



VISIT REQUEST

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

Congressman Matt McHugh
U.S. Association of Former Members of Congress
1401 K Street NW, Suite 503
Washington, DC 20005
Fax: 202-222-0977
E-mail: ctc@usafmc.org

NAME OF INSTITUTION

ADDRESS

CITY

STATE

ZIP

SPONSORING DEPARTMENT

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

ADDRESS

CITY

STATE

ZIP

E-MAIL

PHONE

FAX

PREFERRED DATES FOR VISIT WHICH FIT YOUR ACADEMIC CALENDAR

TRANSPORTATION (Nearest airport, distance from campus, means of transportation to campus, etc.)

WHERE OR HOW DID YOU LEARN ABOUT THE CONGRESS TO CAMPUS 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 \$5,000 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 attached schedule.

Please check those activities from the following list you expect tentatively to be able to include in the Members' schedules if your visit is approved.

- | | |
|---|---|
| <input type="checkbox"/> Introductory or advanced classes in political science or U.S. government <i>(Please try to avoid multiple appearances in different sections of the same course.)</i> | <input type="checkbox"/> Meetings with school president, chancellor, dean or other senior administrator <i>(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, it should be brief.)</i> |
| <input type="checkbox"/> Classes in foreign affairs or history | <input type="checkbox"/> Meeting with career counseling staff regarding public service |
| <input type="checkbox"/> 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 | <input type="checkbox"/> Interview with campus newspaper(s) and radio station |
| <input type="checkbox"/> ROTC classes | <input type="checkbox"/> Interview with local newspaper(s) and editorial board(s) |
| <input type="checkbox"/> One-on-one or "office hours" style meetings with individual students interested in public service or political careers | <input type="checkbox"/> Interview or talk show appearance with local radio station(s) or local TV station(s) |
| <input type="checkbox"/> Campus political clubs <i>(e.g., Campus Democrats and Young Republicans)</i> | <input type="checkbox"/> Meeting with community service organization(s), e.g., Rotary, Lions, League of Women Voters |
| <input type="checkbox"/> Campus extracurricular activities or clubs with some public policy dimension, e.g., an environmental or international relations club | <input type="checkbox"/> Community talk or forum, e.g., "town hall" type meeting at a public library |
| <input type="checkbox"/> Campus speaker series or open campus forum | <input type="checkbox"/> Class visits or assembly at local high school |
| <input type="checkbox"/> Meeting with student government organization or leadership | <input type="checkbox"/> Other <i>(please specify)</i> |



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.

While schools are admitted to the schedule on a rolling basis, it is encouraged that a school with particular dates in mind for hosting the program submits them no later than May 1 for the fall semester and November 1 for the spring semester.

SUBMITTED BY

DATE
