classes in political science or U. S. government [Please try to avoid multiple appearances in different sections of the same course.]
- Advanced classes in political science or U. S. government, including courses in the Congress, political theory or foreign affairs
- Classes in political philosophy or history\*
- Classes in other disciplines [e.g., health, science, engineering, environment] for students who may be interested in public service careers or who simply need a better grounding in American government\*
- ROTC classes
- One-on-one or "office hours" style meetings with individual students interested in public service or political careers [To work well, this option needs to be well publicized, preferably with advance sign-up.]
- Campus political clubs, e.g., Campus Democrats and Young Republicans
- Campus extracurricular activities or clubs with some public policy dimension, e.g., an environmental or international relations club
- Campus speaker series or open campus forum [Please be prepared to do some work to publicize such a session, or give class credit, or risk low attendance.]
- Meeting with student government organization or leadership
- Meetings with school president, chancellor, dean or other senior administrator [This option is offered if it meets a real need for your school; there is no need for a meeting just for protocol reasons; if included, should be *brief*.]
- Meeting with career counseling staff regarding public service
- Faculty departmental colloquium
- Interview with campus newspaper(s) and radio station
- Interview with local newspaper(s) and editorial board(s)
- Interview or talk show appearance with local radio station(s)
- Interview or talk show appearance with local TV station(s)
- Meeting with community service organization(s), e.g., Rotary, Lions, League of Women Voters
- Community talk or forum, e.g., "town hall" type meeting at a public library
- Class visits or assembly at local high school

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\* At least one class should be in a discipline other than political science or government studies.

- Major federal government installation or major private sector employer near campus able to host a session with a significant number of employees
- Meeting with local government officials, e.g., appearance at City Council or County Board session or meet with state legislators
- Other (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

While it is not possible to include all the activities suggested above, the schedule for each visit should include a good variety of activities and not be limited only to classes. Please include at least one class from outside the political science (or government studies) department. Visits typically cover 2 full days following Members' arrival, with no more than two nights on site. If Members arrive the evening before the schedule begins, they will expect to depart in time to get home the evening of the second day of scheduled events; if they arrive on a morning, they will expect to leave after noon on the third day. Activities may be scheduled from 8 or 9 AM until (as late as) 9 PM, including (some) meal times; for each 4 or 5 hours of scheduled time, an hour of "down" time should be set aside (this may be lunch hour), with facilities for Members to check emails and use a phone. Please attach a proposed schedule for your school visit, comprised of two full days, incorporating the elements tentatively checked above. Please indicate the number of students expected at each proposed activity. (The Program hopes for both quality and quantity, with substantive contact with at least 250 students during a visit as a goal.)

If your application is approved, you will need to submit a complete schedule for the visit at least one month prior to the visit; this is a critical deadline. For class presentations, the instructor for the course should provide brief written guidance to the Members in advance of the visit about what they should discuss during the class period and how it fits into the course (a copy of the course syllabus is helpful.) Program staff may request revisions to the schedule if necessary to meet Program standards. Formal campus tours and other area touring are secondary to the Program's educational objectives and generally should be avoided.

Preferred dates for a visit that fit your academic calendar. \_\_\_\_\_

Transportation: nearest airport; distance from campus; means of transportation to campus. \_\_\_\_\_  
 \_\_\_\_\_

Other considerations that make your school a good site for the Program. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The host school is expected to cover the on-site expenses for Member accommodations, meals and local transportation. Please understand that the average Congress to Campus visit also entails about \$5000 in administrative, overhead and transportation expenses. In order to make the Program as widely available as possible, we would also like to recover a portion of those costs, based on the host school's ability to pay. Please indicate the financial category applicable to your institution from the following schedule. \_\_\_\_\_

*Host School Suggested Contribution*

<b>Category</b>	<b>Current expenditures per "full-time" student *</b>	<b>Suggested contribution</b>
A	\$30,000 or more	\$3000
B	\$20,000 to \$29,999	\$2000
C	\$10,000 to \$19,999	\$1000
D	\$9999 or less	\$500

We do not want this cost-sharing goal to prevent any school that wishes to host a visit from doing so. With that in mind, do you need a waiver of all or part of the applicable contribution, and, if so, do you also need assistance with on-site costs? \_\_\_\_ (If 'yes,' please attach an explanation and statement of need signed by an appropriate financial officer of the school.)

Where or how did you learn about the Congress to Campus Program? \_\_\_\_\_

*Note:* The host school contact person will be responsible for identifying faculty members who will assist in administering a brief survey instrument to be completed after the Congress to Campus visit by a sample of students in classes visited by Members and by an otherwise comparable sample of students in classes *not* visited. The purpose of this survey is to determine any difference (change) in attitude about politics, government and public service in one group compared to the other, and so to indicate the impact of the visit on student attitudes. In addition, the host school contact person will be expected to complete an evaluation of the visit and to report on print and electronic media coverage of the visit, the expenses paid by the school in connection with the program visit, and the student attendance at each event on the schedule.

\* The expenditures figures used to calculate the contribution level should be for the most recent academic year and should be readily available from your school's business or finance office. They are standard data used by the Department of Education's Integrated Postsecondary Education Data System (IPEDS). For public institutions that follow the GASB 34/35 reporting model, use your school's total expenses – the sum of Operating Expenses and Non-Operating Expenses. Public institutions using the College and University Audit Guide should use the total of current funds expenditures and mandatory transfers. Independent institutions following the Not-for-Profit Audit Guide should use the expenses category. The enrollment figures should come from the IPEDS data for the current academic year, converted to a full-time equivalent enrollment based on one full-time student per three part-time students.