

Guidance for Reporting Congressional Visits

SPRING RECESS 2024

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,” designate as “Farm Bill.”
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, email address and affiliation/organization 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.
4. List the full names of all meeting participants in the “Meeting Participants” field, including congressional staff and constituent attendees. Please also include email addresses for all constituent attendees.
5. Under “Legislation discussed in meeting,” designate as “Farm Bill.”
6. Provide accurate and precise notes in the Meeting Summary.