



We the People... The Citizen and the Constitution

Directed by the Center for Civic Education
Funded by the U.S. Department of Education by act of Congress



Congressional District Coordinator Responsibility Agreement 2001-02

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 the full distribution and classroom use of 25 complimentary textbook sets within your congressional district, e.g., 8 elementary, 8 middle school, 9 high school.
- Balance textbook distribution between new and continuing teachers.
- Connect distribution of textbooks to professional development opportunities.

Outreach

- Prepare presentations on **We the People...** for your state social studies conferences, service clubs (e.g., Kiwanis Club, Optimists' Club, and Elks Lodge), and education professionals (e.g., teachers, principals, superintendents, and school board members).

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 and/or non-competitive simulated congressional district hearings at the high school level.
- Encourage upper elementary and middle school teachers to participate in simulated congressional district hearings.



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Follow-Up

- Ensure a follow-up with teachers who have participated in professional development.
- Once textbooks have been distributed, 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 contact with your members of Congress and with their staff.
- Periodically update your members of Congress and/or their staff on the success of **We the People...** in their district.

District Coordinator (type or print)

District Coordinator (signature)

Date

Please return this signed agreement to your state coordinator.