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Online Resources:

Facebook: AppChallengeCoalition
Twitter: @congressionalAC
Instagram: Congressional App Challenge
Website: CongressionalAppChallenge.us
District Information Spreadsheets:
Personalized links will be sent to Offices

If you need assistance or have additional questions not answered in this toolkit, please contact Congressional App Challenge Director of Congressional Affairs, Melissa Medina:

Cell: (818) 400-0658
email: mmedina@congressionalappchallenge.us

Created by

20 Internet Education Foundation
Dear Congressional Staffer,

We are thrilled to invite you and your Member to participate in the third Congressional App Challenge!

As the House of Representatives continues to grapple with evolving technological policy issues, the Congressional App Challenge (CAC) connects Members of Congress with the young programming talent in their districts.

From July 26 through November 1, 2017, participating offices across the country will host an app competition for their student constituents. Local judges will evaluate the student submissions and choose a winning individual or team to be honored by their Representative. Winners from each district will receive prizes and an invitation to #HouseOfCode, the reception held in their honor in Washington, D.C., and have their apps put on display in the Capitol Building.

With the support of the program’s non-governmental sponsor, the Internet Education Foundation (IEF), Representatives participating in the CAC encourage students to pursue valuable STEM-based skills – skills necessary for their professional success, and America’s economic future.

In this toolkit, you will find everything you need to know, including an explanation of how the Congressional App Challenge operates, why it’s important, and how we here at the Internet Education Foundation can assist you in executing a successful competition.

Thank you for participating in this program and for supporting the students in your District as they embark on the journey of learning how to code. Your support for computer science and coding education makes a difference!

Sincerely,

Melissa Medina

Melissa Medina
Congressional Affairs Director, Congressional App Challenge
Internet Education Foundation
Why The CAC Matters

The Congressional App Challenge was created because Congress recognized that STEM skills, and particularly those surrounding coding and computer science, are essential for America’s economic growth and innovation.

In the past few years, the U.S. has been falling behind in our competitive ability to train enough people to meet demand – and the gap is expanding. By some estimates, the U.S. may be short as many as 1 million programmers by 2020. Furthermore, the existing tech community is marked by a serious lack of diversity and well-documented demographic disparities.

Encouraging students to learn the skills required for app development improves their long-term employment prospects, and will help fill the expanding gap between the tech laborforce and employer demand. In its efforts to be as inclusive as possible, the CAC gives the House of Representatives an opportunity to show the tech sector that it recognizes these issues and takes them seriously, without implementing new regulatory burdens.

To maintain American competitiveness, it’s crucial that the U.S. invests in our students’ STEM and CS education, and provides them with the opportunity and encouragement to exercise those skills. That is an opportunity students in every single district in America deserve.

Interacting with your constituents about the app they’ve created provides Offices with an incredible opportunity to learn about the technologies and skills that shape America’s economic future.

<table>
<thead>
<tr>
<th>Value of the CAC</th>
<th>To U.S. Students</th>
<th>To Members of Congress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Skills:</strong></td>
<td>Opportunity and incentive to learn incredibly valuable computer science and programming skills.</td>
<td><strong>Community Relations:</strong> Opportunity to interact with students and deepen constituent relations.</td>
</tr>
<tr>
<td><strong>Civic Engagement:</strong></td>
<td>Opportunity to meet and be honored by their Representative.</td>
<td><strong>Improved Tech Policy:</strong> Personal exposure to technologies, and the young innovators who create and use them.</td>
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<td><strong>Talent Recognition:</strong></td>
<td>Opportunity to showcase their accomplishments on a national scale.</td>
<td><strong>District Pride:</strong> Opportunity to showcase the accomplishments of local students.</td>
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<tr>
<td><strong>Job Opportunities:</strong></td>
<td>Opportunity to build ties with potential future high-tech employers.</td>
<td><strong>Tech Sector Relations:</strong> Signals to the private sector that Congress is addressing the issues faced by the tech sector.</td>
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Created by

[20 Internet Education Foundation]
The Mission

The CAC Mission
The CAC’s mission has three distinct parts:

1. **Inspire:** To inspire students from every corner of the country to explore STEM, coding and computer science through hands-on practice;

2. **Include:** To actively include and engage students from communities that are traditionally underrepresented in the tech community; and

3. **Innovate:** To innovate policymaking by connecting Members of Congress to new and emerging technologies through personal interactions with their student constituents.

Goals & Metrics of Success
IEF sets the national goals for the Congressional App Challenge. Offices are encouraged to set targeted goals for their own districts. For 2017, the CAC will measure national success by:

**National Goals**

- District Participation
- Student Engagement
- Diversity

**District Goals**
Offices may set goals for their district however they see fit, but we recommend measuring your success by the following metrics:

- Number of apps submitted
- Number of student participants
- Number of schools engaged
- Growth over past years
What is an “App”? 

“Apps” short for “applications,” are incredibly versatile. They can be written in many different languages and run on a variety of platforms. They aren’t limited by purpose or topic. They can provide entertainment (i.e. games), simplify work functions (e.g. calendar apps), or support health (e.g. fitness tracking apps). Given their versatility, it’s not surprising that people have a hard time concretely defining what an app is.

So what is an app?

An app is a piece of software (a program) which can be created to run on one or more of a variety of platforms (such as the Internet, a computer, a phone, or other electronic devices). An app receives an input, performs some function, and then produces an output.

Colloquially, the term “app” is often used to refer specifically to software that can be used on smartphones. While that use of the term is correct, apps are not limited to mobile phones. Apps can be run on any device capable of executing a program, including smartphones, web-browsers, and desktops. Most apps today are created to run across multiple platforms.

To participate in the CAC, the students may create any type of app they like as long as the submission meets the requirements around originality and functionality.

Here are three different calculator apps, run on three different platforms.

“Different doors reaching different destinations.”

Desktop-based calculator app

Web-based calculator app

Mobile calculator app

And here is an example of the ONE app, spotify, that has been built to run across multiple platforms.

Different doors reaching the same destination.

Spotify’s desktop app

Spotify’s app inside a web browser

Spotify’s mobile app
About This Toolkit and How To Use It

This toolkit was created by the Internet Education Foundation (IEF) for Congressional Offices participating in the 2017 Congressional App Challenge.

In here, you will find resources, strategies, and information to make participation in the 2017 CAC as easy as possible. We start by explaining the basics of the Challenge (the program’s mission, goals, terminology, etc.) and then outline, step-by-step, how you can successfully execute your district’s Challenge. The Resources section includes materials for you to use as your office follows the outlined steps, and the Appendix includes various reference materials, such as the text of the legislation used to create the program.

Throughout this toolkit, you will find different kinds of tips, as shown in the boxes to the right:

The toolkit is not exhaustive. It is meant to be used in conjunction with the biweekly emails sent by IEF. IEF will provide additional materials (e.g. sample social media posts, letters, etc.) not included in this toolkit as the need for those items arise. It is critical that offices read the CAC emails in order to access those additional materials.

Terminology

**The Congressional App Challenge**: (“CAC” or “the Challenge”) The only official name of this program is the “Congressional App Challenge.” While, the CAC has been called different things in the past, (e.g. the "House App Contest" or the "STEM Academic Competition"), these are not correct.

**The Sponsor**: Per the rules issued by the Committee on House Administration and the Ethics Committee, the CAC must be operated by an external, non-governmental “Sponsor” (see pg. 40). The Internet Education Foundation (IEF) serves as the Challenge Sponsor.

**Internet Education Foundation (IEF)**: The Internet Education Foundation is a 501(c)(3) non-profit organization supported by public interest groups, corporations, and associations representative of the diversity of the Internet community.

**App**: For the sake of this competition, an “app” is piece of software created to perform some function, that can be used on a digital device (mobile or otherwise).

**Abbreviations**:
- CAC: Congressional App Challenge
- CS: Computer Science
- DIS: District Information Spreadsheet
- IEF: Internet Education Foundation
- POC: Point of Contact
- STEM or STEAM: Science, Technology, Education, (Art,) and Math

Q: Questions?
A: These boxes include additional details that explain why certain rules or practices are set the way they are.

Best Practices
These boxes include tips and lessons learned from the 2015 and 2016 Congressional App Challenges.
### Timeline Summary
Step-by-step detail and instructions will be provided on the following pages.

<table>
<thead>
<tr>
<th>2017</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
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<td><strong>Congressional Sign-up Period:</strong></td>
<td>February – Oct. 25, 2017</td>
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<td><strong>Preparation Period</strong></td>
<td>[March – July 26, 2017]</td>
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<td><strong>Submission Period</strong></td>
<td>[July 26 – November 1, 2017]</td>
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<tr>
<td><strong>Judging Period</strong></td>
<td>[Nov. 2-29, 2017]</td>
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<td>Send apps to judges. Approve judge selection. Send choice to IEF.</td>
<td>Plan and host award event. Issue Press Release</td>
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<td><strong>Announcement</strong></td>
<td>[Dec. 6, 2017]</td>
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### Key Dates

**Preparation Period** (February – July 26, 2017)

- **February:** Congressional Sign-Up Period begins.
- **March:** If you’re ready, begin outreach to community letting them know about the CAC dates.
- **April:** Congressional Info Sessions on the Hill. Begin/continue Community Outreach
  - Let 11th grade teachers know their students final projects can be submitted starting in July.
  - Reach out to summer programs about to launch
- **June:** IEF will begin sending check-in emails every other week with guidance on CAC execution
- **July:** Continue community outreach for CAC launch

**Submission Period** (July 26 – November 1, 2017)

- **July 26:** The Congressional App Challenge Submission Period launches!
- **August:** Begin Judge Recruitment. Continue Community outreach.
- **September:** School Visit or Hackathon. Continue Judge Recruitment if necessary.
- **October:** Continue Judge Recruitment if necessary. (Let IEF know if you need assistance.)
- **October 4:** Deadline to submit Judge selection to IEF.
- **October 25:** Deadline for Late Congressional Sign-Up.
- **November 1:** Congressional App Challenge concludes.

**Judging Period** (November 2 – 29, 2017)

- **November 2:** CAC Judging Period Begins
- **November 20:** Judges should submit selected winner to Office for approval
- **November 29:** Deadline for offices to report winners to IEF
- **December 4 – 10:** Computer Science Education Week
- **December 6:** IEF will make National Winners Announcement
- **March/April, 2018:** #HouseOfCode Reception to honor student winners, held in D.C.
PROCESS

Process Summary

Step 1. Getting Started
Step 2. Prepare for Announcement and Launch [March - July 26, 2017]
Step 3. Challenge Execution [July 26 - November 1, 2017]
Step 5. Judging Period [November 2 - November 29, 2017]
Step 6. Host Event to Announce and/or Honor Winner(s) [December 2017/January 2018]
Step 7. Attend #HouseOfCode [March/April 2018]
Step 1. Getting Started
[ Anytime before July 26, 2017 ]

The very first step for a district to participate in the 2017 Congressional App Challenge is to choose which staff will be working on this program, and then to sign up.

Assign the Points of Contact

The sign-up process itself only takes three minutes. Before you do so though, you will need to know which two people will be serving as the point of contact(s) (POC) in the DC and the District Office.

There’s no specific requirement for who should serve as a POC. They can be tech or education policy staffers, field reps, or anyone with an interest in CS education. With IEF’s support, the Challenge should not be excessively time-consuming for Congressional staff, especially if the work is divvied up.

It’s important to identify in advance who will be responsible for what tasks. As long as there are two clearly identified points of contact, offices may divide the work of executing the Challenge however they see fit, but we’ve provided a suggested breakdown below:

1. District Point of Contact
   - The district POC is arguably the most important person working on the CAC.
   - This person will be the main point of contact for students, teachers, and any other stakeholders in the district.
   - This person should execute community outreach, build relationships with teachers and orgs. to promote the CAC, and plan relevant events in the district (e.g. launch event, hackathon, award ceremony).
   - The District POC should be familiar with this toolkit, and should also be sure to “attend” the info sessions via periscope. (The periscope links will be tweeted out right when the sessions start, so the District POC should also be sure to follow us on twitter at @congressionalAC.)

2. DC Point of Contact
   - The DC POC is responsible for attending any DC briefings and reporting necessary information back to relevant staff.
   - The DC POC will be in charge of getting approvals for materials the district POC might need. (e.g. getting a flyer approved from Franking).

3. Communications Lead
   - This person should assist with promoting awareness of your Member’s Challenge.
   - The CAC is an amazing opportunity for positive local press. (Since 2015, IEF has tracked over 300 local news stories published about the CAC.)
   - The comms lead should push the CAC through social media posts, floor speeches, op-eds, and whatever other means your office utilizes.
**Sign Up**
Once you’ve selected your Points of Contact, your office is ready to sign up:

2. Click on the “Congressional Offices” tab
3. Select “Congressional Offices Sign-Up”
4. Fill out the Congressional Sign Up form.

Alternatively, this link will take you directly to the sign-up page:

http://www.congressionalappchallenge.us/congressional-offices/congressional-office-sign-up/

Within a few days of signing up, your office’s assigned POCs will start receiving emails from IEF, which will include a confirmation email with next steps and the link to your District Information Spreadsheet (DIS), guidance, and answers to frequently asked questions.

**Stay On Track: E-mails & Conference Calls**

Beginning the week of on June 26, 2017, IEF will send the POC’s emails every other week with guidance and instructions. These emails will include guidance on where your office should be, and answers to common difficulties IEF has identified.

If the POC’s don’t start receiving the emails after having signed up, they should contact the Congressional Affairs Director, Melissa Medina to rectify the situation.
(mmedina@congressionalappchallenge.us)

To provide additional support, IEF will also hold monthly conference calls (dates will be sent in the emails), to give offices a chance to ask questions that haven’t been covered in this toolkit or on the emails. Congressional staff can dial in to the conference call using the following information:

**Conference Dial-In Number**
Number: 1-866-228-9900
Password: 619-962

**Best Practices:**
Read the emails!

Besides this toolkit, these emails will be your most important resource for successful challenge execution. They will include up-to-the-moment instructions, as well as answers to the most frequently asked questions. Please be very careful to read them thoroughly, as they will likely contain answers to any questions you might have.
Using Your District Information Spreadsheet (DIS)
IEF will create a unique District Information Spreadsheet (DIS) for each office that signs up to participate in the 2017 CAC. The DIS provides information that is only pertinent to your district (as opposed to this toolkit, which is intended for use by all offices).

This includes student contact information; for that reason, you should NEVER share access to the DIS with anyone who isn’t working on the CAC for your office.

**DO NOT GIVE ANYONE OUTSIDE YOUR OFFICE ACCESS TO THE DISTRICT INFORMATION SPREADSHEET, UNDER ANY CIRCUMSTANCE.**

The DIS will be crucial to successfully running your challenge, so you should get familiar with it.

The DIS includes 6 sections, which can be accessed using the tabs at the bottom of the page:

- Instructions
- 1. Students
- 2. Judges
- 3. Submissions
- 4. Contacts
- 5. Schools

**Instructions:** This tab explains how the DIS works and what’s included on each tab.

*You’ll use this tab:*

1. as a reference for what each tab includes;
2. for links to other online resources and contact information

**1. Students:** This tab lists all the registered students in your district and their contact information.

As students register to participate, IEF vets their information for you to ensure that they’re competing in the correct district. Once we’ve verified that they’re eligible to compete, we will update your DIS with the student contact information.

*You’ll use this tab to:* (1) monitor number of registrations; (2) get student and parent contact information to remind them about upcoming due dates, (3) inform them about events, etc.
2. Judges: On this tab, you will enter your selected CAC judges’ information (Deadline: Oct. 4, 2017)

As soon as you confirm your judges, enter their information on this page. IEF also recruits volunteer judges who can supplement any district’s judging panel. If you request assistance with finding judges, we will enter the volunteer judges on this tab for you.

*You’ll use this tab to: (1) Report your judges’ information (by Oct. 4, 2017); (2) find contact information for your supplemental judges.*

3. Submissions: As your office receives submissions from students, IEF will add them to this tab.

*You’ll use this tab to: (1) Monitor submissions; (2) copy the submission information to send to your judges.*

4. Contacts: This tab includes a customized list of relevant contacts in your district. These contacts may be Computer Science teachers, STEM stakeholders in the district, local non-profit contacts, etc. Be sure to fill out this tab as your office continues to build connections.

*You’ll use this tab to: (1) get started on outreach; (2) save new contact information; (3) build your network for future years.*

5. Schools: This tab includes a list of relevant schools in your district.

IEF has collected a list of schools in your district that have either provide AP Computer Science classes, or which have had students participate in the CAC in the past.

*You’ll use this tab to: (1) get started on school outreach; (2) save new school information; build your network for future years.*
Step 2. Prepare for Announcement and Launch

[ April - July 26, 2017 ]

Constituents need to know that your office is participating!

Create or Update CAC Page on Office Website
We highly recommend creating/updating a page on your house.gov page dedicated to the Congressional App Challenge, similarly to what most offices have created for the Congressional Art Challenge. (See pg. 34 in the Appendix for suggested text.)

Host a Launch Event
Personal engagement has a huge impact on student participation.

Issue Press Release
As soon your office is ready, you should issue a press release announcing your participation in the 2017 CAC to all local media.

We’ve provided sample press release content on pg. 33.

Get Familiar With Your DIS
The District Information Spreadsheet (DIS) is an important resource for your outreach efforts.

Communicate with Schools and Teachers
A critical component of reaching students is by ensuring that the local schools and teachers know your office is participating in the Challenge. **District Info Spreadsheet (DIS) Tab 5.**

Inform the Schools
Your office should reach out to all the local high schools and let them know you’re participating in the CAC. We’ve provided a sample letter to schools on page 35.

Visit Schools
In addition to sending the letters, personal visits make a huge difference in Challenge success. Offices that received a high number of submissions reported that their in-person visits – either by the Member of Congress or a staff member in the district – made a significant difference in the engagement of students and teachers.

---

**Best Practices: Personal Outreach to Teachers**

The responses to the anonymous survey students filled out after the 2015 CAC proved that teachers are a key part of the information dissemination chain. An overwhelming majority of students (~76%) first heard about the App Challenge “through a teacher at [their] school.”
Inform Relevant Community Organizations

Another way to reach students is to connect with STEM and coding-related organizations in your district. It is important to identify and contact these groups that may have summertime classes or after school programs that teach students how to code.

Girls Who Code for example (an IEF Congressional App Challenge partner), is a nonprofit organization that hosts summer immersion camps for young women in Atlanta, Miami, Newark, and nine other regions around the country. This is in addition to the year-round coding clubs they run, which currently operate in all 50 states. If you have a Girls Who Code chapter in your district, it would be an excellent idea to reach out to them and let them know about your participation.

We recommend identifying and reaching out to these types of organizations on your own first. If you find that you need assistance, please get in touch with IEF. IEF recruits partner organizations on a national level for exactly that purpose. You can see our partners on our website.

**District Info Spreadsheet (DIS) Tab 4.**
Step 3. Challenge Execution

[July 26 - November 1, 2017]

Recruit Student Submissions
IEF aims to make the Challenge execution as easy as possible for each office, but the success of the Challenge will ultimately be determined by how much effort the office puts into recruiting student participants. To make that as easy as possible, we’ve provided the following suggestions.

Maintain Communication with Constituents
You can find the contact information for the students who have registered for your district (and for their parents) on your District Information Spreadsheet:

While being careful not to bombard the registered students, you should use that contact information to check in with those students at key points, including the midpoint and the conclusion. (IEF will provide sample check-in email text closer to the mid-point and conclusion.)

Be aware that IEF will be sending its own regular communications to the students, including answers to frequently asked questions, and providing them with educational resources to help them create their apps.

Utilize Social Media and Use Visuals
Social media is a great (and free!) resource to raise awareness about the Challenge. Make sure that you use the hashtags #HouseOfCode (and whatever hashtag you use for your own district), as this will allow IEF to see your posts, and reshare them so as to amplify your message.

Using graphics on social media also make information easier to digest. IEF will provide various graphics (both in this document and on our website throughout the CAC), but feel free to make your own as well. See examples from 2015 at the right:

The CAC is an incredible opportunity for offices to engage with constituents, and pictures are worth a thousand words. Students, schools, and parents love when the Members share pictures recognizing their efforts. Tweet pictures of your students!

#HouseOfCode
Get buy-in from other levels of government
Reach out to state, county, and local government officials to let them your District is participating in the Challenge.

Offices should strive to connect with local government officials, especially if there are already local government-sanctioned efforts underway to support computer science education. Aligning the Challenge those efforts can significantly boost student participation rates.

Best Practices: Get Community Gov’t Buy-In
In 2015, Rep. Bruce Westerman (AR-04) aligned his district’s Congressional App Challenge with the state-wide efforts to expand computer science education, led by Governor Asa Hutchinson. The Governor attended Rep. Westerman’s award ceremony, and even published an article about the CAC. It is important to engage with any existing state level efforts that can contribute to boosting turnout.

Recruit Judges
Congressional offices have the opportunity to select their own judges to evaluate local submissions. To facilitate the process, we offer the following best practices and suggestions.

Selecting Judges
Offices are encouraged to use the Congressional App Challenge as an opportunity to engage with local coding and computer science professionals in the community. We recommend that offices recruit a diverse selection of professionals to participate as judges, from different backgrounds and positions. (We will send out a sample judge recruitment letter as we get closer to the Challenge dates.)

District staff reserve the right to substitute or modify the judging panel at anytime for any reason. Judges have the right to withdraw from judging in the event of circumstances beyond their control. Judges must be fair and impartial. A judge may elect to recuse him or herself from judging a submission, if it is not appropriate for him or her to judge that particular submission because of a past or current relationship with that particular participant.

Best Practices: Judges can help raise awareness
Your judges can be an excellent asset to help you raise awareness in the community, both during and after the Challenge. Announce your judge selection on social media. Suggest that your judges’ institutions issue press releases announcing their selection. Another option is to ask the judges to write blog posts or articles about their experience.
Judging panels should:

- Consist of impartial judges who do not have a conflict of interest in the outcome.
- Consist of an odd number of judges (ideally 3-7), in the case of a tie.
- Be as close to equal in terms of gender as possible, to avoid any unintentional judging bias.
- Include judges of different racial backgrounds, to avoid any unintentional judging bias.

Types of people you might ask to serve as judges:

- A Computer Science professor or college student from a local college
- A tech entrepreneur
- A local celebrity related to computer science
- An employee at a tech related company in the district

Note: If you are having difficulty recruiting judges that meet these criteria, the Internet Education Foundation can assist you. The Internet Education Foundation (IEF) actively recruits judges on a national scale, in case offices are in need of additional judges for any reason.

Report Judge Selection on DIS
(October 4, 2017)

Once you have selected your judges, your Office will need to report your choices and the judges’ information on Tab 2 of the District Information Spreadsheet.

This should be done as you recruit judges, but should be completed by no later than Wednesday, October 4, 2017.

IEF needs this information to gauge which offices have judges and which offices may need to request judges for their panel. Please fill it out as soon as your nominees have agreed to serve as judges.

Judging Criteria
While the Congressional App Challenge is a nationwide competition, each individual Challenge is localized, and there are huge variations between the districts. Some districts may have dedicated STEM schools, at which the students will have no problem creating a fully-developed app. Students in more rural districts might have to work on their own to learn. (This is why students only compete against their peers, and not against students in other districts.)

This competition is meant to be as inclusive as possible, so as not to discourage students who haven’t coded before. For all these reasons, the Internet Education Foundation has intentionally created a very broad set of judging criteria that give the local judges a lot of leeway in their evaluation.
As long as the submission meets the bare minimum requirements, there will be at least one winner in each district that has submissions.

The judges will view the Submission and Demonstration Videos, and may judge the apps on:

1. Quality of the Idea
2. Implementation of the Idea
3. Demonstrated Excellence of Coding and Programming Skills
4. Quality of Question Answers

This list of criteria is our suggestion. Your office can choose to use it or use your own criteria, or set additional requirements. For example, if you set a theme, you might add the criteria such as “how well the student fulfilled the topic.”

Note: we’ve included these criteria here because we think they’re important to know in selecting your judges. We outline the judging criteria more thoroughly in the judging section on page 39.

Additional Notes on Judging:

*Themes.* On a national level, the Congressional App Challenge does not set a theme. If an office would like to set one however, that is your prerogative. If you choose to do so, please be sure to inform the Internet Education Foundation.

*Source Code.* On a national level, the Congressional App Challenge will not collect source code. We understand that some offices would to do so, but we’ve chosen not to for a variety of reasons:

- Intellectual Property: Many students expressed concern over the rights to and protection of their intellectual property. Refraining from collecting source code solves this issue.

- Space: Source code can vary wildly in size. Depending on how many submissions we receive and how large the files are, we may not have adequate space to store all the submissions without paying for more space.

- Security: While we don’t believe that any student would ever submit source code with malicious content, others might see the Challenge as an opportunity to do so.

Offices are welcome to collect student source code, but any office that chooses to do so is responsible for the collection, storage, and dissemination of the code to the judges. Though IEF is not asking for source code nationally, if an office does choose to ask for it, GitHub is a great option. Just be aware that as great as GitHub is, it is not easy to use for beginners and it might discourage new coders from participating.
Step 4. Conclude 2017 CAC Submission Period

[ October 19 - November 1, 2017 ]

Final Recruitment Push
(October 19 – November 1)
The Congressional App Challenge will stop accepting submissions at Noon EST, November 1, 2017.

In the two weeks before the deadline, Congressional offices should make a final push to recruit submissions. Final push efforts should include:

- Posting reminders on social media, and doing so more frequently as the last day approaches.
- Visiting schools or programs.
- Emailing students who've registered, reminding them to submit their work (Reminder: you can find the student contact information on your District Information Spreadsheet.)

IEF will provide Congressional Offices with graphics and materials you can use closer to the November.

Please be careful to read the bi-weekly emails thoroughly, as that's where we'll notify offices when those materials are available.

Best Practices:
Finish strong!

Outreach in the final week is key. Many students start off strong, but then get distracted by life. Reminding students in the final week to submit their apps will significantly improve the ratio of registrations to submissions.
Step 5. Judging Period  
[ November 2 - November 29, 2017 ]

Judging  
(November 2 – November 29)

Where to find your submissions  
IEF will vet all submissions to your district and as we verify them, we will update your District Information Spreadsheet. That’s where you can find your submissions.

You will be able to look at any time and see what has already been submitted and vetted.

That said, we expect that we will receive the greatest number of submissions right at the deadline. Because IEF vets the submissions to ensure the students have submitted all the necessary components, and that they’re competing in the correct district, please be patient with us as we enter all the final submissions.

We will do our best to have the final submissions to you no later than Friday, November 3, 2017.

What to do with your submissions  
As soon as the competition closes at Noon EST, November 1, you may give the submissions you already have to your judges. (Though we highly recommend you check the District Information Spreadsheet regularly, we will also inform you via email if we add additional submissions.)

**DO NOT GIVE YOUR JUDGES ACCESS TO THE DISTRICT INFORMATION SPREADSHEET.**

Copy the submission information into a new, separate excel sheet, and email that to your judges, along with the judging criteria and timeline. (IEF will create sample materials for you to send, which we will send to you as November approaches.)

Judges should return their scores to the Congressional Office by November 20th, 2017.

The judges will view the Submission and Demonstration Videos, and may judge the apps on:

1. Quality of the Idea  
   - How creative is the app?  
   - How original is it?  
   - Does the app address a problem? If so, how creative is the solution?
2. Implementation of the Idea

- Did the student consider the user experience?
- Did the student give thought to the app design?

3. Demonstrated Excellence of Coding and Programming Skills

- Did the student display understanding of the tools they were using?
- Did the student demonstrate they had learned something about how to code?

4. Quality of Question Answers

- Did the student provide an answer relevant to their coding experience?

Office Review of Judges’ Choices

(November 22 - November 29)

Each Congressional office has final say on the winner of the App Challenge. (Historically, almost every office approves their judges’ choice, but we do this to ensure there are no surprises.)

After receiving the scores from the judges, each Congressional office has a week and a review the scores, tally the judges’ choices, and approve the final winner.

Submit Winner to IEF by Nov. 29, 2017

As soon as the District winner is chosen and approved, Congressional Offices need to submit their choice to IEF.

A few weeks before the deadline, IEF will send out a link to all participating offices, which Offices will use submit their winner(s)’ information.
Step 6. Host Event to Announce and/or Honor Winner(s)

**IEF Winners Announcement: Dec. 6, 2017**

IEF will make the national announcement of the 2017 Congressional App Challenge during Computer Science Education Week (Dec. 4-8, 2017).

Congressional offices are free to host their own event or meet-and-greet to honor the winner before or after the national announcement, but if you host your event afterwards, please understand that the national announcement will be made during the week of December 4th, so the winner information will be public.

**Host an Event to Honor Winner(s)**

At a minimum, Congressional offices must to meet with their winning student(s).

We encourage each Congressional office to host a recognition event in their district; it’s an incredible opportunity for positive constituent engagement. Congressional offices have a variety of options which include (but are not limited to):

- **Meet-and-Greet.** Offices that receive four or fewer entries might opt for a meet-and-greet with the Member (inviting students, family and teachers) where they will present the student(s) with certificates of recognition.

- **Reception.** Offices with five or more entries should host a reception to which they invite student participants, family and friends, STEM stakeholders, teachers etc, and announce the winner there.

- **Demo Day.** Offices with 10+ teams might choose to do a demo day (like a science fair) where the students will pitch their app and a winner is named at the event.

(If offices plan to have an in person event with judging to take place on that day, we advise the offices to circulate the submitted app info with link to video to the judges prior to the event so that the judges have some familiarity with the content. This timeframe gives judges ample time to review the material and submit their scores to the Congressional office for final review.)

IEF will provide additional resources and support as we get closer to the conclusion of the 2017 Challenge.
Some great previous Recognition Events include:

Rep. Ed Royce’s Award Ceremony: Demo Day

(similar to a science fair demo set-up)

Rep. Eric Swalwell hosted a Hackathon and chose a winner to conclude the 2-day program.

(Students were put into teams and on the second day a winning team was selected).
Best Practices for Announcing Winner(s)
While your office should inform the winner personally, we highly recommend you take the opportunity for community engagement by publicizing the choice. Your office should:

- Issue a press release with a quote from the Member about the student(s)
- Announce the winner(s) on social media and share pictures (see examples below)
RULES

In this section you will find everything you need to know about the rules that govern the Congressional App Challenge.

Regulations for Members and IEF

In October of 2015 the Committee on House Administration passed the rules that govern the execution of the CAC. (See pg. 43 in the Appendix for the full text of these rules.)

While we emphatically recommend reading the full text of the rules, here’s a summary of several key points:

- The Congressional App Challenge will be operated by an external, non-governmental entity. That entity is the Internet Education Foundation, a 501(c)3 non-profit.

- As this is an officially-sanctioned competition, Congressional Offices may use the following resources to support the CAC, as long as they are compliant with the House Ethics Handbook regulations:
  - The Frank
  - Advertisements
  - Food and Beverage expenses
  - Rental of rooms, chairs, and audio systems
  - Gifts and donations
  - Staff time and the use of incidental resources
  - Use of letterhead and official seal of the House by the Member Office, provided such letterhead and seal are not used for solicitations
  - Mileage
  - The Member official website

- The Congressional App Challenge is exempt from election blackout dates.
Prizes and Solicitation

Soliciting Donations
Offices may solicit donations, but only under very specific conditions:

“A Member may only solicit donations (including in-kind) on behalf of the officially-sanctioned competition if the Member first receives written approval from the Committee on Ethics.” (Pg. 4 of Committee Resolution 114). You can find this form on pg. 42 of the Appendix, and on the House Ethics Committee website:

House Ethics Committee website > Forms > STEM Competition


Donations of Prizes
Private institutions may donate prizes for your Challenge within the rules outlined below:

Donations worth $50 or less: Organizations may offer to donate prizes worth less than $50 to the student participants and/or winners of the Congressional App Challenge. IMPORTANT: Prizes shall not be directed to the participating Member’s office; instead, it should be directed to the entrants and winners of the competition.

Examples of such prizes might include:
- A $50 gift certificate donated by a local business to the winner of the Congressional App Challenge in a specific district.
- Three gift certificates worth $25, $15 and $10 gift are donated by a local organization to the first, second and third place winners of their district’s App Challenge. (Totaling $50).
- A tour of a local business organized and hosted by that organization.
- NOT ALLOWED: An organization donates three $50 gift certificates (Totaling $150) for the top three winners. This would violate the $50 limit.

Donations worth more than $50: Participating offices must direct any donations (in the form of (a) technical assistance with the competition, or (b) prizes for the entrants and winners of the competition), to the Sponsor (IEF) if the value of the donation(s) from any single source is more than $50.

For example: if you want to donate tickets (valued over $50) to an event for the winner, you must be willing to make that prize available to all the winners from participating districts across the country.

IMPORTANT NOTE:
If you have questions or concerns about soliciting prizes, please feel free to contact the Ethics Committee. When contacting Ethics, please be sure to clarify that you are calling specifically about the Congressional App Challenge, as the rules around the Challenge may differ from other events.
Rules for Student Participants

While IEF coordinates and supports offices in hosting their Challenges, every local Challenge ultimately belongs to the Member. Offices may choose to revise some these rules based on their knowledge of their own districts. Rules that may be customized are marked with an asterisk (*). Please note: IEF will be best able to assist you the closer your office adheres to these standardized rules.

Student and Team Eligibility

- Students are only eligible to compete in a district that has signed up for the Challenge.
- Any given student may only compete in one district.
- Students may compete in either:
  - the district in which they reside, or
  - the district in which they attend school.
- Students may compete as individuals or in teams of up to four.
  - Teams with five or more students will NOT be considered eligible.
  - If competing as a team: at least two of the teammates must be eligible to compete within the district in which they are submitting.
- There is no technical age minimum, but the CAC is intended for high school students.
  - Students may not participate after having graduated from high school.

Submission Requirements

- Students may submit their apps any time between July 26 and November 1, 2017.*
- The app students create may cover any topic, but they must:**
  - Be original and appropriate.
  - Have been created within the calendar year prior to the Challenge closing date (i.e. after Nov. 2, 2015)

**Q: What if my office wants to set a theme for our Challenge?

A: You can do that!

IEF does not set a nationwide theme, but if your office wants to set a special theme for your own district, you may. Please be sure to inform IEF if you choose to do so.

*Q: What if we want to change the submission dates?

A: IEF will only be able to provide support during the specified timeframe. You may start your Challenge later than July 26th if you choose to, but your students will have less time to create their apps. Likewise, you may end your Challenge earlier. The only hard limit is Nov. 1, 2017. IEF cannot support submissions after that deadline.
To complete a submission, students must submit the following:

- **Sign-up Form.** Students must fill out a sign-up form so their eligibility can be verified.
  - If students are competing as part of a team, the sign-up form must include the relevant information from each student.

- **App Information.** Students will be asked to answer a series of questions including:
  - Title of the app
  - The coding language used
  - What they were trying to accomplish and why
  - An explanation of a difficulty they faced in programming the app and how it was overcome
  - What improvements the students would make if they were going to create a version 2.0 of their app.

- **Demonstration Video.** Students must create a 1 - 3 minute video, post it on YouTube or Vimeo, and submit the link on the Congressional App Challenge submission form. The video must be set up to public view. Videos that are longer than 3 minutes will be penalized per the judges’ discretion.

- **Exit Questionnaire.** The exit questionnaire will be emailed to all students following the submission of their app.

The full text of the rules for student participants are included in the Appendix (pg. 42). (Please note that these rules will be updated as we finalize the submission process. We will send an email updating participating offices to keep them appraised of any changes made.)

**Q: Wait, what about source code?**

**A:** IEF will not collect source code, though the offices may if they choose to do so.

For more details about why we don’t collect source code, see page 21.
RESOURCES

In this section you will find best practices for executing the tasks identified in the timeline above, as well as resources offices may utilize in their operations. As with all the material in these documents, these are intended to facilitate execution, but can be used and edited as you see fit.

Materials in this section include:

1. Generic Template for Press Release/Press Pitch
2. Copy for Your Congressional Page (house.gov)
3. Participation Invitation Letter to Local Schools
4. Judging rubric
MEDIA RELEASE

For Immediate Release
[DATE]
Contact: [POINT PERSON NAME], [PHONE NUMBER]
[OFFICE OF REP. ...]

[DISTRICT] EXCITED TO ANNOUNCE PARTICIPATION IN 2017 CONGRESSIONAL APP CHALLENGE

WASHINGTON, DC – [CONGRESS MEMBER]’s office is excited to announce that the [DISTRICT NAME] will be participating in the third Congressional App Challenge (CAC), an app competition for students in high school and below.

[Insert Member of Congress Quote here]

The Challenge will run from July 26 through November 1, 2017. The competition is open to all students who meet the eligibility requirements, regardless of coding experience. We strongly encourage students of all skill levels to participate and to learn how to create their own apps. Winners will be selected by a panel of judges and be given Congressional recognition for their achievements in STEM and Computer Science. Their apps will be featured on a display in the U.S. Capitol in Washington D.C., on house.gov, and on the Congressional App Challenge website.

The CAC was created because Congress recognized that STEM and computer-based skills are essential for economic growth and innovation, and that the U.S. has been falling behind on these fronts. By some estimates, the U.S. may be short by many as a million programmers by 2020. These are high-paying, high-demand jobs. To maintain American competitiveness, it’s crucial that the United States invests in our youth now, and helps them acquire these valuable skills. The CAC encourages students to pursue those skills and recognizes them for their efforts.

Recognizing the racial, gendered, and other disparities in the tech sector, the CAC also focuses on inclusivity and making the Challenge widely accessible to students from all backgrounds. Deliberate efforts are made to include students from all backgrounds, including those traditionally underrepresented in tech.

The Internet Education Foundation will be serving as the operational “sponsor” of the CAC. For further information about the Congressional App Challenge, please visit www.CongressionalAppChallenge.us

###
Example 1

2017 Congressional App Challenge

We are pleased to announce that the Congressional App Challenge, a competition designed to encourage student participation in computer science and coding, will take place from July 26th to November 1st this year.

Officially launched by the U.S. House of Representatives in 2015, this nationwide effort allows students to compete against their peers by creating and an application or “app,” for mobile, tablet, or computer devices. The Challenge is designed to promote innovation and engagement in coding and computer science.

Register and Submit

The Congressional App Challenge is open to all students in the [NUMBER] Congressional District of [STATE]. Students entering the competition must submit their app on CongressionalAppChallenge.us during the Competition Submission Period between 12 PM (noon) Eastern Standard Time on JULY 26TH, 2017, and 12:00 PM (noon) Eastern Daylight Time on NOVEMBER 1ST, 2017.

Submissions will be judged on the following criteria: quality of the idea, including creativity and originality; implementation of the idea, including user experience and design; and demonstrated excellence of coding and programming skills.

The winner from the [DISTRICT NUMBER] Congressional District, chosen by a panel of expert judges, will be featured on CongressionalAppChallenge.us, and the winning app will also be on display in the U.S. Capitol, honoring the winners from across the country.

For more information, please visit the official Congressional App Challenge website at CongressionalAppChallenge.us or contact [DISTRICT POINT PERSON] at [POC's CONTACT INFO].

Example 2

I am pleased to announce that my office is participating in the 2017 Congressional App Challenge. The Congressional App Challenge is a competition aimed at encouraging U.S. high school students to learn how to code by creating their own applications. The Challenge is intended to highlight the value of computer science and STEM education (Science, Technology, Engineering and Math).

Enter and Submit

The submission period is July 26 – Nov. 1, 2017. Please note that this competition is open to all students who meet the eligibility requirements, regardless of coding experience. We strongly encourage students of all skill levels to participate, to learn how to create their own apps.

The House of Representatives knows how crucial these skills are and wants to encourage students to engage in these fields. By encouraging and recognizing our nation’s young programming talent, Congress hopes to shine a light on the growing importance of these skills.

To learn more about the competition or to submit an app go to CongressionalAppChallenge.us.
Participation Invitation Letter to Local Schools

[DATE]

Dear [Principal and Teachers]:

I am writing to invite all high school students from the [STATE #] Congressional District to participate in the 2017 Congressional App Challenge.

Officially launched in 2015, this competition is a nationwide event intended to engage students’ creativity and encourage their participation in STEM fields. This competition allows students to compete with peers in their own district by creating and exhibiting their software application, or “app”, for mobile, tablet, or computer devices on a platform of their choice.

Students may compete as individuals or in teams of up to four, as long as two of the teammates are eligible to participate in our district. Students entering the competition must submit a video of their app and what they learned through this competition process on the CongressionalAppChallenge.us website by noon (EST) on November 1, 2017.

The apps will be judged by a panel of local judges who work within the academic, software, and entrepreneurial fields. The app of the winning student or team in each participating Congressional district will be featured on the U.S. House of Representatives’ website (www.house.gov), and displayed in a U.S. Capitol exhibit in Washington D.C.

For additional details, you can visit www.congressionalappchallenge.us. Updates will also be announced in the coming weeks and provided on my website at: [INSERT Member Website].

I hope that you will participate in this exciting event. Should you have any questions or concerns, please call my District office at [PHONE NUMBER].

Sincerely,

[NAME]
Member of Congress
Using Social Media For Outreach: #HouseOfCode

Online outreach is one of the most effective ways to engage the types of students who might participate in a competition such as the Congressional App Challenge. We will share more sample social media materials throughout the course of this Challenge via the bi-weekly emails.

Best Practices for Using Social Media

To engage in the online conversation and get the latest updates, please be sure to follow us:

- **Facebook**: App Challenge Coalition
- **Twitter**: @CongressionalAC
- **Instagram**: @congressionalappchallenge

### #HouseOfCode

For all social media, be sure to use this hashtag: #HouseOfCode.

**Facebook**: Facebook is nearly ubiquitous as a social media platform, and we highly recommend using it to share the word about the CAC.

Facebook Best Practices:

- Use the hashtag #HouseOfCode so that others can find your posts when looking up the Challenge
- Tag us in your posts
- Tag the people you are referencing, so they can see your posts. Examples of people you can tag include:
  - Local schools
  - Local tech businesses
  - Local STEM and CS organizations
  - IEF
- Use links or pictures; posts with media in them get greater levels of interaction. This can include things like:
  - The link to your challenge.gov page (which you can find here.)
  - The link to the description of the challenge on your House page
  - The link to IEF’s page with more details (congressionalappchallenge.us)

Sample Facebook posts:

- The 2017 Congressional App Challenge will launch on 7/26/2017 at noon (EDT). The Challenge is open to students of all levels of coding experience. Visit the website to learn more about the rules at congressionalappchallenge.us #HouseOfCode.

- The Congressional App Challenge is now open for submissions! The CAC is a nationwide event that allows U.S. students to compete against their district peers by creating and exhibiting a software application, or “app,” for mobile, tablet, or computer devices on a platform of their choice. Learn more at congressionalappchallenge.us. #HouseOfCode
• We are proud to announce our participation in the 2017 Congressional App Challenge! This is a nationwide event, open to students in our district. Students can work as individuals or on teams to create an application, or “app,” for mobile, tablet, or computer devices on a platform of their choice. Learn more at congressionalappchallenge.us #HouseOfCode #STEMeducation

• In full support of STEM education, we are proud to announce our participation in the third annual Congressional App Challenge. The Challenge is a nationwide event, open to students in our district. Students can choose to work together or compete against their peers by creating an “app.” Learn how you can participate by visiting congressionalappchallenge.us #HouseOfCode #STEM

**Twitter:** Twitter is a great medium to use to inform constituents about the Congressional App Challenge. It’s popular among students, and the use of hashtags and tagging facilitates easy sharing. Included below are some best practices for using Twitter and some sample tweets from last year.

**Twitter Best Practices:**

• Tweet regularly; it’s much easier for tweets to get lost among other tweets than it is for facebook posts. There’s nothing wrong with tweeting several times a day.
• Use the hashtag **#HouseOfCode**, so that others can find your post and retweet it.
• Be concise; there’s a character limit on twitter, so be as clear, but succinct as possible.
• Tag the people you are referencing, so they can see your tweets
• Use links or pictures; tweets with media in them get greater levels of interaction
• Retweet others who are talking about the Congressional App Challenge.

**Sample tweets:**

• Proud to participate in the 2017 Congressional App Challenge and support STEM and coding education @CongressionalAC #HouseOfCode
• Supporting CS and coding education by participating in the 2017 Congressional App Challenge @CongressionalAC #HouseOfCode
• Any high school student coders out there? If so, check out the 2017 Congressional App Challenge @CongressionalAC #HouseOfCode
• Calling all high school students interested in coding! Submit an app for the 2017 Congressional App Challenge #HouseOfCode
**Instagram**: Visual mediums are particularly effective at grabbing attention. You can share pictures of a variety of things to draw attention to the CAC. Examples include:

- Pictures from local CS classrooms
- Pictures of kids coding from your district
- Pictures from last year's recognition ceremonies (if your office participated last year)
- Pictures from the #HouseOfCode reception
  - do a #tbt – throw back Thursday or #fbf – flash back Friday
- Pictures of the CAC display in the Capital building

Be sure to follow tag the Congressional App Challenge Instagram account in your posts! (Our handle is: @CongressionalAppChallenge.)
Judging Rubric

The Congressional App Challenge ends on November 1, 2017 and Congressional offices must have their winners reported to IEF by November 29, 2017. Thus, we advise offices adhere to the following dates to give judges and Congressional offices ample time to deliberate:

- November 1, 2017 – Competition ends
- November 3, 2017 – Offices begin sending the submission information to judges
- November 20, 2017 – Judges will submit their scores to the Congressional offices
- November 29, 2017 – Congressional offices submit winners to IEF
- Week of December 4, 2017 – IEF National Announcement Day

Judging Criteria

Quality of the Idea
- How creative is the app?
- How original is it?
- Does the app address a problem? If so, how creative is the solution?

Implementation of the Idea
- Did the student consider the user experience?
- Did the student give thought to the app design?

Demonstrated Excellence of Coding and Programming Skills
- Did the student display understanding of the tools they were using? Did the student demonstrate they had learned something about how to code?

Quality of Question Answers
- Did the student provide an answer relevant to their coding experience?
Sample Rubric: Displayed below is a sample rubric that offices might provide their judges with:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1 (Poor)</th>
<th>2</th>
<th>3 (Average)</th>
<th>4</th>
<th>5 (Best)</th>
<th>FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of the Idea</td>
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<tr>
<td>Implementation of the Idea</td>
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<tr>
<td>Demonstrated Coding and Programming Skills</td>
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<tr>
<td>Quality of Question Answers</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:**
APPENDIX

Ethics Waiver

If your office is interested in seeking prizes for the Congressional App Challenge, you can submit a waiver to the Ethics Committee. Waiver below or can be found on the House Ethics website.

REQUEST TO SOLICIT FOR OFFICIALLY SANCTIONED COMPETITIONS

This form is submitted by the undersigned to request the permission of the Committee on Ethics to seek outside, private financial or in-kind support for the named officially-sanctioned competition (Competition) in the Member’s district, in this and future years. Your request is granted once this form is returned to you with the approval signatures of the Committee Chairman and Ranking Member.

Member Name: ___________________________ Date: ___________________________

Member Signature: ___________________________

Office Address: ___________________________ Office Telephone: ___________________________

Staff Contact: ___________________________

Name of Competition: ___________________________ Sponsor: ___________________________

The Committee hereby approves the above request to solicit donations (including in-kind) on behalf of the Competition for 2016 and future years, provided any such solicitations adhere to the following guidelines and restrictions. Permission is granted only for the above named Competition. Requests to solicit for any other officially-sanctioned competition must be made separately.

(1) Any written solicitation may not be on official stationery.

(2) Donations for costs, services, and items to support the Competition may be solicited from individuals, for-profit entities, and non-profit organizations. Examples of permissible donations include technical assistance with the Competition, sponsoring an awards ceremony, prizes for entrants and winners of the Competition, and gifts for judges valued at less than $50.

(3) Donations of technical assistance with and prizes for the entrants and winners of the Competition must be provided directly to the sponsor for equal distribution to the Competition entrants and winners of all participating Member offices if the value of the donation from a single source is more than $50.

(4) All other donations of financial and other assistance solicited shall not be directed to the participating Member’s office; instead, they should be directed to the Competition entrants or businesses involved in the Competition. Thus, for example, any prize valued at less than $50 for a winner of the Competition should be given directly to the relevant Competition entrant by the prize donor, and funds to pay for a reception for the Competition entrants should be paid directly to the persons providing the goods or services.

(5) Registered federal lobbyists and agents registered under the Foreign Agents Registration Act may not be targeted in any solicitation. Any solicitation of a corporation should thus not be directed to the corporation’s government relations office, but rather to a non-lobbyist official with the corporation.

Date: ___________________________

Charles W. Dent, Chairman

Linda T. Sánchez, Ranking Member

Last Updated 2/2016
Congressional App Challenge Contest Guidelines

2017 Congressional App Challenge:
Rules for Student Participants

Student Eligibility

1. Members of Congress must have opted-in to participate for their student constituents to be eligible to participate in this competition. If a Member does not opt-in, constituents in that district cannot participate.

2. The Competition is open only to students in high school or below.

3. The Competition is open only to students who reside in a participating district or who are attending high school in a participating district.

4. Student Participants may compete individually or in teams of up to 4 students.
   a. If competing as a team, at least two members of the team must be eligible to participate in that district.

5. The Competition is subject to all applicable United States federal laws and regulations. Participation constitutes entrant's full and unconditional agreement to these Official Rules.

6. Any given student may only submit one app in one district.

When Do Students Enter?

1. Students may begin working on their apps as soon as they like, but the “Competition Submission Period” will start at 12:00 PM (noon) Eastern Daylight Time (“EDT”), JULY 26TH, 2017.

2. The “Competition Submission Period” will be closed at 12:00 PM (noon) Eastern Standard Time (“EST”) NOVEMBER 1ST, 2017.

3. Administrator’s computer is the official timekeeping device for this Competition.

How Do Students Enter?

   a. The sign-up form will be made available on CongressionalAppChallenge.us by July 26, 2017.

2. IEF is currently working on finalizing the actual platform on which students submit their apps. We will send an update as soon this is finalized, and a revised version of this toolkit.
Submission Requirements

1. Each Contestant will be required to provide the following as part of the Submission:
   a. A link to the Application Demonstration Video (no more than 4 minutes). Please note that your entry may be judged in its entirety based on this video. It is important to demonstrate the scope and quality of your application in this video. The participant should also describe how they created the app and what they learned. No more than four minutes in length.
   b. Note: Only one student needs to submit an app for their team. If the student is submitting their team’s app, they should put "(Team Project)" after the title, and list their teammates’ names at the end of the Description.

2. All submissions must be in English.

3. An individual may appear on only one entry, either alone or as part of a team.

4. Your app cannot be indecent, defamatory, in obvious bad taste, demonstrate a lack of respect for public morals or conduct, or depict hatred, defame, or threaten a specific community in the society or incite violence.

5. Submissions must not:
   a. Be illegal under applicable laws;
   b. Depict hatred, defame, threaten a specific community in the society or incite violence;
   c. Contain vulgar language or violence; or
   d. Contain pornography, obscenity or sexual activity.
   e. Violate the Intellectual Property, common law or privacy rights of other parties.

6. Submissions must:
   a. Be original;
   b. Have been created within one calendar year of the closing of the Submission Period, i.e. since NOVEMBER 1, 2017; and
   c. Be solely owned by Contestant such that no other party has any rights or interest, whether known or unknown.

7. Contestants will own the intellectual property rights to their Submission, but by submitting their app, grant to Congress and Administrator(s) a royalty free license to, without limitation:
   a. Post the Submissions online;
   b. Make the Winners available for the course of the Competition and post Competition Submission Period; and
   c. Utilize the Submissions for noncommercial purposes after the conclusion of the Competition Submission Period in which they participated.

8. After the Submission Period has ended, the Submission cannot be modified in any way before the completion of judging.
Display of Submissions

1. Members have the right to display submitted material on their web site and on WWW.HOUSE.GOV.

2. Each district winner will be displayed on an overall contest site on WWW.HOUSE.GOV and CongressionalAppChallenge.us.

3. District winners will be presented on a display within the U.S. Capitol building.

Winner Selection and District Judging Criteria

1. Application Demonstration Videos will be viewed by District Judges based on the criteria identified below to select finalists. Then the finalists will be judged again on the criteria identified below.

2. The Judges have the right to request access to the Application and source code in person or via any reasonable manner to verify that the Application functions and operates as stated in the Submission. Failure by a Contestant to honor such a request will result in the Submission's immediate disqualification.

3. Awards will be judged based on the following criteria:
   a. Quality of the idea (including creativity and originality)
   b. Implementation of the idea (including user experience and design)
   c. Demonstrated excellence of coding and programming skills
   d. Quality of Question Answers

4. District Staff reserve the right to substitute or modify the judging panel at anytime for any reason. Judges do have the right to withdrawal without advance notice in the event of extenuating circumstances beyond their control. Judges will be fair and impartial. A judge may elect to recuse him or herself from judging a Submission, if in the judge’s sole discretion it is not appropriate for him or her to judge that particular Submission because of a past or current relationship with that particular Contestant. A Submission will not be at a disadvantage if one or more judge recuses himself or herself.

5. Odds of winning depend on the number of eligible Submissions received and the quality of the Submissions. The approximate dates for the judging panel are between NOVEMBER 2, 2017 TO NOVEMBER 20, 2017.
Prizes

1. Each district may provide prizes to district winners. A Member office may provide authorized gifts or awards of nominal value as part of the app competition. Gifts authorized by the Members’ Handbook include certificates, folders, and frames of a nominal value.

2. If the participating Member decides to host an awards ceremony, finalists may get the chance to present their apps to Judges, Congressional staffers and community leaders. The winning app in each district will be featured on the House.gov website and the CongressionalAppChallenge.us website.

3. If the winner is not able to attend the district awards ceremony, the prize will be mailed to the winner’s address within 45 days of receipt of the signed affidavit(s) of eligibility and liability/publicity release(s) form(s).

Verification of Potential Winners

1. ALL POTENTIAL COMPETITION WINNERS ARE SUBJECT TO VERIFICATION BY JUDGES WHOSE DECISIONS ARE FINAL AND BINDING IN ALL MATTERS RELATED TO THE COMPETITION. Potential winners must continue to comply with all terms and conditions of these Official Rules. The potential winners will be notified on or about DECEMBER 4, 2017 - During Computer Science Week.

2. The potential winners will be required to sign and return to Congressional staff within ten (10) business days of the date notice is sent, an affidavit of eligibility, and liability/publicity release (except where prohibited) in order to claim his/her prize if applicable.

Entry Conditions and Release
By entering, participants agree to the following conditions and release: Each Contestant agrees to comply with and be bound by these Official Rules and the decisions of the Administrators, and/or the Competition judges which are binding and final in all matters relating to this Competition.

Publicity
Except where prohibited, participation in the Competition constitutes winners’ consent to Administrators’ and their agents’ use of winner’s name, likeness, photograph, voice, opinions and/or hometown and state for promotional purposes in any media, worldwide, without further payment or consideration.
General Conditions

1. Administrators reserve the right to cancel, suspend and/or modify the Competition, or any part of it, if any fraud, technical failures or any other factor beyond Administrator’s reasonable control impairs the integrity or proper functioning of the Competition, as determined by Administrators in their sole discretion. Administrators reserve the right in their sole discretion to disqualify any individual or Competitor it finds to be tampering with the entry process or the operation of the Competition or to be acting in violation of these Official Rules or any other promotion or in an unsportsmanlike or disruptive manner.

2. Any attempt by any person to deliberately undermine the legitimate operation of the Competition may be a violation of criminal and civil law, and, should such an attempt be made, Administrators reserves the right to seek damages from any such person to the fullest extent permitted by law. Administrator’s failure to enforce any term of these Official Rules shall not constitute a waiver of that provision.

Limitations of Liability

The Administrators are not responsible for:

1. Any incorrect or inaccurate information, whether caused by entrants, printing errors or by any of the equipment or programming associated with or utilized in the Competition;
2. Technical failures of any kind, including, but not limited to malfunctions, interruptions, or disconnections in phone lines or network hardware or software;
3. Unauthorized human intervention in any part of the entry process or the Competition;
4. Technical or human error which may occur in the administration of the Competition or the processing of entries; or
5. Any injury or damage to persons or property which may be caused, directly or indirectly, in whole or in part, from entrant’s participation in the Competition or receipt or use or misuse of any prize.

If for any reason an entrant’s Submission is confirmed to have been erroneously deleted, lost, or otherwise destroyed or corrupted, entrant’s sole remedy is to provide another Submission.

Privacy

Administrators collect personal information from you when you enter the Competition. The information collected is subject to the privacy policies located at:

http://www.house.gov/content/site_tools/privacy_policy.php

Competition Results

For results of the competition go CongressionalAppChallenge.us on or about DECEMBER 4, 2017.
Administrators

(1) Committee on House Administration, 1309 Longworth House Office Building, Washington, D.C. 20515; and

(2) The Internet Education Foundation, 1401 K St. NW, #201, Washington, D.C., 20005
Committee Resolution 114-__

Resolved that, the Committee on House Administration adopts the following regulations:

Sec. 1
Committee Resolution 113-6 is hereby repealed.

Sec. 2
In the regulations collectively known as the “Members' Congressional Handbook” in the section “Advertisements,” strike “House STEM Competition,” and replace with “Officially-sanctioned Competitions.”

Sec. 3
Insert the following as a new section after “Official Meetings” in the regulations collectively known as the “Members' Congressional Handbook”:

Officially-sanctioned Competitions

Officially-sanctioned competition means an academic or civic competition designed for participation by each congressional office, in which entry is limited to the district constituents of each respective participating congressional office; and that meets the requirements described below, as determined by the Chair and Ranking Member of the Committee on House Administration at the beginning of each Congress. Note: Nothing in these regulations changes the status of the Artistic Discovery Competition.
The Chair and Ranking Member of House Administration shall maintain a list of officially-sanctioned competitions for use by Members and available for public inspection.

Requirements for Determination as an Officially-sanctioned Competition

The Chair and Ranking Member of House Administration may determine that an academic or civic competition is an officially-sanctioned competition if the following guidelines and restrictions are met:

1) A bi-partisan request for an officially-sanctioned competition must be submitted in writing by the leadership of a registered Congressional Member Organization to the Chair and Ranking Member of House Administration.

2) The competition must be sponsored by non-congressional person or organization (sponsor). The sponsor and participating Member agree that the winner of a participating Member’s competition may not be a relative of that Member, or a relative of any official employee of that Member. For purposes of this prohibition, “relative” is defined in the same manner as House Rule XXIII, clause 8(c) (3).

3) The sponsor agrees not to use the Official Seal of the U.S., the U.S. House of Representatives, or the U.S. Congress in its communications.

4) The sponsor agrees that all technical assistance with the competition provided to the sponsor shall be available equally to all entrants of the competition.
   a. Technical assistance with the competition may include equipment for use by and mentoring of entrants of the competition.
   b. Technical assistance shall not be directed to the participating Member’s office; instead, it should be directed to the entrants of the competition.
   c. Technical assistance provided directly to each entrant must be equally available to each entrant regardless of the number of individual entrants per participating Member.
5) The sponsor agrees that all prizes for the entrants and winners of the competition provided to the sponsor shall be distributed equally to all competition entrants and winners, respectively.
   a. Prizes for the entrants and winners of the competition may include travel expenses for the winner and a parent/guardian to attend an unveiling or awards ceremony in Washington, D.C., scholarships, tangible items, and cash or cash equivalents.
   b. Prizes shall \textit{not} be directed to the participating Member’s office; instead, it should be directed to the entrants and winners of the competition.
   c. Prizes provided directly to each entrant must be equally distributed to each entrant regardless of the number of individual entrants per participating Member.

6) The sponsor agrees that all other assistance provided to the sponsor for support of the competition shall be made available equally amongst the participating Member offices.
   a. Other assistance may include advertising or other promotional activities.
   b. All other assistance shall \textit{not} be directed to the participating Member’s office; instead, it should be directed to the competition entrants or businesses involved in the competition.

7) Each participating Member must retain ultimate control over the determination of a winner of a competition in his or her name, or in the name of his or her congressional district.

8) Each participating Member must agree to direct any donations in the form of (a) technical assistance with the competition, or (b) prizes for the entrants and winners of the competition, to the sponsor if the value of the donation or donations from a single source is more than $50. The sponsor is obligated to distribute such donations equally to the competition entrants and winners of all participating Member offices.

9) Participating Members may not use principal campaign funds to support an officially-sanctioned competition.

\textbf{Use of Official Resources to Support an Officially-sanctioned Competition}

A Member may use the MRA in a limited fashion to support officially-sanctioned competitions.
The following resources may be used in support of an officially-sanctioned competition:

1) The Frank, provided the content of such communication is frankable;
2) Advertisements that are otherwise compliant with Handbook and Franking regulations;
3) Food and Beverage expenses that are otherwise compliant with Handbook regulations;
4) Rental of rooms, chairs, and audio systems that are otherwise compliant with Handbook regulations;
5) Gifts and donations that are otherwise compliant;
6) Staff time and the use of incidental resources;
7) Use of letterhead and official seal of the House by the Member Office, provided such letterhead and seal are not used for solicitations;
8) Mileage; and
9) Member official web site and social media.

**Solicitation of Donations to Support an Officially-sanctioned Competition**

A Member may only solicit donations (including in-kind) on behalf of the officially-sanctioned competition if the Member first receives written approval from the Committee on Ethics.

**Resolved Further,** the Chairman of the Committee is authorized to make technical and conforming modifications to the Members Handbook, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes