



Public Law 96-114, The Congressional Award Act

Congressional Award

U.S. HOUSE OF REPRESENTATIVES TOOLKIT

The Congressional Award is promoted throughout the country by Members of the House who share with their constituents a unique opportunity to provide today's youth with the tools they need to thrive as adults. The program is a great opportunity to recognize your constituents and promote the good works that they have contributed within your community.

BACKGROUND/OVERVIEW DOCUMENTS

Overview of the Program – Discover the history of the program, requirements, and examples of activities on our website.

Registration Form and Waiver - Required for all participants.

Program Book – This is the overview of the entire program including sample activities, program requirements and frequently asked questions.

Record Book - The document used by all participants to record activities and track hours (after they register).

Marketing Brochure - Learn more about program participation throughout the nation, highlights from the previous year, as well as information about events in Washington, D.C.

Dear Colleague Letter – Demonstrate your support of the program and the next generation of leaders.

PROMOTION | IN THE STATE/DISTRICT

There are a few easy and effective ways to get things moving along, including:

- 1) **Link to the Congressional Award website** (see examples [here](#) and [here](#)).
- 2) **Designate someone within your office to work as our point of contact.** If that person is in the state, we can reach out to **schedule a call** to go over the program and potential outreach opportunities.
- 3) **Participate in social media** outreach by creating **Facebook posts**, **tweets**, **Instagram posts**, and **more** about this opportunity for your constituents.
- 4) Create a **press release** about the opportunity.
- 5) Send a **letter** from the Member to schools and youth organizations.
- 6) Keep **materials on display** in your district office(s). Send requests to our D.C. office.
- 7) Hold a **kick-off event** for constituents to increase local participation.

- 8) Add a few [talking points](#) about the program for your next school visit. If you already have medalists, consider [presenting the awards during a school visit](#).
- 9) If you already have constituents enrolled in the program, you can send letters of encouragement or [congratulatory letters](#). A complete listing of constituents enrolled is available upon request from our D.C. office.
- 10) [Participate in state/regional presentations](#). Check out some [example remarks](#) for such an occasion.
- 11) Make [Spanish language resources](#) available to your constituents for promotion and clarification to program guidelines.

PROMOTION | WASHINGTON, D.C.

There are a number of [special events](#) for Members of the House and their staff members held throughout the year in Washington, D.C. participating in these events is a great opportunity to learn more about the program by speaking with other Members of Congress who are involved and Congressional Award Medalists who have recently earned their Award.

The most significant of our D.C. events is the [Annual Gold Medal Ceremony](#) held each June (typically the third week) in the Cannon Caucus Room. We will notify your D.C. office about the event and provide the information on the recipients. We encourage members of Congress to attend the Ceremony to present the Gold Medals, and to invite constituents to your D.C. office for a meet and greet, photo, or tour.

As we discussed, there are youth in your district already participating in various programs and activities that can earn them a Congressional Award. Do not let them miss out on the recognition, scholarships, and opportunities this award can bring. Your community can benefit from the invaluable contribution Congressional Award participants can make through their citizenship and service.

We thank you again for your support and we certainly look forward to working with you.

Sincerely,



Erica Wheelan Heyse

National Director

The Congressional Award
379 Ford House Office Building
Washington, D.C. 20515
Office (202) 226-0130
heyse@congressionalaward.org