



**American
Nurses**
Association

In-District Meeting Guide

POLICY AND GOVERNMENT AFFAIRS TEAM

**The Power
of Nurses™**



Welcome

While the American Nurses Association (ANA) advocates for top nursing priorities year-round, nothing is more powerful than lawmakers hearing directly from nurses and nursing students in their district or state. Your voice brings these issues to life—and shows what’s at stake for the nation’s largest healthcare workforce sector.

Nurses have been voted the most honest and ethical profession for [over 20 consecutive years](#), with 76% of Americans rating nurses’ ethical standards as “very high” or “high” in 2025. This is The Power of Nurses™, and a reason why using your voice to advocate for the profession and patients is so impactful.

This In-District Meeting Guide provides resources for engaging with your federal legislators back home. You’ll find information on how to schedule meetings, a day-of checklist, suggested follow-up language, resources, templates, and more.

For questions, reach out to gova@ana.org. Already scheduled a meeting? Fill out this [form](#) to let us know!

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Scheduling an In-District Meeting

Engaging with your representatives and their staff in the district helps bring the issues home for lawmakers.

1) Request a meeting:

- a. Find your representative's contact information (see resources on page 9). You can call their district office and ask who to send a meeting request to or visit the office's website.
- b. Include who you are, why you're requesting a meeting, who will be attending the meeting, and potential dates in the request. An email template can be found on pages 10 and 11.

2) Follow up on your request:

- a. Haven't heard back or gotten a specific date/time for a meeting? Politely follow up after a week. Follow up again as needed.

3) Connect with ANA:

- a. Once you have a meeting scheduled, [let us know](#)! ANA's Policy and Government Affairs team is here to answer technical questions and address concerns.

4) Confirm appointment:

- a. Check in with the legislator's office one week prior to the scheduled time to confirm the meeting.

Tips and Tricks

- **Plan ahead:** It often takes multiple weeks to set up a meeting in the district. Offer multiple dates and times, and follow up with the office as needed.
- **Be flexible:** Understand that meetings may be moved, as Members' schedules are constantly in flux. Being flexible helps ensure that your meeting will be scheduled. When a date and time is offered, we encourage you to accept it, even if not all interested parties can attend.
- **Connect with your state association:** Reach out to your [state nursing association](#) as they may already have a meeting scheduled, or for additional resources.



Planning a Site Visit

Interested in hosting your Member of Congress at your hospital, clinic, university, or community health setting instead of a traditional in-district meeting? Request a site visit rather than a meeting.

1) Request a site visit:

- a. Find your representative's contact information (see resources on page 9). You can call their district office and ask who to send a request to or visit the office's website.
- b. Coordinate with your institution and the Congressional office as early as possible.
- c. *Note:* Site visits are a great way to bring the issues home but may be interrupted at larger facilities that have government affairs staff.

2) Follow up on your request:

- a. Haven't heard back or gotten a specific date/time for a site visit? Politely follow up after one week. Follow up again as needed.

3) Connect with ANA:

- a. Once you have a site visit scheduled, [let us know!](#) ANA's Policy and Government Affairs team is here to answer technical questions and address concerns.

4) Confirm appointment:

- a. Check in with staff one week prior to the scheduled time to confirm the site visit.

Tips and Tricks

- **Welcome sign:** Displaying a welcome sign in a high visibility area is a great way to greet the official and encourage photos during the site visit.
- **Respect time:** Members have tight schedules. Make an agenda to give an approximate time for each portion of the visit (introductions, facility tour, policy discussion, etc.).
- **Connect with your state association:** Reach out to your [state nursing association](#) as they may already have a site visit scheduled in your area, or for additional resources.



What to Expect

While each meeting or site visit with lawmakers and their staff will be unique, there are some things you can plan for:

- **The ask:**
 - ANA's Policy and Government Affairs team will establish and create resources for the issues you'll be advocating for each year.
 - You can find issue briefs and additional information on the [In-District Meetings](#) page on RNAction. Reach out to ANA staff at gova@ana.org with any questions.
- **Attendees:**
 - Reach out to your state nursing association to see if they have a meeting scheduled or are in the process of scheduling one.
 - We encourage nurses and nursing students to attend in-district meetings. The more constituents that lawmakers hear from, the better.
- **Prepare your story:**
 - It may help to practice your story or remarks, which could look something like this:

“Hello, my name is _____. I am a constituent from [city] and a [title/position] at [healthcare facility or university].

I'd like to share how [issue/policy] will impact myself and patients in our district... / I have personally benefited from [program/funding]... / As a nursing student, this issue will...

Thank you for your time. I am happy to answer any questions you have.”

Sample Agenda

Here is what your meeting may look like:

- **Introductions:** Take time for brief introductions at the beginning of the meeting. Mention where you live, what type of health care facility you work in or where you are a student, and that you are a constituent.



- **Tour:** Scheduled a site visit? Factor in time for the facility tour and related discussions like if the site has benefitted from federal funding or programs.
- **Issue overview:** Next, go over the topics for the meeting. Outline the overall topic for discussion, then go into each issue in further detail with time for personal stories and questions in between.
- **Storytelling:** Personal stories are one of the best ways to bring the issue home for lawmakers. Share how an issue has assisted your work or made it more difficult, how you've seen policies impact patients first-hand, and connect the issue to your community and district.
- **Make the ask:** End the meeting with specific asks:
 - “Will you cosponsor _____?”.
 - “Can we count on you to support _____?”



Making the Most of Your Meetings

- **Be prepared:** Know the issues and bring materials to the meetings to reference. Connect with us if you need assistance finding resources. Research your legislators and learn their voting history, if they've cosponsored key bills, their committees, etc.
- **Dress professionally:** You're representing the nursing profession, and we encourage you to dress accordingly! Wear your workwear or dress in business clothes.
- **Be polite:** Stay respectful and remember to thank the lawmaker or their staff for their time.
- **Don't stress if you don't know:** It's better to say you're not sure and follow up later than to provide uncertain answers. Reach out to gova@ana.org with any questions.
- **Meetings with staff:** The lawmaker may be unavailable, but meetings with staff are equally important. Staff help guide and implement the legislator's policy agenda; today's Interns are tomorrow's Chiefs of Staff.
- **Keep it simple:** Avoid technical terminology and remember to provide examples.
- **Share your story:** Talk about YOU! Share your experiences as a nurse and constituent.
- **Make the ask:** Be direct and confident about what you'd like your Member of Congress and their office to do.
- **Take notes:** Assign someone to take notes and record any commitments or follow-ups that need to be made and communicate those to ANA staff.

Do

- Follow up with the office!
- Be concise
- Bring the issue home

Don't

- Assume prior knowledge
- Go off topic
- Get political



Recommended Follow-up

Always follow up after a meeting with your legislators or their staff.

1) Designate a point person to follow up with the office:

- a. Send an email thanking them for their time, highlighting the issues you discussed, and providing any information promised during the meeting.
- b. Email template on page 12.

2) Post on social media:

- a. If possible, take a photo with the lawmaker or other attendees to share.
- b. Use #ThePowerOfNurses, #nursesinaction, and #nursesvote. Reach out to us if you need assistance with crafting a post.
- c. Samples:

“I met with @LawmakerHandle to share how [issue] impacts #nurses. Proud to use my voice to support nurses and the patients we care for! #ThePowerOfNurses”

“Thank you @LawmakerHandle for meeting with nurses to discuss [issue]. I look forward to continuing to... #ThePowerOfNurses”

3) Connect with ANA:

- a. Let us know how your meetings went! Fill out this [form](#).
- b. This helps ANA create its legislative strategy throughout the year and informs additional follow-up on Capitol Hill as needed.



Day-of Checklist

Before the meeting

- ☐ **Materials:** Have your documents, business cards, and leave behinds ready.
- ☐ **Arrive early:** Aim to arrive at least 15 minutes before the start of the meeting to touch base with attendees and discuss the game plan and agenda.
- ☐ **Assign a note taker:** This person will oversee note taking and document information to include in the follow-up email.
- ☐ **Dress appropriately:** Wear your workwear or dress in business attire.

During the meeting

- ☐ **Contact information:** Exchange contact information with the staffer or legislator you are meeting with. Leave a business card if you have one.
- ☐ **Request action:** Make a clear and concise ask.
- ☐ **Leave behind:** Don't forget to pass along any leave behind materials to staff or the lawmaker.
- ☐ **Take photos:** Group photos with all the meeting attendees are highly encouraged.

After the meeting

- ☐ **Follow up:** It is best practice to send a follow-up email within 48 hours of the meeting.
- ☐ **Post on social:** Posting on social media is a great way to highlight your advocacy and thank the office for their time and consideration.
- ☐ **Let us know how it went:** Don't forget to [let us know](#) how the meeting went!



Resources

When you meet with your lawmakers, you're advocating for nurses and patients in your community. Prepare for a successful meeting with these resources:

- [**Congressional Calendar**](#): View in-district work periods to find out the best times to meet with your members of Congress. *Calendars are subject to change.*
- [**House of Representatives**](#): Learn about your members of Congress, House of Representatives leadership, House Committees, and more.
- [**U.S. Senate**](#): Learn more about your U.S. Senators, Senate Committees, Senate leadership and more.
- [**Find my Representative**](#): Unsure who your Representative and Senators are? Input your address to find out.
- [**Legislation Lookup**](#): Learn more about nursing issues and legislation. Search for bills by sponsor, title, key committee, and more.
- [**RNAction Center**](#): Take action for top nursing priorities using ANA's action center.
- [**Nursing Caucuses**](#): Members on the House and Senate Nursing Caucuses are our nursing champions. See if your representative is part of their caucus.
- [**Legislative Process**](#): Familiarize yourself with the legislative process.



Templates

Meeting Request Email from C/SNA:

(Please personalize the comments in red)

Subject line: Meeting Request with [Senator/Representative Last Name] to Discuss Nursing Priorities

Dear [Senator/Representative Last Name / Name of Scheduler],

I am writing to request time to meet with you and your staff in [district office location/site visit/CSNA office] to discuss [federal policy issues, ex: nursing infrastructure, the Title VIII Nursing Workforce Development Programs]. We are available on [potential dates for meeting].

As the [Constituent/State Nursing Association name], we represent nurses in your district and beyond. We look forward to discussing how to better address [insert policy issues] to ensure that nurses are supported and patients receive the quality care they deserve and that nurses proudly provide every day.

Attendees for the meeting include:

[Name, City]

[Name, City]

Thank you in advance for your consideration. Should you have any questions or if I can be of service, you can reach me at [phone number] or [email address].

Sincerely,

[Your Name]

[Your Title/Role]

[City, State]



Meeting Request Email:

(Please personalize the comments in red)

Subject line: Meeting Request with [Senator/Representative Last Name] to Discuss Nursing Priorities

Dear [Senator/Representative Last Name / Name of Scheduler],

I am writing to request time to meet with you and your staff in [district office location/site visit/CSNA office] to discuss [federal policy issues, ex: nursing infrastructure, the Title VIII Nursing Workforce Development Programs]. I am available on [potential dates for meeting].

As a [title/position] and your constituent, I look forward to discussing how to better address [insert policy issues] to ensure that nurses are supported and patients receive the quality care they deserve and that nurses proudly provide every day.

Attendees for the meeting include:

[Name, City]

[Name, City]

Thank you in advance for your consideration. Should you have any questions or if I can be of service, you can reach me at [phone number] or [email address].

Sincerely,

[Your Name]

[Your Title/Role]

[City, State]



Post-Meeting Follow-Up Email:

(Please personalize the comments in red)

Subject line: Follow-up: Meeting with Nurses on [date]

Dear [Senator/Representative Last Name / Name of Staffer],

Thank you for taking the time to meet with me and fellow nurses on [insert date]. It was a pleasure to discuss top nursing priorities with you/your office and how they impact the profession and the patients we care for.

As you recall, we discussed [insert list of policy issues; ex: workplace violence prevention, the reauthorization of the Title VIII Nursing Workforce Development programs, etc].

Thank you for supporting/cosponsoring [insert bills/issues].

As a nurse, I urge you to support/cosponsor [insert bills/issues]. Your leadership is crucial in ensuring strong, supportive policies for nurses and our healthcare system.

Thank you again for taking the time to meet with me. Please don't hesitate to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Title/Role]

[City, State]



Thank you

When nurses speak, Washington listens. Meeting with your representatives and their staff is one of the best ways to make your voice heard on issues that affect nurses and the patients you serve. If you have any questions about scheduling meetings or concerns about attending a meeting, please do not hesitate to connect with ANA staff at gova@ana.org.

Thank you for educating lawmakers on the real-world impacts of health policy.



Nurses meeting with Rep. Kiggans (VA-02)



Nurses meeting with Rep. Courtney (CT-02)



Nurses at ANA Hill Day 2024