NATIONAL COUNCIL of URBAN INDIAN HEALTH

A How-To Toolkit for

INVITING MEMBERS OF CONGRESS TO VISIT YOUR URBAN INDIAN ORGANIZATION

STEP BY STEP GUIDE TO

INVITING AND HOSTING YOUR MEMBER OF CONGRESS

Overview

This toolkit is designed to help Urban Indian Organization (UIO) leaders invite their members of Congress to visit their clinics. This guide offers step-by-step instructions, best practices, and templates to make the process seamless. These visits offer powerful opportunities to strengthen relationships with your representatives and highlight issues faced by your clinic and community.

This toolkit was created by the National Council of Urban Indian Health in partnership with the Global Health Advocacy Incubator.

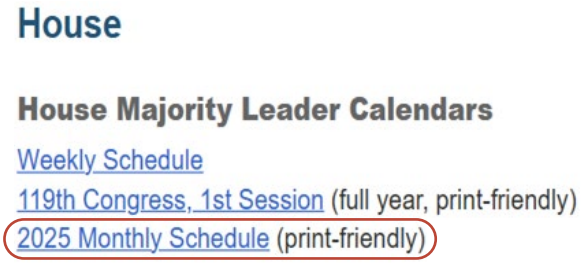
Step 1 Identify Your Members of Congress

Use **congress.gov** by entering your clinic's address to identify your Representative and Senators.

Step 2 Choose the Right Date and Time

It is important to invite your member of Congress to your clinic during their recess period, when the member will be in their district. Click **here** to find the calendars for both the House and Senate.

For the House of Representatives:
Click on **Monthly Schedule.**


House

House Majority Leader Calendars

Weekly Schedule
119th Congress, 1st Session (full year, print-friendly)
2025 Monthly Schedule (print-friendly)

For the Senate:
Click on **Floor Schedule** and then **Calendar Format.**


Senate

Senate Leadership Calendars

Floor Schedule
119th Congress, 1st session (PDF)
Senate Republicans
Senate Democrats

Tentative 2025 Legislative Schedule

119th Congress, 1st Session

The *tentative schedule* for 2025 has been announced. The list below identifies expected non-legislative periods (days that the Senate will not be in session). The schedule is also available in calendar format (PDF). The 2024 tentative schedule is still available.

Select a date and time that your member is NOT in session that also works for your clinic's leadership and board members. Once you find a date/time that coordinates with your member's and clinic's schedule it is time to invite them!

Step 3 Send Request Via Email Inviting Your Members of Congress to Your Clinic

Once you have entered your clinic's address into congress.gov and received results, click **Contact** next to their name *(example below)*.

1. Representative Ansari, Yassamin

State: Arizona

Party: Democratic

Served: House: 2025-Present

Contact: 1432 Longworth House Office Building
(202) 225-4065
Contact

After clicking the contact button, it should take you to your member's unique contact page. Find your district office phone number (typically at the bottom of their webpage) and **call to ask for the district office scheduler's email.**

Once you have the correct email address, **send their scheduler an invitation to tour your clinic.**

Template

Hello,

With Congressional recess approaching, the **[Your Clinic Name]**, located in **[City, State]**, would like to invite **[Rep./Sen. Last Name]** to visit our clinic.

[Briefly describe your clinic's mission, services, and the community you serve.] We would be honored to host **[Rep./Sen. Last Name]** on **[insert date(s)/time range]**.

Please feel free to connect us to the **[REPRESENTATIVE/SENATOR]**'s scheduler to find a time that works for their schedule.

We look forward to hosting the **[REPRESENTATIVE/SENATOR]**!

Thank you,

Once you confirm a date with staff members in your Representative/Senator's office, it is time to prepare for their visit!

Step 4 Preparing for a Member of Congress to Visit

Background Research

To prepare for the visit, it is recommended that you explore their background and policy interests to have a productive conservation.

Using the website that you found their district office phone number, explore their "About" section, Issue Areas>Healthcare, and their press releases to be up to date/find common topic areas.

Prepare Your Stories, Opportunities, and Challenges

Prepare your staff and clinic to show how you are good stewards of all your types of funding sources, the types of services and patients you serve, stories, and opportunities and challenges that your member of Congress should be aware of.

Be Prepared to Take Pictures

This is a phenomenal time to take pictures and highlight your clinic on social media. Plan for many photos to be taken by the staff of your Representative/Senator.

Leave Behinds

Feel free to prepare any resources/documents you would like to share with your member of Congress to showcase your services/needs.

Step 5 Follow Up After the Visit

After the visit has occurred, please send a thank you email to the staffer you have been in contact with. Feel free to highlight any conversations you had and offer to be a resource on any issues related to your clinic.

Template

Subject: Thank You for Visiting **[Your Clinic Name]**

Hello **[Staffer Name]**,

Thank you again for facilitating **[Rep./Sen. Last Name]**'s visit to our clinic. We appreciated the opportunity to showcase our services and discuss key issues impacting our community.

Please do not hesitate to reach out if we can be a resource moving forward.

Warm regards,

Ultimately, a visit from your members of Congress is the best way to begin/continue a working relationship with their office, so be sure to be honest and enthusiastic!

CHECKLIST | For Inviting Members of Congress to Visit Your UIO

Before the Visit

Scheduling & Outreach

- ☐ Review Congressional recess dates *(House and Senate)*
- ☐ Propose 2–3 possible visit dates that work for clinic leadership and board
- ☐ Identify your Members of Congress via congress.gov
- ☐ Locate district office contact info
- ☐ Call to get scheduler's email address
- ☐ Send invitation email *(customized template)*
- ☐ Follow up within 1 week if no response

Internal Coordination

- ☐ Inform leadership, board, and relevant staff about the potential visit
- ☐ Assign a staff lead to coordinate logistics
- ☐ Schedule a planning meeting with internal team
- ☐ Create or update clinic fact sheet and talking points

During the Visit

Hosting Logistics

- ☐ Prepare an agenda and share it with the Congressional staff in advance
- ☐ Assign roles *(e.g., greeter, tour guide, story sharer, photographer)*
- ☐ Set up signage and seating in advance

Message Delivery

- ☐ Share clinic mission and key data points *(patients served, services offered)*
- ☐ Share 1–2 stories that highlight your community's needs and successes
- ☐ Highlight at least one specific policy ask or funding concern
- ☐ Offer to serve as a resource on future legislation

Documentation

- ☐ Take photos *(with permission)* of the Member interacting with staff and patients
- ☐ Collect quotes or reactions *(with consent)* for social media or internal reports

After the Visit

Follow-Up Communication

- ☐ Send a thank-you email to scheduler and any attending staffers
- ☐ Recap key conversations or questions raised during the visit
- ☐ Offer to send additional information or materials

Internal Debrief

- ☐ Hold a short staff debrief to evaluate what went well and what could be improved
- ☐ Collect feedback from participants *(clinic and Congressional team, if possible)*
- ☐ Store materials used *(agendas, handouts, photos)* for future visits

Visibility & Reporting

- ☐ Post approved photos to social media, tagging the Member *(if appropriate)*
- ☐ Share a short summary with your board or funders
- ☐ **Send NCUIH a short recap for tracking and support at policy@ncuih.org**

NCUIH

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