

THE CRUISE INDUSTRY CHARITABLE FOUNDATION

In cooperation with

THE WASHINGTON WORKSHOPS FOUNDATION

Presents

# Democracy in Action: A Congressional Seminar

## STUDENT INFORMATION GUIDE

Congratulations on your acceptance to **Democracy in Action - A Congressional Seminar** sponsored by **The Cruise Industry Charitable Foundation**. We look forward to your arrival and having you with us for this unique experience. You will join the ranks of over 50,000 participants who have become part of the Washington Workshops family.

**Please read the fact sheet thoroughly.** It will help you to get the most out of your experience by providing answers to the questions you have about **Democracy in Action - A Congressional Seminar**. Included within are important directions related to the seminar, a list of items to bring, and the student code of conduct.

For a broader understanding of your seminar's subject matter, we urge you to read current articles on government and politics in your local papers and news magazines such as **Time**, **Newsweek**, **US News and World Report**, etc., or watch national TV news programs such as CNN Prime News, or the News Hour with Jim Lehrer on PBS. For those who would like to read more about the Congress, and/or Presidential Elections, we feel the following US government publications, available at no charge through your Representative or [www.thomas.loc.gov](http://www.thomas.loc.gov), would be helpful: **How Our Laws Are Made** and **The Congressional Record** (any date) which is a daily record of the proceedings in both the House of Representatives and the US Senate.

Additional publications available at your local bookstore or library are:

- 1) **Rivals for Power**, James A. Thurber, 1996, Congressional Quarterly
- 2) **Congress and the Great Issues**, 1995, 1996, Congressional Quarterly
- 3) **House and Senate**, Ross K. Baker, 2001, W. W. Norton & Company
- 4) **Congressional Procedures and the Policy Process**, Walter J. Oleszec, 2001 Congressional Quarterly, Inc.

While in Washington you will be addressed by members of Congress, the Federal Government, media, political analysts, and some of the best academic minds in the field. In the evenings, the campus will afford you a chance to relax, and focus on drafting legislation with your Model Congress Committee for formal presentation Thursday evening. Most of all, remember to come with an open mind and an eagerness to know more about other people's opinions. In turn you will learn more about yourself.

### MODEL CONGRESS

During your week in Washington, you will participate in a Model Congress, during which you will be a part of one of four committees, each of which will produce a proposed bill. The activity will culminate on the final evening of the seminar where all of the proposed bills will be debated in a hearing room on Capitol Hill.

This activity gives you the opportunity to learn about how our laws are made by playing the role of lawmakers and developing policy and writing laws. You will learn how to work with people with conflicting points of view, debate and defend your point of view, and form a consensus. You will gain an appreciation for the complex and difficult workings of our legislative process.

The Model Congress is the greatest challenge of the seminar week. It requires a great deal of ingenuity, active participation, concentration, patience, and cooperation at the end of a long, exciting, and tiring day. Committee members who fully engage in the process learn about the principles that govern decision-making and policy-making processes throughout our society.

As you prepare for the Model Congress, we suggest that you read *How our Laws are Made*, a pamphlet available at [www.house.gov/house/HOLAM.TXT](http://www.house.gov/house/HOLAM.TXT) or from your congressional offices. We also suggest that you read Article One of the U.S. Constitution, which deals with the operation of Congress. Go to: [www.house.gov/house/Constitution/Constitution.html](http://www.house.gov/house/Constitution/Constitution.html)

There will be several committees in the Model Congress, each based on a committee of the Congress. We will send you a model congress packet with committee assignments, an assigned resolution that the committee will address, procedural rules, and instructions to research and write your own bill.

### PRE-REGISTRATION & REGISTRATION INFORMATION

It is imperative that students send a signed and completed Standard Medical Release form so that it arrives at the Washington Workshops office prior to the seminar week.

## - THE SEMINAR WEEK -

### DRESS CODE

For morning and afternoon dialogues or visits in the Congress, Embassies, Pentagon, and other Federal Departments, a dress code must be followed. This is in keeping with the dignity of the federal government buildings and the professionalism of Washington Workshops. For security reasons, it is important that you wear your nametag at all times during scheduled meetings. The three standards of dress are described below. You will be informed each day of what the expected dress is for the next day, but plan that 2-3 days will be professional with most activities at least business casual. **It will most likely be quite warm and may rain, so please bring appropriate clothing, sunscreen, and umbrellas! An important note: Comfortable but appropriate walking shoes are essential for both men and women.**

#### Professional

Boys – Suit, sports jacket, or blazer, tie, collared shirt, slacks or khakis (no jeans), comfortable dress shoes (no tennis shoes), no hats, shirts always tucked in

Girls – Suit, dress, skirt (knee length at least) or dress slacks (no jeans), blouse (no tank tops or spaghetti straps without something like a sweater or blouse on top), comfortable dress shoes (no tennis shoes, open-toed sandals, or flip flops), no hats, no Capri pants, \*all tops must cover the shoulder

#### Business Casual

Boys – Collared shirt (button-down or polo), slacks or khakis (no jeans), comfortable shoes (no flip-flops), no t-shirts, no shorts, no hats, shirts always tucked in

Girls – Collared shirt, blouse, or professional-looking shirt (no tank tops or spaghetti straps), slacks or khakis (no jeans), dress skirt, comfortable walking shoes (no flip-flops), no shorts, no hats, no Capri pants, \*all tops must cover the shoulder

#### Casual

Boys – Nice-looking jeans (no rips, stains, nor frayed ends), appropriate tops (no tears, holes, or offensive writing), tennis shoes

Girls – Nice-looking jeans (no rips, stains, nor frayed ends), appropriate tops (no tears, holes, or offensive writing), tennis shoes, no revealing clothing or pajamas, \*all tops must cover the shoulder

#### At Marymount University

While in the dorm, you can relax, dress down, and wear hats and more comfortable clothes. Offensive or revealing clothing is never appropriate. Pajamas are not allowed to be worn outside of one's room. Shoes/footwear must always be worn in the dorms and on campus.

## MEETING ATTENDANCE

For the success of the program and all of its scheduled events, participants are expected to attend all seminar activities unless otherwise arranged **in advance** with the staff. This is principally due to detailed preparations, as well as security measures, which are an integral part of the Seminar program.

## SPEAKERS

Washington Workshops always seeks a broad spectrum of members of Congress from both houses, taking into account both Democrats and Republicans of varying political philosophies, and widespread geography. Aside from members of Congress, distinguished speakers are also obtained from the Executive Branch and foreign embassies. These officials are gracious enough to donate their time and share opinions with you about how our government functions. Obviously, there will be some speakers that you may disagree with, and properly so! **However, you should remember to express disagreement in a diplomatic manner.**

Finally, **it is essential** that you be **on time** for each speaking engagement. Nothing is more distracting to a member of Congress, government official or any speaker than for stragglers to stroll in at various times. If you arrive late for an event you may be barred from participating.

## QUESTIONS AND ANSWERS

**In asking a question, always stand up and state your name and where you are from; then ask your question.** Remember that what you feel is a trite question may actually be a very important point. Do not be bashful and remember that one of the most interesting aspects of the week comes from the give and take between today's officials and you, the next generation of leaders. This is your opportunity to learn about issues of importance to you, or that you may be working on for the Model Congress.

Remember, though, that the rest of the seminar participants want to have an opportunity to ask questions as well. Thus, giving speeches under the guise of asking questions will only distract from the point you want to make. Questions should be short and precise. In fact, you may want to write them down in advance.

## MEALS

Breakfast and dinners will be served for all participants in the cafeteria. Lunches during the week are at your own expense and may be purchased at various designated restaurants in and near scheduled seminar visit locations. As Washington is a major city allow \$10.00 - \$12.00 per lunch.

## COMMUNICATIONS

### *MAIL*

Please **do not** send any mail to the housing site. All business mail should be sent to our regular Washington Workshops business address:

3222 N Street, NW  
Suite 340  
Washington, DC 20007

During your seminar stay, you should also have personal mail sent to the above Washington Workshops office address, which we will deliver to you directly on the date of receipt. Please call our office regarding sending packages.

### *TELEPHONE*

Telephone messages may be left on the voice mail service at the main Washington Workshops office number on weekdays (between 9:00am - 5:00pm) at: 1-800-368-5688 during your seminar attendance. Messages from the day will be delivered to campus each evening along with the mail. Messages may also be left during the evening hours and on weekends on the voice mail system of the Seminar Director at (202) 445-4404. Please be aware that this number should be used **only in case of an emergency**. Also upon arrival you may wish to call home to give to your parents the pay phone number, since rooms are not equipped with a telephone. We strongly recommend that participants bring a pre-paid phone card to simplify calling home.

## SUPERVISION

**A Director, Administrator, and full-time staff of experienced graduates and college underclassmen will conduct the program.** This staff has a full and thorough knowledge of the program, its operation and the subject matter.

The counseling staff will reside with and be available to the students throughout the week. Thus, students will be under the supervision of or have access to the counseling staff from their arrival until Friday morning at 9:00 am when the program officially ends.

## WASHINGTON WORKSHOPS SEMINAR STANDARDS

For nearly 40 years, Washington Workshops has taken pride in the mature and cooperative attitude of all our students. We will continue to strive for these high ideals and values. Below you will find the list of the community standards for this seminar. They are designed to create the best possible experience for everyone involved. You will be expected to abide by these standards, as agreed to when you signed your application for admission. During your orientation session, these guidelines as well as other basic expectations will be reviewed. You will be given a copy of these standards that you will need to sign and return during your first night on campus, indicating your willingness to abide by the Workshops' Community Standards.

**You are expected to abide by all stated community standards. You should be aware of these norms before your arrival in Washington and know that any serious infraction ultimately may result in your being sent home at your own expense, without a refund or certificate of completion.**

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1. Students are under the supervision of the Washington Workshops Program Director, Administrators, and Counselors. The counseling staff resides on campus to supervise and account for the whereabouts of each student. **It is imperative that you listen to and follow any and all directions and announcements given by staff during the week.**
  2. You will be sharing Marymount University with a number of other residents. Please respect your residence hall community and abide by the **quiet hours of 10:30pm – 8:00am**. During these hours, no noise from your room should be heard in the hallways or in adjacent rooms.
  3. Students have a nightly curfew after which time you must be in your own rooms. **Curfew is 11:00 pm**. Staff will perform a bed-check nightly, at curfew, both verifying your presence as well as answering any questions and addressing any concerns or problems. The curfew will be strictly enforced as you will need plenty of rest during the seminar.
  4. **The use and/or possession of alcohol or illegal drugs are absolutely prohibited** at all times during your stay with the program. No smoking is permitted within the dorm and most buildings that we will visit prohibit smoking as well. **Finally, psychological or sexual harassment, verbal or physical, of your fellow students or staff will also not be tolerated in any form or instance.** These regulations are strictly enforced and any violation will lead to your immediate expulsion.
  5. **Punctual, regular attendance at all scheduled sessions is required.** You must act with respect and open-mindedness throughout the week and understand that you will be interacting with groups that are different geographically and culturally. Courteous and concentrated attention to all speakers is expected. Professionals of considerable caliber

have volunteered their time to speak with you and to be available for questions. We owe them an atmosphere of dignity and quiet attention.

6. **No student may leave the group to meet with friends or relatives without a signed note from a parent or guardian.** This note must reach the Workshops office prior to the intended meeting. The note should include the name, telephone number, and address of the person to be visited. Students may leave the seminar only with an authorized adult, and must return prior to curfew.
7. **It is critical that you wear your nametag at all times.** This serves as your means of identification, your meal ticket, your access to scheduled events, and as a means to get to know the other participants of the program. Emergency phone numbers are also listed on the back of your nametag. If you lose your nametag, please tell a staff member as soon as possible to obtain a replacement. Failure to wear your nametag could lead to denied access to events planned during the program week.



Washington Workshops staff will follow an established procedure if students violate these community standards. The Counselors, Administrator, and Director will determine the consequences for any such violation. In general, these responses are:

- First violation: Student will receive a warning
- Second violation: Student will remain with a staff member or chaperone during activities
- Third violation: Student will not be allowed to participate in group activities for one day and will remain at the dorm with a staff member or chaperone
- Fourth violation: Expulsion from the program, return trip home at the student's expense, no refund of seminar fees or certificate of completion, and a letter or phone call to parents and/or school principal

### TEAMWORK

Listing the above rules and regulations is done so that all seminar participants have an equal understanding of how to get the most out of their week, and what is expected of them. Perhaps more significant though is the importance of realizing the wide variety of people and ideas that will be represented in any given seminar week.

You may come as strangers, but you will certainly leave as friends. It is the sense of cooperation, understanding, and TEAMWORK, which has always been the hallmark of the Washington Workshops!

## ITEMS TO BRING

CLOTHING: During the day, suits or sport jackets and ties for men, and nice dresses, suits, or skirts and blouses for women are required. **Comfortable and presentable walking shoes are essential.** In the evening, you may dress more casually. We also strongly suggest that you bring a sweater or light jacket and an umbrella.

LINENS: Bed linens and towels are provided at the beginning of the week. Participants may bring additional towels, etc. as they feel necessary.

ALARM CLOCKS: Students should bring their own alarm clocks.

TRAVELER'S CHECKS: If you bring cash, you should carry it with you at all times to protect against loss or theft. Traveler's checks are recommended. They can easily be cashed at most places in town. **Be sure to bring some I.D.** (preferably with photo), as you will need it to cash your checks.

CAMERAS: There will be many opportunities for pictures, so don't forget your camera and an ample supply of film. In order to save money on film, you may wish to purchase your supply in advance. Cameras and tape recorders are not allowed in congressional visitor galleries, but you are allowed to check them before entering.

## IMPORTANT REMINDERS

PERSONAL IDENTIFICATION: Due to security measures for certain speakers, it is important that students bring some form of photo identification such as a **driver's license or state identification card.**

STANDARD MEDICAL FORM: Please note the Standard Medical Form enclosed with your acceptance. This must be filled out, signed, and returned to the Washington Workshops office.

You can also refer to our Web Site at:

**[www.workshops.org/cicf.html](http://www.workshops.org/cicf.html)**