

Intercollegiate Studies Institute

Lecture Guide



INTRODUCTION

The guidelines in this workbook are the result of experience gained from sponsoring more than 5,000 lectures since ISI's founding in 1953. In order to maximize the attendance and impact of your lecture, please review and follow the directions in this guide.

The workbook contains the following material:

I.	Hosting an ISI lecture.....	2
II.	Getting Started.....	3
III.	Sample Budget.....	5
IV.	Publicity.....	9
V.	General ISI Information.....	12
VI.	ISI Statement on Political Activity.....	18
VII.	Sample Speaker Introduction.....	19
VIII.	Sample Press Release.....	20
IX.	Post- Lecture	21
X.	Event Evaluation Form.....	22
XI.	Letter of Association.....	24

HOSTING AN ISI LECTURE

Regional Program Officer

Regional Program Officers are available to assist you along the way in planning your lecture. While there are four regional program officers, you will work with one specifically assigned to your region. All agreements regarding the lecture date, topic, honorarium, and travel for the speaker are arranged by the regional program officer in consultation with the speaker and you, the campus host.

*To find your
regional program
officer email:
programs@isi.org
or call
302-652-4600*

Why Your Lecture is Important

- Your organization will gain credibility by putting on a successful event and encouraging others on campus to hear the ideas you believe in.
- This credibility you will establish will attract new members.
- Well-organized and well-attended events help and encourage ISI to sponsor more programs at your school, and it will encourage your school to sponsor more programs for your organization.
- In the long run, ISI lectures will help to effect change in the academy, through exposing problems, and in society by introducing more people to principled conservative thought.
- By hosting a successful lecture you will begin to affect attitudes on campus.
- The lecture you are hosting just may be the occurrence that introduces the next great scholar, opinion maker, or politician to conservative thought.

Responsibilities of the Campus Host

The host's responsibilities include:

- Contributing the agreed upon payment toward the lecture
- Arranging an appropriate campus venue for the event
- arranging and setting up all audio/visual equipment
- Publicizing the lecture and ensuring an appropriate turnout for the event
- Introducing and moderating the lecture
- Emailing to ISI any photos, audio, and video tape of the lecture

- Setting up and manning a table outside of the event with ISI material and membership cards
- Mailing completed membership cards back to ISI
- Completing and returning event feedback form

Getting Started

Choose Lecture Content

The typical ISI lecture audience consists of undergraduates from various fields of study. An ISI speaker always incorporates fundamental principles in his presentation. Therefore, ISI lectures are targeted at undergraduate audiences and are of an introductory nature. Please make sure to advise the Regional Program Officer if your target audience differs from this at your school.

Check out speakers.isi.org to choose a lecturer that will work at your school. You can browse by topic, where the speaker lives, or check out lectures that speakers have already delivered. Discuss the options with your club members and when you come to an agreement, contact your ISI regional program officer. Your program officer will tell you the honorarium and help you set up the lecture.

Honorarium and Expenses

The source of funding for campus lectures vary. There are lecturers for every budget.

- The first step to take is to check with your school to find out how you can apply for university funding.
- It is also possible for you to fundraise locally and cultivate donors for your individual campus group. These can be local conservative organizations, politicians, alumni, and faculty.
- Invite other campus groups to cosponsor the event. They can help contribute to the cost out of their own treasury, but also, schools will often grant more money to events being sponsored by more than one campus group.

Once you know how much funding you will be able to provide for the lecture, your regional program officer will be able to work with ISI's budget to figure out how to fund the entire event.

Don't let little or no budget stop you from hosting a lecture! ISI will help to figure out a way to make a lecture happen.

If the campus host is responsible for lecture expenses, payment should be made to the speaker immediately following the lecture. Contact your regional program officer if there will be a delay in such post-lecture payment.

Create a Budget and Proposal

The campus host should create a budget and proposal and submit it to their regional program officer. Include all possible expenses. Also include the sources of your funding. If you are still fundraising, note this. There is a sample budget on the following page.

Sample Budget

R.R. Reno

Is Christianity Good for American Politics?

Expense	Amount
Honorarium.....	\$7,500
Travel expenses.....	\$500
1 night in Hotel.....	\$150
Advertising.....	\$150
Dinner with Speaker and event organizers.....	\$300
Photographer.....	\$100
Total.....	\$8,700

Sample Funding Sources

ISI Funding.....	\$4,000
Oregon State University Program Funding.....	\$2,500
Political Science Club Partnership.....	\$500
Campus Christian Intersarsity.....	\$200
Appeal to alumni.....	\$1,200
Conservative allied organizations.....	\$100
Local businesses.....	\$200
Total.....	\$8,700

ISI Materials

Prior to the lecture, the host will receive a box of ISI literature for distribution, or the regional program officer will bring this with him or her if they are attending as well. This will include copies of The Intercollegiate Review, ISI membership brochures, book catalogs, membership cards, books, and ISI podium signs. On the day of the lecture, an ISI sign or table cloth should be displayed over the literature table. Generally, we find it best to place the table near the entrance of the lecture hall and to have a representative from your organization stationed there to answer questions about ISI and your organization. Make sure to arrange to have a table present before the day of the lecture. It is expected that the campus host will return completed membership cards to ISI after the event.

Stage Set-up

The speaker should have a lectern and a microphone. A pitcher of water and a drinking glass or a bottle of water should be close at hand for the speaker. If at all possible, the lecture should be either audio or video taped. If the lecture is taped, please send a copy to ISI, as this lecture may be made available to other students in the ISI lecture library. Also, photographs of the speaker addressing the audience are of great value to both your organization and to ISI. It is often helpful to contact a student in the photography club or art department for professional photographs. Pay them a small stipend or, if possible, promise that their photos will be submitted to newspapers, and featured on websites with their photo credit.

Finally, an ISI podium sign should be displayed either behind the speaker or on the lectern. Remember to include a chair for the speaker while he is being introduced and one for the moderator. Make sure to arrive at the lecture several hours before the event to check on room conditions such as appropriate number of chairs available, heat/air conditioning, unlocked door, lighting turned on, audio and visual equipment both set up and working (this includes microphone), etc.

Lecture Set-Up Checklist

- Lectern
- ISI Lectern Sign and tape
- Water for Lecturer
- Sound System and Microphone (if needed)
- Chair for Speaker
- Chairs set up for audience (with some in reserve)
- Refreshments (If applicable)
- Table for group and ISI literature
- Pens and sign-in sheet on literature table
- Signs outside with arrows pointing toward lecture location
- Begin lecture 5 minutes after advertised time

If your speaker is high-profile, make sure to find an empty classroom or other room nearby for the speaker to relax in before the lecture.

Lecture Hall

The lecture hall should be large enough to accommodate the expected audience size, but no larger. Be realistic in your projections of the probable audience. Remember, the size of the audience is directly related to your publicity efforts, the name recognition of the speaker, and the timeliness of the topic. It is much better to crowd people into a smaller room than to have a half-empty larger room. Additionally, if provided with folding chairs, set up only 60% and leave the rest in reserve. Use the remaining chairs only if the turnout is greater than expected. Thus, if attendance is less than expected, any empty seats are less noticeable.

If your speaker is well-known use a large lecture hall or small auditorium that fits about 200 people, if it is a less well-known speaker, reserve a room that holds about 50. Rarely is it best to reserve a large campus auditorium.

Introducing the Speaker

Begin the lecture with a brief introduction of yourself, your group, and ISI, and then a more extensive introduction of your speaker. Find a sample of the introduction on page 19.

If appropriate, you can ask the audience to fill out ISI membership cards, handed out along with pens by your group members, and hold a raffle before or after the lecture of a book pertinent to the lecture topic or speaker.

Q&A

Before the event, brief your group about the lecture and tell them to have questions ready for the speaker. The first two questions during the Q&A are always the most difficult, so if your members have prepared questions ahead of time, this will help to keep the event running smoothly. It is important to have members of your group dispersed throughout the crowd. If possible, have your people seat themselves in a diamond shaped pattern, with several seated in the front center, several in the

middle, (outside) edges, and several in the rear center. If your group is large enough, seat some in the center of the diamond.

If the lecture is large, have a microphone for the Q&A. People with questions can walk up to a microphone on a stand, or you can walk around the room with a cordless microphone. Be prepared to moderate the Q&A. Some lecturers will end the Q&A themselves, and others will need you to say “This will be the last question before we wrap up.”

Possible Problems

Even meticulously planned lectures can run into problems. Listed below are several problems that might arise during your lecture.

Demonstrations

Do not look at peaceful demonstrations as potential problems, but as potential media coverage of your event. Always get pictures and make sure the speaker knows what is going on. If you know beforehand that your event will be disrupted, take protective measures. Have your group members dispersed in the crowd; it will look like the entire audience is against the protesters when your people demand to hear the speaker and for free speech to prevail. If you suspect any type of demonstration, or if your topic is the least bit controversial, make sure to alert the campus police beforehand; however, this rarely happens at an ISI lecture.

Questions

There are some people (students and faculty) who think that they are an authority on a given topic. These people ask long-winded questions. If such a questioner is speaking for too long, cut him off by asking "Do you have a question for the speaker?" If he persists in making statements, interrupt by saying that the students have come to hear the speaker, and quickly recognize another questioner.

Transportation Problems

There are times when the speaker (especially if he or she is flying) is held up and unable to make the event. If someone is picking up the speaker he or she should do so even if the speaker is late or

the event canceled. Under no circumstances should the speaker be left to fend for him or herself. You should designate one of your members as a contact person that the speaker, or escort, can call and either delay or cancel the event. The worst case scenario is a cancellation. In this case someone in your group should post notices of the cancellation at the lecture site. If the speaker is only delayed for a short time, try to go ahead with the lecture, telling those in attendance that the speaker has been delayed for a brief time but will arrive shortly. In the meantime they should help themselves to the ISI literature being displayed on the literature table and any refreshments your group may have set out. Note that most speakers are scheduled to arrive several hours before the lecture to eliminate this problem.

PUBLICITY

Your lecture should be widely publicized using posters, flyers, word of mouth, class announcements, newspaper exposure, email notices, and Facebook invitations.

Paid Advertisements

You should advertise your lecture in the college newspaper. If your publicity budget is large enough, take out a paid advertisement. This ad should include the speaker's name and title, the topic of the lecture, location, date, and time. Feel free to add some additional information, but do not crowd the ad with superfluous text. The more white space in the ad, the easier it is to read.

Campus Event Calendar

If your school newspaper has a list of upcoming events make sure that your event is listed here. Schools often have other handouts listing campus events so make sure your event is listed here as well. Don't forget to contact your school about adding your event to their online calendar.

Mass Emails

The regulations for mass emails are different at every school, but plan to have your event announced in a mass email. This is one of the best forms of publicity, but, often, students must go through a lot of red tape to make this happen, so make sure to plan enough time for this.

Press Release

Press releases are another way to have your event advertised without cost by the newspaper. Have someone in your group write a concise release stating that your speaker is coming to campus and that the lecture will be of interest to the local campus community. Use the sample press release on page 20 of this workbook as a guide and insert the appropriate information. Keep the sentences and paragraphs brief and place the important information in the first part of the release. You should also submit the press release to the local news media. Local newspapers, radio, and television news programs are always looking for quick, easy stories of local interest.

If a newspaper knows about the event ahead of time, they will often cover it. This is a good opportunity for people in your community to see what your group is doing and will often lead to donations for your next event.

Posters/Flyers

One essential element of your publicity campaign is the flyer. You should put together an attractive poster that can be posted on walls, doors, bulletin boards, and any other place where posters are permitted. Remember to include all the specifics about the lecture (date, time, location) and a short paragraph describing why the lecture is important. Make sure the poster is readable from a distance and, as in the paid advertisement, do not clutter with unnecessary text or extraneous graphics (a picture of the speaker, if you have one that you think will attract students, or a simple yet illustrative graphic are acceptable, but anything else makes the poster hard to read). Include ISI as one of the co-sponsoring groups and send a copy to the Regional Program Officer.

Besides posting in all the appropriate places, you should look at alternate means of placing these flyers in the hands of students. Some schools allow campus groups to use campus mail free of charge to inform students of upcoming events. You should also distribute these flyers in faculty in-boxes, especially, but not limited to, conservative faculty, and faculty in departments that deal with the subject matter of the lecture. Another means of distribution is to hand out the flyers directly to students. You do not need to have an elaborate set-up to do this; several club members

at mealtimes or between classes should stand in heavy traffic areas, such as the student union or dining halls, and distribute flyers directly to students.

Co-Sponsors

There may be other groups on your campus that would be interested in the lecture. Contact all conservative campus groups, other non-conservative campus groups that would be interested in the topic and appropriate university departments (i.e., for a lecture on "The Thought of Thomas Hobbes," contact the philosophy and political science departments). By including these groups as co-sponsors, you increase turnout of interested students, build contacts that may be helpful in the future, and universities often grant more money to events being sponsored by more than one campus group.

Facebook Event

Don't forget to advertise through Facebook! Create a Facebook event and invite all of your friends, and ask your group members to do the same. Change your profile picture to your event flier. Update your statuses to announce the event.

Group Website

Make sure you announce this event on your group's website. Don't just place it under the "events" sections. Make it a headline that will pop up on the home page. While you're updating your website, make sure that you have a section called "Donate" or "Help Support XXX group". Then write how donations can be made. People may want to donate to your club after attending or hearing about your event.

Email your Club

Last but not least, don't forget to email everyone on your email list! Send an email as soon as you have the details of your lecture, about a month before, send an email the week of, and send an email the day of the event.

Other Publicity

There are other effective methods of advertising a lecture.

- You can print up "tent cards." These are cards that stand up by themselves. Place tent cards in the cafeteria on the dining tables
- You can use chalkboard announcements. Before and between classes, have members of your group write the essential information in the upper right-hand corner of the chalkboard. Many times the professor will not erase the announcement (especially if it deals with a topic related to his or her class), and even if he does erase it, most students (those that arrive before the professor) will have already seen the message.
- You can have professors announce the lecture in class (some professors will give extra credit for attendance at lectures). To do this, approach a friendly professor and ask him to make the announcement in his or her class. Then, after he or she has agreed, ask other professors to do the same. If a particular department is cosponsoring the lecture, most faculty members should be open to informing their students about the lecture.

General ISI Information

Prior to the lecture, please acquaint yourself with ISI's full range of programs.

Mission: Founded in 1953, ISI works "to educate for liberty"—inspiring college students to discover, embrace and advance the principles and virtues that make America free and prosperous.

*"By the time the Reagan Revolution marched into Washington, I had the troops I needed—thanks in no small measure to the work with American youth **ISI** had been doing since 1953."*

-President Ronald Reagan

Since 1953 the Intercollegiate Studies Institute (ISI) has been teaching future leaders the timeless principles that make America free and prosperous—the core ideas behind the free market, the American Founding, and Western civilization that are rarely taught in the classroom.

Today ISI has more than 10,000 student members on some 1,500 campuses across the country. The Institute reaches these and thousands of other young people through an integrated program of campus speakers, conferences, seminars, publications, student groups, fellowships and scholarships, along with a rich repository of online resources.

ISI was the brainchild of journalist Frank Chodorov. In two articles written in the early 1950s, he called for a “fifty-year project” to revive the American ideals of individual freedom and personal responsibility “by implanting the idea in the minds of the coming generations.” In 1953 Chodorov founded ISI expressly for that purpose. He chose a young Yale University graduate, William F. Buckley Jr., as ISI’s first president.

ISI Principles of a Free Society

Limited Government

Individual Liberty

Free Markets

The Rule of Law

Personal Responsibility

Traditional Values

Through six decades ISI has a proven record of developing principled leaders in all corners of American society, including higher education, public service, the media, and business and finance.

ISI is a nonprofit, nonpartisan, tax-exempt educational organization. The Institute relies on the financial support of the general public—individuals, foundations, and corporations—and receives no funding or any other aid from any level of the government.

The ISI Lecture Program

ISI’s programs are based on the conviction that an education of high quality and broad scope is necessary for individual freedom in any society. This education ought to provide the broad knowledge and understanding essential for good judgment. Traditionally, this has been accomplished through a liberal arts education involving an understanding of the principles of various disciplines as gleaned from Western thought and experience. Without a proper educational foundation, people fall prey to utopian ideas that inevitably lead first to chaos and then to despotism; hence the ISI motto: To Educate for Liberty.

A growing number of college students seek responsible speakers who will articulate the fundamental principles of American society and Western civilization, and who realize that the spiritual, philosophical, political, economic, and cultural aspects of our heritage require scholarly examination and explication. The ISI Speakers Program provides the American academic community with such speakers. ISI speakers shun the facile denigration of American institutions and principles favored by many on the contemporary campus lecture circuit. They, in a thoughtful manner, examine fundamental questions of existence, freedom, and government. Students who seek answers to such questions are all too often given mere statistical data and doses of popular journalism on current transitory topics. The heritage of the West deserves a more substantive and intellectually stimulating treatment.

ISI intends through this program to provide students with an opportunity to study and discuss the norms and institutions that sustain a free society, and thereby ISI helps to assure the presentation of a better balance of views to the academic community.

Other ISI Programs

Individual Membership

Students and Faculty can receive free individual membership to ISI. This includes invitations to events taking place in their area, access to ISI's online lecture library, and a subscription to ISI's Intercollegiate Review. Individuals can sign up through ISI membership cards or by going to join.isi.org

Faculty Associate

Faculty Associates receive special mailings, complimentary books, and preference in attending special ISI conferences.

Join ISI's network of campus groups across the country!

Associated Groups

The Associated Group Program allows interested students to form an ISI chapter on their campus, or to associate a pre-existing student group with ISI. Groups incur no obligation except

agreeing to avoid political activity or endorsements on behalf of ISI. During the course of the year ISI provides the group with a variety of benefits and assistance, especially free ISI books. Start a group or affiliate your group by filling out the Letter of Association on page 24 of this guide and emailing it to programs@isi.org or join online at home.isi.org/programs/groups

ISI Leadership Program

Students become ISI leaders by participating in the programs listed below, being a group leader, or being a Collegiate Network Editor

Independent ISI Lecture Organizer

Students can plan ISI events independently on campus without one-on-one or financial assistance from ISI. These can be large or small, and as simple as organizing a lecture with a professor or a student panel moderated by a professor. Students will be expected to execute this at any ISI event. They must fill out standard ISI Event Feedback form and send completed membership cards and any photos or videos of the event. As an incentive, the individual or club will receive \$100

ISI Recruiter

Students know best who to target on their campuses. As an incentive, ISI rewards individual students or ISI groups for every completed membership card they send back to ISI.

5 new members	1 ISI book	
10 new members	1 ISI book	\$20
25 new members	2 ISI books	\$50
50 new members	3 ISI books	\$100
100 new members	Library of Liberty	\$200

Why become an ISI leader?

- Monetary reward

- Free ISI books
- Nomination for ISI student of the year awards at CPAC (Winner receives free trip to CPAC)
- Better chance of paid support from ISI for lectures and future events
- Consideration for weekend colloquia
- Learn leadership skills

Salvatori Fellowships

Richard M. Weaver Fellowships are awarded to graduate students of demonstrated excellence who are committed to a career of college teaching. The Salvatori Fellowship is a grant in support of graduate work in a field related to the American Founding. As with the Weaver Fellowship, recipients must intend to teach at the college level.

Honors Program

The ISI Honors Program is a highly selective, yearlong mentoring fellowship for 50 of the nation's most promising undergraduates. Honors Fellows are assigned an Academic Mentor who guides them through reading projects and advises on intellectual questions and career options. Fellows explore the West's intellectual tradition at weeklong, all-expenses paid summer conference, at weekend colloquia, and through online correspondence.

Colloquia

ISI Colloquia are one and two-day conferences that examine a topic from the perspective of various disciplines. Attendance is limited to a selected group of students, with preference given to ISI groups and leaders.

Leadership Conferences

The Leadership Conferences deal both with practical campus organizing techniques and larger intellectual topics of concern.

Summer Schools

Each summer ISI holds intense, week-long explorations of an important theme directed by a faculty of nationally known scholars.

The Collegiate Network

ISI funds independent school newspapers through its Collegiate Network. The Collegiate Network supports over 55 independent campus newspapers through annual grants and annual conferences.

ISI Publications

The Intercollegiate Review

ISI's flagship publication, *The Intercollegiate Review*, consistently provides critical and detailed, yet highly readable, commentary on a wide variety of topics related to scholarship and culture. Through its essays and reviews, the *IR* presents a thoughtful and thought-provoking perspective on contemporary issues by digging to the roots: first principles, philosophy and religion, economics and politics, and cultural and historical forces.

Modern Age

Modern Age's founding editor, Russell Kirk, stated at the outset that the journal "intends to pursue a conservative policy for the sake of a liberal understanding." *Modern Age's* dedication to this purpose has played an important part in the conservative intellectual revival since 1957. Under the direction of its current editor, the journal continues to meet this responsibility with a renewed vigor.

ISI Book Program

ISI Books publishes important thinkers such as Aleksandr Solzhenitsyn, Robert Bork, Harvey Mansfield, Robert P. George, John Lukacs, Paul Hollander, George Carey, Ralph McInerny, George Nash, Allan Carlson, Peter Lawler, and Roger Scruton, and is proud to offer new editions of works by Russell Kirk, Richard Weaver, Wilhelm Röpke, Eric Voegelin, and many other leading figures of the twentieth century. Readers interested in the history and traditions of American and Western civilization may also be drawn to our Lives of the Founders series—short, accessible biographies of influential but now largely forgotten Founding Fathers—as well as our Library of Modern Thinkers, which provides authoritative introductions to the work of eminent intellectual figures.

STATEMENT ON POLITICAL ACTIVITY

As a non-profit, non-partisan educational organization, ISI is not permitted by IRS regulations to engage in political activity beyond a certain amount. ISI's policy, however, is even more restrictive. ISI does not engage in *any* political activity at all, and this policy applies to all groups associated with ISI.

Political activity is defined as:

- Contacting, or urging the public to contact, members of a legislative body for the purpose of proposing, supporting, or opposing legislation
- Advocating the adoption or rejection of legislation
- Recruiting, supporting, or opposing political candidates

A "legislative body" is anybody in civil government, any agency of government, any decision-making body within the community or college, or the general public or university community making a decision in referendum. "Public" means the persons in the general community or any part of it, or the persons in the university community.

"Legislation" includes any action by Congress, state legislature, local council, or governing body, by the public in a referendum or initiative, by any multi-state, multi-nation, or international body, or by any governing body of a university including student government, except insofar as the legislation of the campus governing body directly affects the associated group.

A candidate for public office is an individual who offers himself or is proposed as a contestant for an elective public or other office, including within the university or student government. Activities which constitute *participation* or *intervention* include, but are not limited to, advertising, publication, or distribution of written or printed statements, or the making of oral statements on behalf of, or in opposition to, the candidate.

SAMPLE SPEAKER INTRODUCTION

Good evening. My name is *[Your name]*, and I am *[Introduction]*. On behalf of *[Local Group]* and the Intercollegiate Studies Institute, I would like to welcome you to tonight's lecture on *[Title]* by *[Name of Guest Speaker]*. *[Local Group]* is a group that . . . *[General Introduction of Your Group]*.

The Intercollegiate Studies Institute (ISI) is a non-profit, non-partisan, educational organization dedicated to preserving the principles of our American heritage. It works to enhance the quality and breadth of college education. You can learn more about ISI and sign up to receive publications free of charge by completing an ISI membership card at the table outside *[Hold up ISI brochure]*.

Tonight's speaker *[Speaker's name]* is *[follow with information taken from the speaker's vita; remember to cite a few of the speaker's books, with publisher and publication date, if applicable]*. His talk on *[Lecture title]* is both relevant and important because *[a sentence or two to describe the relevance and importance of the lecture to the audience]*. Please join me in welcoming *[Speaker's name]*.

SAMPLE PRESS RELEASE

FOR IMMEDIATE RELEASE

www.ISI.org

Contact: John Doe

(555-555-5555)

xxx@gmail.com

“Headline Here”

Wilmington, DE - March 1, 2013 – The Intercollegiate Studies Institute (ISI), a national educational organization headquartered in Wilmington, Delaware, presents a lecture featuring Rusty Reno, Editor for *First Things: A Journal of Religion, Culture, and Public Life*...

Speaker’s Bio

Event Details:

- Campus Host
- Lecture Title
- Location
- Time
- Date

Founded in 1953, ISI works “to educate for liberty”—inspiring college students to discover, embrace and advance the principles and virtues that make America free and prosperous.

For more information, contact John Doe at xxx@gmail.com or (555-555-5555)

POST-LECTURE

- Send payments to lecturer and any vendors
- Thank your lecturer
- Fill out the mandatory ISI questionnaire and send back to ISI
- Send ISI membership cards filled out at event (Your program officer can provide you pre-paid envelopes upon request.
- Send ISI copies of advertisements
- Send ISI any photos of event
- Send ISI any video of event
- Send ISI any pertinent news coverage of the event.

Return to:
3901 Centerville Road
Wilmington, DE 19807

Or email your program officer

INTERCOLLEGIATE STUDIES INSTITUTE

EVENT EVALUATION FORM

Please keep in mind that completing this form as fully as possible will help guarantee the success of future events. Email any photos/video of the event to your ISI program officer, and mail all membership cards to:
3901 Centerville Road, Wilmington, DE 19807.

To ensure consideration for future funding, the aforementioned requirements must be met. We look forward to working with you in the coming years to promote the virtues and principles which make American free, prosperous and moral.

Your name:

School/Organization:

Group Name:

Speaker/Event:

Date:

Location:

Number of attendees:

Memorable highlight(s) from speech/event (1-3):

Audience reaction and/or comments about speaker/topic:

Comments from other attendees (specify name and school/organization of individuals):

What pre- and post-media coverage did the event receive from school/local press?

What advice would you offer other students or organizations who want to host the speaker?

Additional Comments:



LETTER OF ASSOCIATION

Intercollegiate Studies Institute
3901 Centerville Road
Wilmington, DE 19807

Dear Director of Education,

As matriculated students studying at *(enter school name here)* _____ we request that the *(enter group name here)* _____ be accepted (or continue) as an associated group of the Intercollegiate Studies Institute (ISI). A current electronic roster listing the contact information for the officers of the group and the general membership is attached.

By returning this letter, the *(enter group name here)* _____ agrees that it will not engage in any political activity or affiliate with any political organization, according to the definition of “Political Activity” established by ISI (see below).

As an associated group of ISI, we agree to promote among students, faculty, and other community members at our college or university ISI’s mission “to discover, embrace and advance the principles and virtues that make America free and prosperous.” We understand that we are expected to regularly communicate with the Regional Program Officer assigned to our school, submit updated group rosters whenever there are changes to group membership, and routinely recruit new ISI members.

Sincerely,

Name:	Position:	Date
Name:	Position:	Date:
Name:	Position:	Date:
Name:	Position:	Date:

Faculty advisor (not required): _____

E-mail this form along with a group roster to our Programs staff at:
programs@isi.org