Guidance for Reporting Congressional Visits

SPRING RECESS 2025

Prior to your meeting, designate a specific person who will be responsible for reporting the congressional visit back to CRS, preferably a chapter member or club advisor who has access to the CRS Chapter Community.

For chapter/club members:

1. Submit information using the "Log an Action" feature on the CRS Chapter/Club Community Site as soon as possible after the visit, especially if follow up with the congressional office is needed.
2. Under "Primary legislation discussed in meeting," leave the field blank.
3. Provide accurate and precise notes in the Meeting Summary.
4. Add all meeting participants to the form—including congressional staff and chapter members. If you are not able to select a meeting participant on the form, include the person's full name and email address in the Meeting Summary.

For participants that are not part of a chapter, or that don't have access to the Chapter Community Site:

1. Record the completed visit using the Advocacy Reporting Tool in the CRS Action Center as soon as possible after the visit, especially if follow up with the congressional office is needed.
2. Select "Held Congressional Visit"
3. Select the correct legislative office from the drop-down menu.
5. Add all meeting attendees to the form using the "Meeting Participants" field, including congressional staff and constituent attendees. If any attendees (either congressional staff or constituents) cannot be added from the dropdown menu, include each person's full name and email address in the Meeting Summary.
4. Under "Legislation discussed in meeting," leave the field blank.
5. Provide accurate and precise notes in the Meeting Summary.