



**We the People**  
 THE CITIZEN AND THE CONSTITUTION

Directed by the Center for Civic Education and funded by the U.S. Department of Education under the Education for Democracy Act approved by the United States Congress.

**CONGRESSIONAL DISTRICT COORDINATOR  
 RESPONSIBILITY AGREEMENT**  
**PROGRAM YEAR: \_\_\_\_\_**

To: \_\_\_\_\_  
 State Coordinator State

From: \_\_\_\_\_  
 District Coordinator Congressional District #

*This responsibility agreement defines an arrangement between the Center for Civic Education, congressional district coordinators, and state coordinators. State and congressional district coordinators should define specific state and congressional district goals, responsibilities, and expectations. State coordinators are responsible for assessing task completion and awarding stipends accordingly. The following list includes tasks that are part of a successful **We the People: The Citizen and the Constitution** program.*

**Textbook Distribution**

- Achieve full distribution and classroom use of 25 complimentary sets of textbooks within your congressional district, for example: 8 elementary, 8 middle, 9 high school. Each teacher who receives a complimentary set of textbooks must complete a Registration Form and return it to you.
- Balance textbook distribution between new and continuing teachers.
- Connect distribution of textbooks to professional development opportunities.

**Outreach**

- Prepare presentations for your state social studies conferences, targeting education professionals: teachers, principals, superintendents, and school board members. Enlist support from organizations such as Kiwanis, Optimists, Elks, and League of Women Voters.

**Professional Development**

- Work with your state coordinator to create opportunities that encourage teacher participation.
- Actively recruit teachers to attend the **We the People** regional/state summer institutes.

**Simulated Congressional Hearings**

- Encourage upper elementary, middle, and high school teachers to conduct simulated congressional hearings in their classrooms.
- Conduct competitive simulated congressional district hearings at the high school level.
- Encourage upper elementary and middle school teachers to participate in simulated congressional district hearings.

**Follow-Up**

- Ensure follow-up with teachers who have participated in professional development.
- Survey teachers to see how textbooks are being used.
- Develop plans for continued support based on survey results.

**Documentation**

- Submit documentation according to program standards.

**Congressional Contacts**

- Establish and maintain contact with your members of Congress and their staff.
- Periodically update your members of Congress and/or staff in both their district and Washington, D.C., offices on the success of **We the People** in their district.
- Involve your members of Congress and their staff with the hearings by inviting them to attend, to serve as judges and/or speakers, and to sign the student's certificates.

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District Coordinator (type or print)

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District Coordinator (signature)

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Date

**Please return this signed agreement to your state coordinator by September 1.**