

# NCUIH Releases New Toolkit to Help Urban Indian Organizations Engage Members of Congress

Category: Policy Blog

written by Mary Jomia | October 23, 2025

The National Council of Urban Indian Health (NCUIH) has released a new resource to support Urban Indian Organizations (UIOs) in strengthening relationships with policymakers: *A How-To Toolkit for Inviting Members of Congress to Visit Your Urban Indian Organization*.

**CHECKLIST | For Inviting Members of Congress to Visit Your UIO**

Before the Visit	After the Visit
<b>Scheduling &amp; Outreach</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Review Congressional recess dates (<i>House and Senate</i>)</li><li><input type="checkbox"/> Propose 2-3 possible visit dates that work for clinic leadership and board</li><li><input type="checkbox"/> Identify your Members of Congress via congress.gov</li><li><input type="checkbox"/> Locate district office contact info</li><li><input type="checkbox"/> Call to get scheduler's email address</li><li><input type="checkbox"/> Send invitation email (<i>customized template</i>)</li><li><input type="checkbox"/> Follow up within 1 week if no response</li></ul>	<b>Follow-Up Communication</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Send a thank-you email to scheduler and any attending staffers</li><li><input type="checkbox"/> Recap key conversations or questions raised during the visit</li><li><input type="checkbox"/> Offer to send additional information or materials</li></ul>
<b>Internal Coordination</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Inform leadership, board, and relevant staff about the potential visit</li><li><input type="checkbox"/> Assign a staff lead to coordinate logistics</li><li><input type="checkbox"/> Schedule a planning meeting with internal team</li><li><input type="checkbox"/> Create or update clinic fact sheet and talking points</li></ul>	<b>Internal Debrief</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Hold a short staff debrief to evaluate what went well and what could be improved</li><li><input type="checkbox"/> Collect feedback from participants (<i>clinic and Congressional team, if possible</i>)</li><li><input type="checkbox"/> Store materials used (<i>agendas, handouts, photos</i>) for future visits</li></ul>
<b>During the Visit</b> <b>Hosting Logistics</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Prepare an agenda and share it with the Congressional staff in advance</li><li><input type="checkbox"/> Assign roles (e.g., greeter, tour guide, story sharer, photographer)</li><li><input type="checkbox"/> Set up signage and seating in advance</li></ul> <b>Message Delivery</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Share clinic mission and key data points (<i>patients served, services offered</i>)</li><li><input type="checkbox"/> Share 1-2 stories that highlight your community's needs and successes</li><li><input type="checkbox"/> Highlight at least one specific policy ask or funding concern</li><li><input type="checkbox"/> Offer to serve as a resource on future legislation</li></ul> <b>Documentation</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Take photos (<i>with permission</i>) of the Member interacting with staff and patients</li><li><input type="checkbox"/> Collect quotes or reactions (<i>with consent</i>) for social media or internal reports</li></ul>	<b>Visibility &amp; Reporting</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Post approved photos to social media, tagging the Member (<i>if appropriate</i>)</li><li><input type="checkbox"/> Share a short summary with your board or funders</li><li><input type="checkbox"/> Send NCUIH a short recap for tracking and support at <a href="mailto:policy@ncuih.org">policy@ncuih.org</a></li></ul>

This new toolkit provides step-by-step

guidance for UIOs to invite and host Members of Congress, which provides an opportunity to showcase services provided to American Indian and Alaska Native (AI/AN) people living in urban areas, share community impact, raise awareness of urban Indian health needs, and highlight the importance of federal support for UIOs.

Developed by NCUIH in collaboration with the Global Health Advocacy Incubator, the toolkit includes:

- Step-by-step instructions and best practices for scheduling a congressional visit.
- Template email language to help connect with congressional schedulers.

- Tips for highlighting the impact of UIOs and issues facing Native communities in urban areas.