



## Guidelines for the Congress to Campus Visit

### Scheduling

- Visits typically cover 2 ½ days, with the former Members arriving on the evening of Day One, enjoying a full day of programming on Day Two and a half day of programming on Day Three.
- A typical visit includes at least four scheduled classes on Day Two. The former Members are in “campaign mode” and prefer a busy schedule. Campus tours are discouraged in favor of time with students.

### Content

- The program sends bipartisan pairs of former Members of Congress – one Democrat and one Republican. Please keep the two together for all classes and events.
- Please provide syllabi for the classes that will host the former Members.
- Consider combining classes or visits to classes in addition to political science, such as history, business or communications to maximize interaction with students.
- Roundtable or brown bag luncheons with groups such as student government leaders, student clubs or other student organizations are encouraged.
- Public forums or town hall events are excellent ways to involve the community. They are especially effective if they are part of an established lecture series or if professors require students to attend.
- Consider inviting local high school honor students, AP students, Young Republicans and Young Democrats clubs to events.

### Costs

- There is no application fee. However, each school is required to provide a contribution to the program, based on the size of the school, to assist in the costs for flights and administrative materials. Host school suggested contributions are as follows

Current expenditures per “full-time” student*	Category	Suggested Contribution
\$30,000 or more	A	\$3,000
\$20,000 to \$29,999	B	\$2,500
\$10,000 to \$19,999	C	\$1,500
\$9,999 or less	D	\$1,000

- The average Congress to Campus visit entails about \$5,000 in administrative, overhead, and transportation expenses.
- The host school is expected to cover the on-site expenses for Member accommodations, meals and local transportation.

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\* 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.



- **Please note** that we do not want this cost-sharing goal to prevent any school that wishes to host a visit from doing so. Waivers for the host school contribution can be discussed on a case-by-case basis.

#### **Accommodations**

- The host institution is responsible for transportation for former Members from their arrival at the airport, throughout the visit, and until they depart from the airport.
- The Members will not be familiar with the campus and will require a responsible party to escort them in between classes and events.
- All meals should be provided to the former Members while on campus and should be included in the estimated budget of a visit.
- Local lodging near the campus is recommended, as opposed to on-campus accommodations in dorms or other student housing, which may present difficulties for the former Members.

#### **Media**

- Local media and on-campus media are excellent options to publicize events – and to conduct their own interviews with the former Members.
- In order to help communicate information about the visit and the Members to students, faculty, staff and the public, please review our sample press release.

#### **Evaluations**

- Host school contact is responsible for identifying faculty members to assist in administering a brief survey to be completed after the visit by a sample of students in classes visited by the Members.
- Host school contact is expected to complete an evaluation of the visit and to report on print and electronic media coverage of the visit and the student attendance at each event on the schedule.

#### **Helpful Hints**

- A complete schedule for the visit should be submitted to the appropriate staff member at USAFMC at least two weeks prior to the visit.
- Though the Members will discuss various topics on an impromptu basis, the general underlying topics of discussion are usually (1) how Congress works, and (2) the value of public service.
- In some instances, due to scheduling conflicts, the names of the Member participants may not be available until at least three to four weeks prior to the visit. Therefore, each school is encouraged to develop a schedule that is not specific to a particular Member.