



# University of Colorado

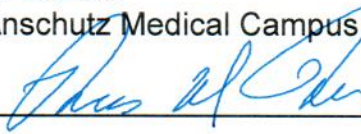
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Bruce D. Benson  
President

October 24, 2016

## MEMORANDUM

TO: Philip P. DiStefano, Chancellor, CU Boulder  
Pam Shockley-Zalabak, Chancellor, UCCS  
Dorothy Horrell, Chancellor, CU Denver  
Don Elliman, Chancellor, CU Anschutz Medical Campus

FROM: President Bruce D. Benson 

RE: Guidelines on Inviting Government Officials to Campus

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Please forward this to all departments and units on your respective campus.

The University of Colorado System Office of Government Relations exists to work with elected and appointed officials in the congressional, legislative, and executive branches of the federal and state governments on behalf of the entire university. If you would like to invite a federal or state official to an event or tour associated with the University, please contact the Office of Government Relations. The Office of Government Relations will facilitate contacting the official on behalf of your department or unit.

We need to comply with state and federal rules that govern lobbying activity. The staff within the Office of Government Relations knows those rules well and will help ensure compliance.

Finally, working through the government relations office ensures that critical relationships with elected officials are maintained and leveraged to fulfill the budget and legislative goals of the University. With the many extraordinary events and activities happening throughout the CU community, we have a great opportunity to meet these goals together.

### Contact:

- **For state officials:** Heather Retzko, Director of State Relations, [heather.retzko@cu.edu](mailto:heather.retzko@cu.edu) – 303-831-9295
- **For federal officials:** Jack Waldorf, Director of Federal Relations, [jack.waldorf@cu.edu](mailto:jack.waldorf@cu.edu) – 303-831-6385
- **For general questions:** Office of Government Relations – 303-831-6192