



ORIENTATION PACKET



May 16, 2023

Dear EFL Rice Student Participant,

Enclosed please find the orientation materials for the Economics for Leaders program being held June 12-18, 2023 at Rice University. This packet should prepare you for the program and answer any questions you may have.

We have included the following items:

- Program orientation information summarizing classroom, lodging, and dining hall locations and an overview of the program and student goals
- Tentative program schedule
- A campus map
- Ground transportation information
- Information regarding registering for college credit through our university partner, University of Colorado, Colorado Springs.

You are required to attend all program lectures, student activities, and accompanying meals outlined in the schedule. If there is an anticipated conflict, let us know immediately at 530.757.4630. If there are any last-minute travel changes or emergencies ON OR AFTER MONDAY, JUNE 12, please call our staff person on site, Sara Stancliffe, at 319.371.6071.

We look forward to your participation in EFL Rice.

Sincerely,

Donna Montgomery

Donna Montgomery

Coordinator, Planning + Outreach

Foundation for Teaching Economics



STUDENT ORIENTATION INFORMATION



ECONOMICS FOR LEADERS (EFL) – June 12-18, 2023

Rice University - Houston, TX

Registration/Check-In

Monday, June 12, 2023 between 2:00 - 4:00 PM at the front desk of Will Rice College, located at 6330 Main St. Houston, TX 77005. Room keys and meal cards will be distributed during this time. FTE staff will be on site from 2:00 PM on Monday, June 12th through 11:00 AM on Sunday, June 18th.

<https://www.rice.edu/campus-maps>

Parking

If students drive themselves to the program, it is important to understand they will not be permitted the use of the car during the program. Parking permits will need to be arranged directly by the student and are not guaranteed. We do not advise driving yourself to the program.

Housing

Students will stay in the Will Rice Residence Hall. Students will be housed two per room and separated by gender. Bathrooms are gender specific and communal. FTE Program Coordinators reside in adjacent rooms to the students and are available 24 hours a day. Upon departure from the program, the dormitory room should look as it did when the student arrived.

Meals

Students will eat their meals together throughout the program in the South Servery, except for Thursday night's dinner – this meal is at the participant's own expense. Any extra snacks, outside of the program meals, will be at the participant's expense. Any extra snacks, outside of the program meals, are also at the participant's expense.

Meeting Room

Farnsworth Pavilion, Ley Student Center

Recreation Options

FTE is currently working with Rice University to try to arrange group access to the university's recreation center for

participants. Individual access will not be available. Activities will be planned during scheduled recreation time by the Program Coordinators.

Off Site Excursion

On Thursday afternoon, the group will leave for an off-site activity, traveling via private bus to the Houston Astros game. Dinner is at your own expense.

Expenses

Program expenses, including room and board, will be paid for by the Foundation for Teaching Economics (FTE). Participant expenses include travel to and from the program site, and any additional incidental expenses. It will be your responsibility to have enough cash to handle incidentals. Neither FTE staff nor Rice University will cash any checks. Please do not bring a large amount of cash to the program.

All keys and access/meal cards must be returned at the end of the program. The FTE will not cover lost or unreturned keys. Participants will be charged for lost or unreturned room keys and \$10 if lock-out services are needed. The charge for lost or unreturned room keys can range from \$100-\$500.

Personal Supplies

Bring items that will make your stay comfortable, including personal hygiene items and shower slippers/flip flops. All bedding, linens and towels are provided by Conference Services. All classroom supplies will be provided by FTE. Neither Rice nor FTE can assume responsibility for your personal belongings – Laptop computers are not required and bringing them is at the discretion of the participant.

Dress Code

Classroom-appropriate, casual, comfortable clothing is the rule on campus. Shorts, t-shirts and jeans are acceptable. Shoes, sandals or flip flops must be worn to the classroom and dining room. Bring appropriate clothing and closed-toed shoes (that can get dirty) for the outdoor leadership activities and the optional recreation activities such as swimming, basketball and volleyball. Include a sweatshirt or warm jacket as it can be chilly in the evenings.

Emergency Phone Numbers

Rice University Campus Police:
Annex, 6100 Main MS-551
Houston, TX 77005

Campus Police: 713.348.6000
Police: 911

Parents are always notified in the event of a medical emergency

Visitors

Economics for Leaders is a program of strenuous learning. Classes begin after breakfast and continue at various times throughout the day until late evening the entire week. Since classes occupy most of the student's time, no visitors may be invited to campus.

Program Overview

Economics for Leaders represents a unique experience in economics education that brings together high school juniors and seniors selected for their leadership potential who want to study economics. The EFL one-week program encompasses 30 hours of instruction plus small group sessions and workshops. The combination of classroom instruction, question and answer sessions, small group discussion, and workshops presents information in a rich and varied format, encouraging active student participation. Economics professors selected nationwide for their expertise and teaching effectiveness lead classes using case studies to illustrate economics principles and leadership concepts.

EFL is designed to create a diverse learning environment for the students. In addition to study sessions, the program also includes leadership components which emphasize self-exploration through teamwork exercises. These activities provide a physical outlet and an enjoyable diversion from the economics lessons.

Student Goals:

1. Become articulate on the basic forces moving and coordinating the economy.
2. Learn about the economic aspects of select current national and international issues.
3. Gain leadership skills.
4. Foster a commitment to continued learning about economics and leadership.

UCCS Graduate Credit

Registration is optional and is completed directly through UCCS online. Directions on how to enroll in this credit are included below. Please note - the deadline to register for credit with UCCS is July 31, 2023. There are additional reading and assignments that are required for UCCS credit that staff will discuss with students at the program. You may sign up for UCCS credit after you return from the program as the deadline is not until July. That being said, we HIGHLY RECOMMEND registering prior to the start of your program.

Schedule

A final schedule will be distributed at program registration on Monday. The start and finish times of the program will not change whatsoever.

Questions

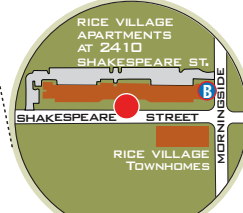
Prior to the start of the program, contact the FTE directly at 530.757.4630 with any questions. For a travel change or emergency on MONDAY, JUNE 12th only, you can call the on-site Student Administrator, Sara Stancliffe, at 319.371.6071.

Economics for Leaders - Student Schedule

Rice University June 12-18, 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			BREAKFAST 7:30 - 8:15 am			
	Farnsworth Pavilion					
	8:15-8:30 Pre-test 8:30 - 9:40 am Econ Topic #1 <i>Econ Growth & Scarcity</i> 9:50 - 10:30 am Econ Activity #1 <i>Magic of Markets</i> 10:40 - 11:50 am Econ Topic #2 <i>Opportunity Cost</i>	8:30 - 9:20 am Econ Activity #2 <i>In the Chips</i> 9:30 - 10:30 am Econ Topic #3 10:40 - 11:50 am Econ Topic #4 <i>Markets in Action</i>	8:30 - 9:30 am Econ Topic #5 <i>Labor Markets</i> 9:40 - 10:40 am Econ Activity #3 <i>Job Jungle</i> 10:50 - 11:50 am Econ Topic #6 <i>Incentives, Innovations & the Role of Institutions</i>	8:30 - 8:45 am Econ Activity #4 <i>The Fish Activity</i> 8:45 - 10:00 am Econ Topic #7 <i>Property Rights:</i> 10:10 - 10:40 am Econ Activity #5 <i>Farmers & Fishers</i> 10:50 - 11:50 am Econ Session #8 <i>Government</i>	8:30 - 9:10 am Econ Topic #9 <i>Money & Inflation</i> 9:20 - 10:10 am Econ Activity #6 <i>Tic-Tac-Toe Tariff</i> 10:20 - 11:00 am Econ Topic #10 <i>Internat'l Markets</i> 11:00 - 11:50 am Teacher/Student Close & Post-test	8 - 11 am Check-out
Check In Location: Will Rice College			LUNCH 12:00 - 1:00pm			
	Farnsworth Pavilion					
2:00 - 4:00 pm Registration & Check In Will Rice Lobby	1:00 - 3:00 pm Leadership Exercise #1	1:00 - 3:00 pm Leadership Exercise #2	1:00 - 3:00 pm Leadership Exercise #3	1:00 - 3:00 pm Leadership Exercise #4	1:00 - 3:00 pm Leadership Exercise #5	
Welcome & Ice Breakers	3:15 - 4:00 pm Leadership Debrief	3:15 - 4:00 pm Leadership Debrief	3:15 - 4:00 pm Leadership Debrief	3:15 - 4:00 pm Leadership Debrief	3:15 - 4:00 pm Leadership Debrief	
Farnsworth Pavilion 4:00 - 6:00 pm	4:00 - 5:30 pm Recreation Time	4:00 - 5:30 pm Recreation Time	Off Site Excursion 4:00 - 9:00 pm	4:00 - 5:30 pm Recreation Time	4:00 - 5:30 pm Recreation Time	
6:00 - 7:30 pm Dinner	5:30 - 6:30 pm Dinner	5:30 - 6:30 pm Dinner		5:30 - 6:30 pm Dinner	5:30 - 6:30 pm Dinner	
	Farnsworth Pavilion					
7:30 - 9:30 pm Leadership & Goal Setting	7:00 - 9:00 pm Workshop <i>Leadership/Econ Challenge</i>	6:30 - 9:00 pm Workshop <i>Behavior Styles</i>		7:00 - 9:00 pm Leadership Workshop	Program Evaluation	
	9:15 - 9:45 pm Leadership Debrief	9:15 - 9:45 pm Leadership Debrief	9:15 - 9:45 pm Leadership Debrief	9:15 - 9:45 pm Leadership Debrief	6:30 - 7:30 pm Student Awards Closing Ceremony	
	9:45 - 11:00 pm Social Time	9:45 - 11:00 pm Social Time	9:45 - 11:00 pm Social Time	9:45 - 11:00 pm Social Time	9:00 pm - 11:30 pm Student Party	
			Room Check			

RICE UNIVERSITY CAMPUS MAP



MAP KEY

- Entrance Gates
- Visitor's Entrances
- Bus Stops
- One-way Road
- BCycle Stations

PARKING KEY

- Faculty/Staff Parking
- Resident Student Parking
- Commuter Parking
- Visitor Parking
- Accessible Parking

Parking Lots:

- BA** BioScience Research Collaborative (BRC) Annex
- BG** Biology-Geology Lot
- BRC** BioScience Research Collaborative Garage
- C** Campanile Lot
- CG** Central Campus Garage
- E3G** Entrance 3 Garage
- FC** Founder's Court Visitor Lot
- FE** Facilities, Engineering and Planning Lot
- G** Greenbriar Lot
- GA** Greenbriar Annex
- K** Keck Lot
- LN** Lovett North Lot
- LS** Lovett South Lot
- L6** Lot Six
- M** Moody Lot
- N** North Lot

- NA** North Annex Lot
- NC** North Colleges Residents Lot
- SC** South Colleges Residents Lot
- SS** South Stadium Lot
- W** West Lot

Parking Rates:
 Greenbriar Lot: \$3 each entry, each day
 BRC Annex Lot: \$10 each entry, each day
 All other visitor parking facilities:
 \$1 each 10 minutes, \$12 daily max on each entry

Payment Methods:
 BioScience Research Collaborative Garage and Central Campus Garage:
 Cash or credit card
 All other visitor parking facilities: Credit card only; used to enter and exit

BUILDINGS

- Abercrombie Engineering Laboratory **11**
- Allen Business Center **33**
President's Office
- Anderson Biological Laboratories, M.D. **22**
- Anderson-Clarke Center **74**
Dean, Susanne M. Glasscock School of Continuing Studies, Hudspeth Auditorium
- Anderson Hall, M.D. **10**
Dean, Architecture
- Baker College, James Addison **5**
- Baker College Magisters House **18**
- Baker Hall, James A. III **47**
James A. Baker III Institute for Public Policy
- BioScience Research Collaborative **63**
- Brochstein Pavilion, Raymond and Susan **61**
- Brockman Hall for Opera **81**

- Brockman Hall for Physics **72**
- Brown College, Margaret Root **28**
- Brown College Magisters House **29**
- Brown Hall, Alice Pratt **44**
Dean, Shepherd School of Music
- Brown Hall, George R. **45**
Dean, Wiess School of Natural Sciences
- Brown Hall for Mathematical Sciences, Herman **34**
- Brown Tennis Center, George R. **75**
- Butcher Hall, Dell **48**
- Cohen House, Robert and Agnes **9**
- Cambridge Office Building **78**
- Central Plant **79**
- Central Campus Garage **62**
- Duncan College, Anne and Charles **67**
- Duncan College Magisters House **68**
- Duncan Hall, Anne and Charles **46**
Dean, George R. Brown School of Engineering

- Facilities Engineering and Planning Building **26**
- Fondren Library **12**
- Gibbs Recreation and Wellness Center, Barbara and David **62**
- Greenbriar Building **36**
- Greenhouse **59**
- Hamman Hall **24**
- Hanszen College, Harry C. **6**
- Hanszen College Magisters House **85**
- Herring Hall, Robert R. **41**
- Herzstein Hall **4**
- Holloway Field **7**
Wendel D. Ley Track
- Housing and Dining Offices **20**
- Huff House, Peter and Nancy **13**
Alumni Affairs
- Humanities Building **49**
Dean, Humanities
- Jones College, Mary Gibbs **16**
- Jones College Magisters House **55**
- Keck Hall **8**
- Keith-Wiess Geological Laboratories **23**
- Kraft Hall for Social Sciences **80**
Patricia Lipoma '87 and Jonathan A. Dean, Social Sciences

- Lovett College, Edgar Odell **35**
Lovett College Magisters House
- Lovett Hall **1**
Admission Office, Welcome Center
- Martel College, Marian Fox and Spero P. **53**
- Martel College Magisters House **54**
- Maxfield Hall, Robert and Katherine **2**
- McMurtry College, Burton and Deede **65**
- McMurtry College Magisters House **66**
- McNair Hall, Janice and Robert **57**
Dean, Jesse H. Jones Graduate School of Business
- Mechanical Engineering Building **42**
- Moody Center for the Arts **77**
- Mudd Computer Science Building **40**
- Multicultural Center **19**
- North Servery **56**
- Oshman Engineering Design Kitchen **31**
- Patterson Sports Performance Center, Brian **76**
- Provisional Campus Facilities (1-4) **84**
- Rayzor Hall **25**
- Reckling Park at Cameron Field **50**
- Rice Children's Campus **60**
- Rice Stadium **15**
- Rice University Police Department **43**
U.S. Post Office
- Rich Student Health Center, Morton L. **30**
- Old Richardson College, Sid W. **38**
Housing and Dining Office
- Richardson College, Sid W. **82**
Richardson College Magisters House

COVID TESTING SITES

- McNair Hall (Multipurpose Rooms)
- PCF Tent #1
- Space Science (Room 106)

RMC **21**
Campus Bookstore, Ley Student Center, Rice Memorial Chapel

Ryon Engineering Laboratory **27**

Seibel Servery, Abe and Annie **70**

Sewall Hall **39**

South Servery **64**

South Servery **52**

Space Science and Technology Building **32**

Tudor Fieldhouse and Youngkin Center **14**
Autry Court, Fox Gymnasium

Turrell Skyspace at Booth Pavilion **73**

Waltrip Indoor Training Center **83**

West Servery **69**

Wiess College, Harry C. **51**

Wiess President's House **58**

Will Rice College **3**

Will Rice College Magisters House **17**

Wilson House **71**
Wiess College Magisters

ACADEMIC SCHOOLS

Architecture, School of **10**

Business, Jesse H. Jones Graduate School of **57**

Continuing Studies, Susanne M. **74**
 Glasscock School of

Engineering, George R. Brown **46**
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Social Sciences, School of **80**

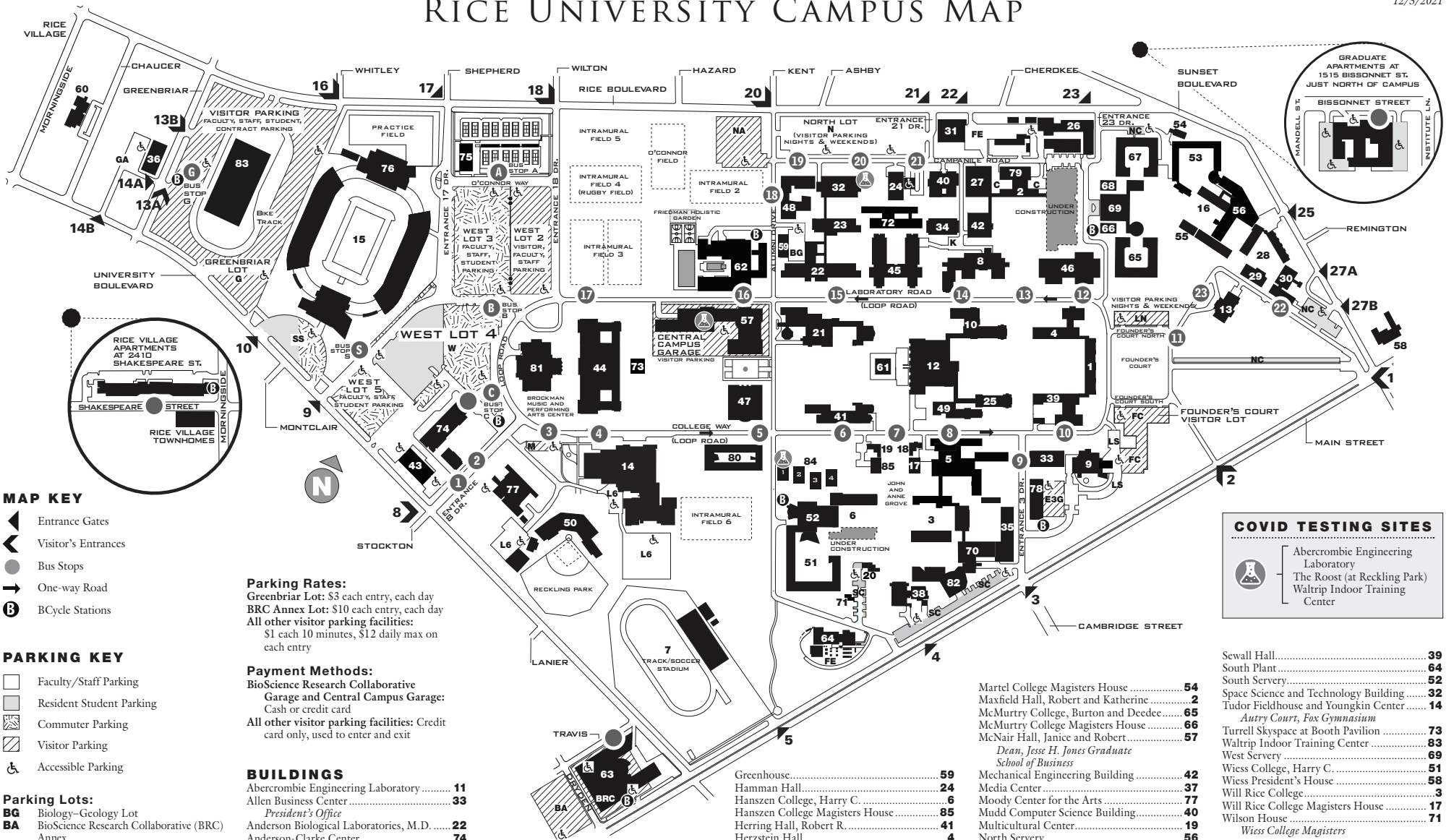
OFF-CAMPUS FACILITIES

Rice Village Townhomes

Rice Graduate Apartments

Rice Village Apartments

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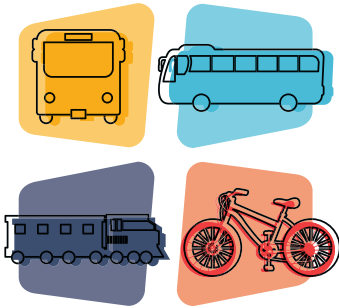
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 - Graduate School of Continuing Studies, Susanne M. Glasscock School of Engineering, George R. Brown School of 46
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 - Social Sciences, School of 80

- OFF-CAMPUS FACILITIES**
- Rice Village Townhomes
 - Rice Graduate Apartments
 - Rice Village Apartments



2023 GROUND TRANSPORTATION

ECONOMICS FOR LEADERS

Rice University
Will Rice College
6330 Main St.
Houston, TX 77005

Conference participants are responsible for arranging and paying for their own transportation to and from the program. The campus is approximately 30 minutes from the George Bush Intercontinental Airport Houston.

A variety of other ground transportation options are available from the airport to Rice, including taxis, buses, and shuttles. For more information on ground transportation you can visit the airport websites listed below.

GEORGE BUSH INTERCONTINENTAL AIRPORT HOUSTON (IAH)

www.fly2houston.com/

Taxi Services

Airport personnel are available from 7:00 a.m. until midnight and will assist with hailing a cab. Approximate cost: \$60.00

To request assistance for taxi service between midnight and 7:00am, call 1-281-233-3169 or use the courtesy phones to dial 23-4198.

All taxis picking up passengers from the airport are fully licensed and drivers must complete a training course in safety driving, customer service and assisting passengers with disabilities.

Airport Location: Taxis depart from the designated taxi zones located outside each terminal.

Ride Share

www.fly2houston.com/iah/taxis-ride-apps

Ride Apps serving IAH are:

- Get Me
- GreenLight (GLT)

- Lyft
- Uber
- Wingz
- Alto

Pick-up area is designated by "Ride App" signs



Did you know you can earn college credit for your participation in Economics for Leaders this summer?

FTE has had a long and successful relationship with the University of Colorado, and the Department of Economics at the University of Colorado, Colorado Springs will offer undergraduate credit for students attending the Economics for Leaders programs. Economics 1320-701 is an undergraduate economics course for non-majors. Students who successfully complete the requirements will receive a transcript from UCCS, showing two semester hours of graded undergraduate credit.

Course: ECON 1320-701 (entry-level, elective, does not count toward an economics major)

Fee: \$244 (fee payable through the FTE/UCCS online portal; do NOT send payment to FTE)

Transcripts: Available from UCCS after grades are posted to your account. All grades for all EFL sessions will be submitted together in late August/Early September 2023. Transcripts can be ordered at https://www.uccs.edu/lases/full_program_listing/fte. Pull down the “Student Resources” tab in the top menu bar.

Requirements:

- Read a supplemental text (approximately 200 page paperback) and take an online exam via Canvas Instructure.
 - The test must be completed by July 31, 2023, or one week after your program ends for programs that start July 24 or later
 - It is highly recommended that students enrolling in the UCSB, UCLA, or University of Michigan programs complete the test BEFORE arriving at the program.
 - The test can be found in the UCCS Canvas Course site (see self-registration instructions below).
 - Required Text: *The Economics of Public Issues* by Miller, Benjamin and North (19th or 20th editions). Affordable used copies can be found on Amazon or other online book retailers.
 - *The Economics of Public Issues* is a very accessible reader, intended for introductory level college economics courses, but also used in many high school classrooms. It includes 30 short, 4-6 page chapters in which basic economic reasoning is used to explain contemporary mysteries of human behavior. For more information about *The Economics of Public Issues*, visit the [publisher’s website](#).
- Attendance and participation in all scheduled activities during EFL
- A score of 75% or better on the EFL post-test, which will be given at the end of your program

Registration Steps:

1. Enroll in Economics 1320-701 through UCCS – the following document will take you through the registration process with UCCS step by step. **NOTE** – this is a several step process which may take a week to 10 days to complete; you must first apply to and be accepted by the UCCS Extended Studies program. Follow each step carefully and note the July 31st registration deadline. Registration must be COMPLETE (not just started) by this deadline – give yourself plenty of time.
2. Use your UCCS login and password to access the UCCS Canvas course for Econ 1320-701 (the link for the Canvas site will be visible on your UCCS Student Portal after you register).
 - This is where you will take the online exam and where we will record your post-test and participation grades.
3. Attend your EFL program and sign the UCCS grade roster at the program, so the mentor teacher or professor can submit a participation grade for you.

We are excited to be able to offer you the chance to earn college credit at a very low cost and we look forward to your participation. We think you’ll enjoy *The Economics of Public Issues* and your first taste of the kind of discussion and interaction you’ll experience in college!

LAS Extended Studies	
Office:	719-255-4071
Toll free:	800-990-8227 x4071
E-mail:	lases@uccs.edu
https://lases.uccs.edu/programs-a-l/fte	

Foundation for Teaching Economics (FTE) Undergraduate Credit Registration Instructions: Summer 2023

Economics For Leaders <i>Credit Section for Students Only</i>	Course number: ECON 1320-701	2 credit hrs	Tuition: \$240	5-Digit Class#: 21177
Registration Deadline: July 31, 2023				

IMPORTANT NOTES:

- ✓ Please use this packet to enroll for credit if you are attending any of the following EFL-Student courses:
 - **VIRTUAL:** EFL-Virtual, Session 1 (June 12-16); EFL-Virtual, Session 2 (June 19-23); EFL-Virtual, Session 3 (July 3-7); EFL-Virtual, Session 4 (July 24-28).
 - **IN-PERSON:** Univ of Texas, Austin (June 5-11); Yale Univ-Session 1, New Haven, CT (June 12-18); Rice Univ, Houston, TX (June 12-18); UC Berkeley-Session 1 (June 19-25); Yale Univ-Advanced, New Haven, CT (June 26-July 2); UC Berkeley-Session 2 (June 26-July 2); UC Los Angeles (June 26-July 2); Cornell Univ-Session 1, Ithaca, NY (July 3-9); Yale Univ-Session 2, New Haven, CT (July 3-9); Cornell Univ-Session 2, Ithaca, NY (July 10-16); Boston College, Chestnut Hill, MA (July 10-16); Univ of Washington, Seattle (July 17-23); Duke Univ, Durham, NC (July 17-23); Vanderbilt Univ, Nashville, TN (July 24-30); Univ of Michigan, Ann Arbor (July 31-August 6); UC Los Angeles-Advanced (July 31-August 6).
- ✓ If you wish to enroll after the published registration deadline, you must contact LAS Extended Studies at lases@uccs.edu to request an Extended Studies late add form. You will be charged a \$25 late registration fee by the University to register late – no exceptions. The best way to avoid this is to register early! Last day to register late for the Summer 2023 semester is August 4, 2023, which is the last day the UCCS Summer 2023 application will be available.
- ✓ Approximately six weeks after the conclusion of the course, you may request your official UCCS transcript: please see <https://registrar.uccs.edu/transcripts>



Have you enrolled in an undergraduate-level course at UCCS in the past 3 semesters?

- If yes, you already have an active myUCCS Student Portal Account and can skip to STEP 3.
- **If you have not been active for the past 3 semesters, you must re-apply to UCCS per the instructions below and your account will re-activate.**
- Forgot your myUCCS Student Portal username/password? Proceed to: <https://accounts.uccs.edu> or call 719-255-4357

STEP 1 ---Apply: Academic Outreach/Extended Studies

Access the "UCCS Academic Outreach Application":

- Go to <https://outreach.uccs.edu/apply>

(go to next page)

Completing the Application:

- Provide your personal information; select **“Save & Next”**
- From the drop down menus:
 - Select an Admit Term: **SUMMER 2023**
 - Select Desired Program: **Undergraduate**
 - Select Undergraduate Program: **Non-Degree High School Student**
- Provide answers to the education and eligibility questions; select **“Save & Next”**
- Verify that the information you provided is correct, select **“Submit”**

STEP 2 ---Claim Your Account

Within 24 hours of submitting your application, you will receive an automated e-mail when your myUCCS student portal account is ready. You can then proceed to <https://accounts.uccs.edu> to claim your account to access your student portal --- where you can register, pay your bill, request transcripts, and the like.



- **Keep this username and password for future access into your myUCCS Student Portal**
- Please note: our automated e-mails may go to “junk mail,” depending upon your e-mail filter set-up.

STEP 3 ---Register and Pay

Log In to your myUCCS student portal: www.uccs.edu/portal

Registration:

- Select **“Register for Classes”** from the Quick Links box; or, select **“Records and Registration”** from the menu at the top right, then select **“Register for Classes”**
 - ✓ Pre-registration verifications: address (*‘Home’ address marked as ‘Local’*), phone numbers, emergency contact
 - ✓ Tuition and Fee Agreement and Disclosure
- **Enter the 5-Digit Class Number “21177”** under “Search by Class Number”. Click **“Submit Class Number”**
- Confirm the details of the course and click **“Next”**
- **Check the box** of the course you would like to enroll, under the **“Select”** column in the shopping cart
- Click **“add selected classes”**
- Confirm the course and click **“Finish Enrolling”**

Payment:

- Select **“View/Pay My Bill”** from the Quick Links box; or, select **“Student Financials (Bursars)”** from the menu at the top right, then select **“View/Pay My Bill”**
- Enter the **payment amount** and **payment method** and click on **“Continue”**
- Provide **payment information** for the selected method and click **“Continue”**
- Confirm the payment information and click **“Confirm”** ---*Print a copy for your records, if needed*