



ADVOCACY TOOLKIT

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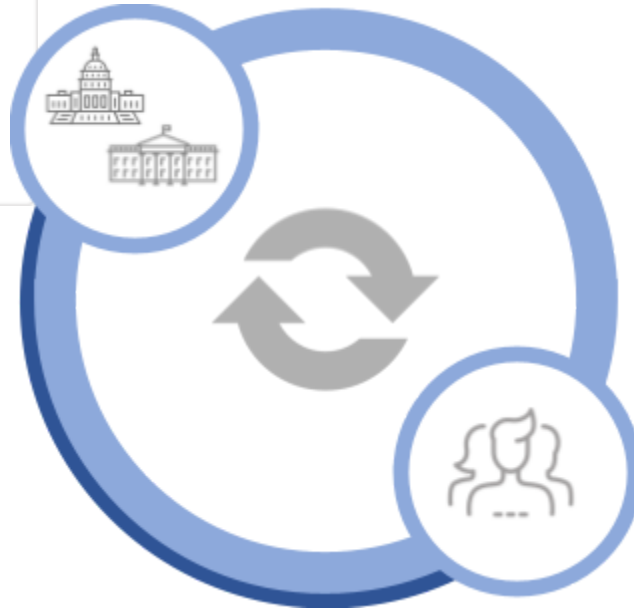
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How does constituent advocacy in Washington work?

GOVERNMENT ROLE

Congress and the White House
create laws and regulations to
govern citizens



CONSTITUENT ROLE

Citizens influence governing
behavior by participating in
advocacy efforts:

- Showing support
- Asking for change
- Telling stories
- Sharing ideas
- Providing information

Communication with Members of Congress

Hill staffers (full-time staff and interns who work for members of Congress) significantly outnumber lawmakers. According to a 2015 report by the Brookings Institute, there were 6,030 personal office staff; 1,164 Congressional committee staff; and 435 Members in the House of Representatives. In the Senate, 3,917 personal office staff; 951 Congressional committee staff; and 100 Senators.

Sample organization structure of a congressional office

Sample organizational structure of a congressional office



*Some offices may have "Senior Counsel/Counsel" roles among Policy staff, others may include a "Social Media Director" or "New Media Director" among Communications staff.

Deep Dive into Hill staffers

Member of Congress

Members tend to be highly overscheduled, often averaging 70-hour weeks in D.C. It is not uncommon for members to show up halfway through a meeting or leave part of the way through.

Chief of Staff (CoS)

CoS's are often in constant communication with their Member of Congress. The tight bond means that chiefs are often delegated to speak for the member to constituents.

Legislative Director (LD)

LDs tend to be specialists in the policies of the committees on which the member serves, and they may focus less on other areas. LDs lead the Member's legislative agenda and work closely with the office's Legislative Assistants.

Legislative Assistant (LA)/Legislative Aide (LA)

LAs handle a range of issue areas, often meet with constituents, and help develop legislation.

Legislative correspondent (LC)/staff assistant (SA)/interns

LCs and SAs are often recent college graduates. LCs research and write constituent correspondence and help LAs; LCs/SAs may join in meetings. SAs and interns answer phones and provide constituent tours.

Developing “The Ask”

Personalized Messaging

Individualized communications are highly persuasive. Personalized letters and e-mails can have more influence on members' decisions than form letters. Advocates should focus on sending more personal messages to capture individual voice or perspective.

Personal stories are impactful to share when discussing your issues. These constituent, personal stories give Members stories to share on the floor or as talking points during a press conference. Effective messages go beyond economic impact and talk about the impact they are having on people's everyday lives. Data and statistics are important along with the human element, which is memorable.

Strong cases include stories, facts, and details

Meetings should include an introduction of you/your group, a brief overview of your high-level talking points, getting to your specific ask, and a follow-up email that answers any questions or provides more information. Although personalized stories will help staffers and Members remember the issue, they do need the data and facts to justify the issue.

Tailor Your One-Pager

One-pagers are customized documents to leave behind or to attach to an email, highlighting key advocacy points. The document should focus on “your ask” and provide specific details about legislation or programs included in the ask. Background is important but should not be the main point of your one-pager. Opinions differ regarding structure, but here are some guidelines: Begin with a succinct and (if possible) catchy title.

Next provide 2-3 sentences with the direct ask - what bill you are supporting or key components of legislation you are seeking. Be specific.

Follow with relevant background information to support your stance, preferably in bullet points or succinct paragraphs. This might be prior legislation on your topic. If you are requesting funding for a particular program, provide an overview of prior levels of funding.

The final section provides an analysis to support your ask. Again, bullet points are more effective than paragraphs. In this section, it may be helpful to provide the opposing argument so staffers can know what the pushback could be. If you present this perspective be sure to end with your points.

In addition to the one-pager, feel free to leave additional materials or pamphlets with general background information.

Prepping for your meeting

1. Geographic connection – introduce your geographic connection and convey appreciation for their work.
2. Issue connection – summarize the member’s connection to the issue in one sentence
3. Urgency – provide a one-sentence overview of why the story is important now (i.e., an upcoming vote or current events).
4. Additional details - share your story and call-to-action, offering access to more information as appropriate.
5. Future contact -reference any upcoming outreach that will be taking place between your counterparts.

On-the-ground intelligence

First-hand knowledge of policy impacts are most compelling.

- What policy actions do constituents desire?
- Why do constituents prioritize that action?
- What are the impacts of this on our district or state?
- What personal stories connect to this policy?

Meeting Coordination

Staffers would rather have more information early on to prepare for the meeting. Your role is to become a resource for them. They do not have time to dig through the internet or files to prepare for your meeting.

When scheduling with a staffer, include the district/constituent connection. Members of Congress value staying in touch with constituents. Conversations guide policymaking and reelections hinge on lawmakers' ability to serve their constituents. Members trust staff to help them listen to constituents; advocates should not be surprised if they meet with staff in lieu of a lawmaker.

Attendee lists are incredibly important so the staffer knows who they will be meeting with and if in person, make sure they have enough space for attendees.

Information to include when scheduling a meeting

- Your name, job title, and institution/organization (if meeting on behalf of them)
- Reason for the meeting or an agenda, if one is ready
 - Include the issue and any relevant legislation
- Everyone who will be in attendance, including their name, job title, and institution/organization
- Your availability to meet
- Any relevant one-pagers or information

Challenges in a Virtual Atmosphere

When Congress is in session, the Member is constantly running back and forth from votes. It takes longer for offices to set up meetings, but that does not mean you are not important to them. Although Members may be looking forward to meeting with you, sometimes there are audio and internet connection issues. It frustrates staffers as much as it may frustrate you.

During active committee sessions, it can be difficult to schedule meetings as many committee hearings/meetings can be anywhere from one hour to nine or ten hours.

When meetings are in-person, Members are able to pop in and out of meetings happening in their office. With a virtual format, it is more difficult for them to know which meetings to attend rather than physically seeing the meetings in their office.

Given these challenges, it is still very important to be on time for your virtual meetings, and be in touch with the scheduler by phone or email if the staffer/member is 10+ minutes late for the meeting. Use typical virtual meeting etiquette - camera on with professional/non-distracting background. Be sure to thank the staffer/member for the meeting, and lay out your points in a logical and informed manner. If you have materials to share/leave-behind consider sharing your screen to review the key points. Remain friendly, informative, non-partisan, and be sure to stay on point.

Face-to-Face Meetings on Capitol Hill

Five elements for meeting success

1. Be on time
 - Arrive no more than 5 minutes before the meeting; Hill offices are too small to accommodate lingering people, and members are rarely available to meet earlier. Give yourself adequate time to locate the building, pass through security, and then find the specific office.
 - Inform the scheduler if you are going to be late in case another meeting time must be arranged.
2. Be flexible
 - Prepare to meet with either the member or the member's staff; treat both with equal respect.
 - If the member arrives in the middle of your meeting, continue as usual; the member will ask questions if needed.
3. Stay on topic
 - Keep the meeting focused and persuasive.
 - Raise only the issue you scheduled to discuss with the member and/or the member's staff.
4. Keep politics out of it
 - Do not discuss elections or campaign support in your meeting.
 - Respect the member's political views and relationships outside of the issue at hand.
5. Leave brief materials behind
 - Leave behind a 1-2 page briefing with data points on the issue discussed with the member's office.
 - The document should serve as a helpful resource for staff as the issue moves through Congress.

How to Prep Advocates

- Provide advocates with background information on the issue
- Include your specific ask along with talking points to justify that ask
- Include bios for the Member of Congress and areas of constituent connection
- Guidelines on how to include anecdotes
- Designate roles for meeting participants: who will open the meeting, who will make specific asks, and who will close the meeting
 - Roles can include – one person can play multiple roles
 - Facilitator
 - Technical lead
 - Scribe
 - Issue presenter
 - Storyteller
 - Requester
 - Follow-up
 - Establish transition cues
- Follow the agenda, speaking times, and role – staffers do not want surprises
- Listen actively, ask – and allow for – questions

Debriefing and Effective Follow-Up

Following each meeting, it is important to follow up with the ASAHP Legislative staff to let them know how the meeting went.

- Did the legislator indicate that they would support the issue or bill?
 - If not, why not?
 - If so, did they indicate if they would be willing to sign on as a co-sponsor (if applicable)?
- Did they have questions that you were unable to answer during the meeting?
- Was there any specific information they requested that you didn't have with you?
 - If so, who will follow up with them to answer their questions and/or provide the additional information?

ALWAYS send a Thank you note/email following the meeting.

- Thank them for taking the time to meet with you.
- Ask them again for their support of the issue/bill.
- If you were asked to do so, provide answers to the questions that came up during the meeting and/or provide the additional information they requested.
- If appropriate, invite them to visit your university, health center, hospital, or clinic at their convenience.
- Provide your contact information for any additional follow-up.

Making Phone Calls to Advocate

In some situations, it may make sense to simply make a phone call to a legislator's office to advocate for an issue. In most cases, you will likely be leaving a message, so be prepared and be brief. Similar to the elevator speech below, get to the point and try to complete the message in around 30 seconds if possible.

- Introduce yourself including mentioning if you're a constituent (if you are)
- State the issue (including the bill number if possible)
- Explain who is/will be affected and how
- Ask for their support of your position (request that they vote or do not vote for the bill)
- Thank them for their time and provide your phone number if you're willing to have them call you for more information if needed

Sample phone call script:

Hello - My name is Talitha Smith and I am one of your constituents in District 10. I am calling to ask for your support of House Bill 45, which will expand Medicaid Access. Health insurance costs have increased dramatically over the past 20 years and many working families have difficulty affording private health insurance on their low wages, especially with the increased cost of housing and gas. Please vote for House Bill 45. Thank you for your time. You can reach me at 801-555-5555 if you have questions or need more information.

Preparing an Elevator Speech

You may, at times, only have the opportunity for a brief meeting/encounter with a legislator or member of their staff. Even if you are provided with a longer meeting, you should be prepared to summarize the issue and your request for support in 30 seconds or less.

- Introduce yourself - mention that you are a constituent (if you are)
- State the issue (including the bill number if possible)
- Explain who is/will be affected and how
- Ask for their support of your position (request that they vote or do not vote for the bill)
- Thank them for their time

Example: Congresswoman Howard, I'm Valerie Herzog, Professor and Chair of the Department of Athletic Training at Weber State University in Ogden, Utah. I would like to ask for your support of HB353 related to expanding Telemedicine access through a wider range of healthcare providers. The pandemic showed us how telemedicine can be used to supplement in-person medical care for patients who cannot travel to appointments due to safety, distance, or transportation issues. Would you be willing to support this bill? Thank you for your time.

Building Relationships with Legislators

This may not always be possible due to turnover following elections and retirements, but having a relationship with your legislator can make a significant difference. Doing so does not have to include travel to Washington, DC as all members of Congress regularly hold Town Hall meetings and/or have office hours in their home states. While they are often quite busy, they are interested in learning about the issues affecting their constituents.

Contact the legislators' office or check their website to determine when they will be in your area. Request a meeting with them if they're available. This could be a meeting at their office or you could invite them to your university for a tour. You could also invite them to give a guest lecture to your students and/or faculty that would provide some great photo opportunities for social media posts. (Always thank them privately and publicly following their visit.)

Another way to build a relationship with a member of Congress is to support their re-election campaign. Not everyone is comfortable doing so and there may be policies at your university related to this, so be sure to inquire about these before getting involved with a campaign. There are simple things you can do such as making a campaign contribution or putting a sign on your lawn. You could also go further by attending fundraising events, inviting the candidate to some of your events for networking, or making phone calls on their behalf. Keep in mind that getting involved publicly with their campaign may be risky because their opponent may win the election.

Working with State Legislators

The majority of this toolkit is focused on Congress, those who make federal laws. However, many issues related to healthcare are affected by state laws such as Medicaid, Worker's Compensation, and appropriations for public colleges and universities. As with any other issue, before getting involved, be sure you understand your institution's policies regarding faculty and administrators interacting with members of your state government.

In general, the guidance provided thus far can also be used with state legislators/legislation, but there are some key differences. For example, during meetings, it is more likely that you will be meeting with the legislator directly, rather than with a member of their staff. Some state legislatures are in session for only short periods of time (45 days in Utah) or only every other year (Montana, Nevada, North Dakota, and Texas), so timing and planning are very important. Most legislators in the House of Representatives are up for election every two years, so there can be frequent turnover, but these individuals spend most of their time in your local area, so it is often easier to set up meetings/visits outside of the legislative session.

Working with Lobbyists

The lobbyist is an experienced expert in navigating the political process for bill passage and is a valuable resource. However, they often represent more than one client and may need your help to better understand who will be affected by a particular bill and how. Once you are both on the same page regarding your goals, work with the lobbyist to craft your overall message, your elevator speech, your talking points, and your leave-behind materials. While lobbyists can be very effective, they are also keenly aware that legislators want to hear what is important to their constituents, from constituents directly. The lobbyist can help you set up meetings with legislators and identify who is most important to meet with at different time points. They can also help you identify others that can impact the bill passage such as groups who support or oppose the bill. Meeting with members of these groups to build support and/or identify areas of compromise can be just as important as meeting with legislators.

Site Visits

When appropriate and feasible, it may be effective to invite legislators and/or members of their staff to visit your university, healthcare centers, hospitals, and/or clinics. Below are some tips for a successful visit.

1. Be sure to review and follow any applicable laws in your state related to gifts including tickets to sports or cultural events, university swag, meals, etc. Your legislative outreach director should be able to assist you with that.
2. Get a full list of who will be attending and do some research in advance to make the visit relevant for them. What types of bills do they typically sponsor and/or support? What are their legislative priorities?
3. Find out how much time they will have and if there are specific areas they would like to see.
4. If possible, arrange the visit so that they can see your students, faculty, and/or staff in action rather than empty, quiet rooms.
5. Have someone who can take notes regarding any questions that arise.
6. If applicable, have a handout that you can provide to them with the key points related to the issue you're advocating for.
7. Take some group photos during the visit and post them to your social media accounts after the visit to thank them for spending time with you (with their permission).
8. Follow up after the visit to provide them with the answers to any remaining questions, thank them for the visit, and if applicable, ask again for their support of the issue(s) you're advocating for.

Writing Tips & Sending a Letter (or Email)

1. Direct your concern to the right person at the right place/address. You can look up the name of your representative and senator online here:

<https://www.congress.gov/members/find-your-member>

2. Keep it simple, address one issue, state the facts and be courteous. If you are writing about a specific bill, state the bill number. If you are writing about a specific piece of legislation make sure you include the correct title.

3. Ask for a written response to the address in your letter.

4. **You may choose to send your letter via email, if you do, do not send your letter as an attachment.** Apply the same content in the above sample letter in the body of your email, and end your email with:

Your Name

Street Address

City, State & Zip code

Email address

Phone number: optional

Letter to Legislator Template

Your Name
Your Contact Information: Street Address
City, State & Zip Code
Your e-mail address Phone number: optional

Date

Your Representative's Name

Your Representative's Street/P. O. Box Address
& Town/City, Zip Code

Dear Representative/Senator _____,

Introduction: Introduce yourself with a personal statement, indicate that you are a voter and constituent who lives in (name the city or town here).

State your point/concern about the issue:

State the fact about the issue you are writing about, bullet or enumerate the fact if there are more than one but keep it short and simple.

- Fact
- Fact
- Fact

Tell the reason the issue is important to you. You may also include why it is of public importance in your community as well. Make this statement simple and meaningful.

Ask: Ask your representative to prioritize, sponsor, co-sponsor, or vote on legislation that relates to the issue you are writing about.

Include a statement such as: Your support for

_____ is critical because, it benefits your constituents by (tell how it will benefit constituents here/give an example of the benefits to you and other constituents here)

Conclude your letter: You may want to ask for a written response to you using your contact information on this letter. **End with your letter with: Thank you for your consideration and service.**

Sincerely,

Your signature goes here

AUTHORING AN OP-ED

An Op-ed is the abbreviation for “opposite the editorial page.” It is the writer’s opinion of a topic that gives the author an opportunity to advocate for the subject in concise writing that captures the readers’ interest and leaves a lasting effect.

Attributes of an Op-Ed

1. It is brief and specific to a topic - between 500 and 800 words
2. It begins with a specified topic
3. It provides a clearly stated opinion
4. It presents transparency about facts and reasoning to support the opinion
5. It demonstrates the writer's unique perspective

Tips for writing and Op-ed

1. **Identify a topic** that is current, one you care deeply about, and that you would like to advocate and share or introduce to the audience. You should have expertise concerning the topic and the credentials that support your expertise on the topic.
2. **Identify the audience** that you need to capture, then select the newspapers, and/or other publications with audiences that will have an interest or a need to know about the topic.
 - An Op-ed that is more suited to the general audience can be addressed in national newspapers like the New York Times and/or local papers, while others are suited for local or business newspapers.
 - An op-ed that focuses on political audiences or impacts the public in newspapers ought to be published in a newspaper that covers political issues.
 - An op-ed that emphasizes an issue that impacts a profession should be published in a newsletter or publications for the said profession because such issues should be brought to the forefront for professionals to advocate for the profession and the public/consumers who are impacted by the issue.
3. **Read the publications you identify as a fit for your Op-ed** and select the one that fits best for the topic; write your Op-ed to fit the audience and writing style for that publication.
4. **Write the Op-ed – make it “short and sweet”** Be brief, keep your op-ed around 500-800 words, about 5-7 paragraphs, and write using the style that the publication uses.
 - Select a Headline Title for your Op-ed. Choose a title that is precise, provocative, and eye-catching.
 - Include your name, credentials (and professional title, if appropriate), and area of expertise
 - State the facts and be truthful in language that readers can understand; do not use technical jargon. This is your Op-ed so you can use “I” statements (write in the first person). Use your voice as if you were holding a conversation with your audience.

- Begin with a leading statement that includes a striking current fact or issue and/or personal observation that spikes interest and is relevant to the reader.
- Follow with a paragraph that states your opinion
- Follow with a few paragraphs that support your opinion or argument. Use relevant reputable data/statistics and hyperlink sources
- Give examples, talk about actual anecdotes about individuals who have been impacted and problems that result from the issue.
- State your solutions to address the issue
- Conclude with the punch line - reiterate the importance of the topic/issue to the reader.

Resources

Below are links to some online resources related to op-ed and column writing: The Op-Ed Project <http://www.theopedproject.org>

This link is for anyone looking to strengthen their op-ed writing.

[A good lead is everything — here’s how to write one | NPR Training](#)

“And Now a Word from Op-Ed”

<https://www.nytimes.com/2004/02/01/opinion/and-now-a-word-from-op-ed.html>

This link provides advice on how to think about and write op-eds from the Op-Ed editor of The New York Times

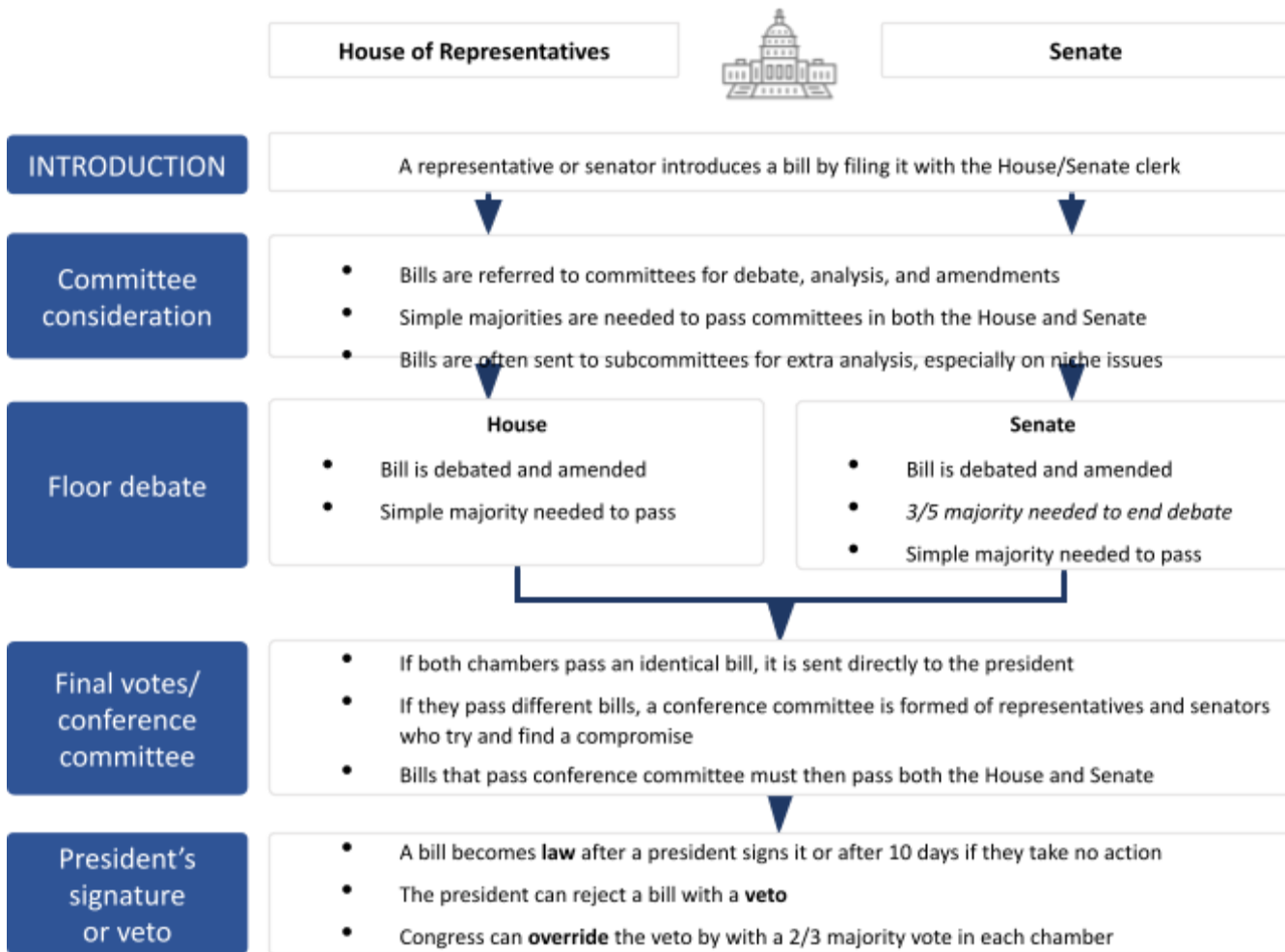
[new_seglin_how_to_write_an_oped_1_25_17_7.pdf \(harvard.edu\)](#)

The Harvard Kennedy School Communications Program regularly runs workshops on writing op-eds and columns as well as classes focusing on the topic. See the HKS Communications Program’s website (<http://www.hkscommunicationsprogram.org>)

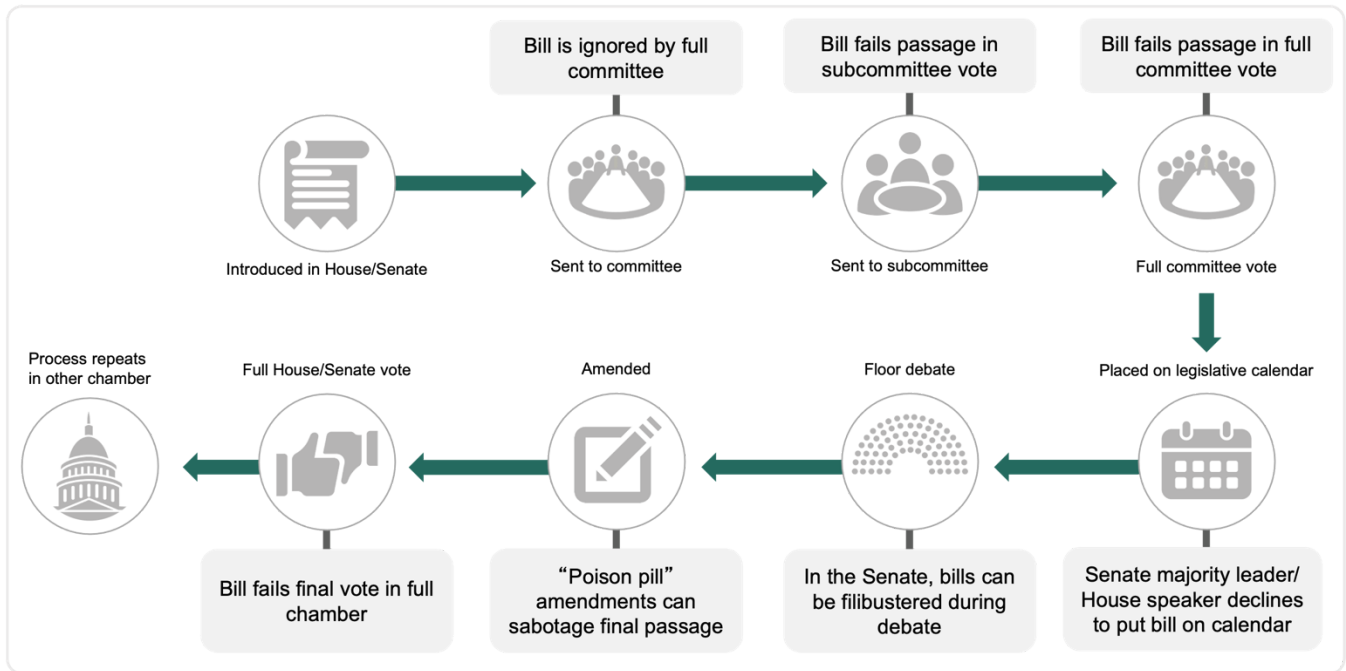
Using Social Media Effectively for Advocacy Efforts

- Always ask for permission before posting photos
- Tag the legislator and use their hashtags so that their followers will see the post
- Include hashtags that also connect the post to the legislative issue if possible
- Always be respectful and positive - you are representing much more than just your personal political opinions. You are representing ASAHP, your university, health center, hospital, and/or clinic.
- Include brief text that simply thanks them for your visit
- Share the post on multiple social media platforms if possible (Facebook, Instagram, Twitter, etc.)

Legislative Process



Challenges for bill passage

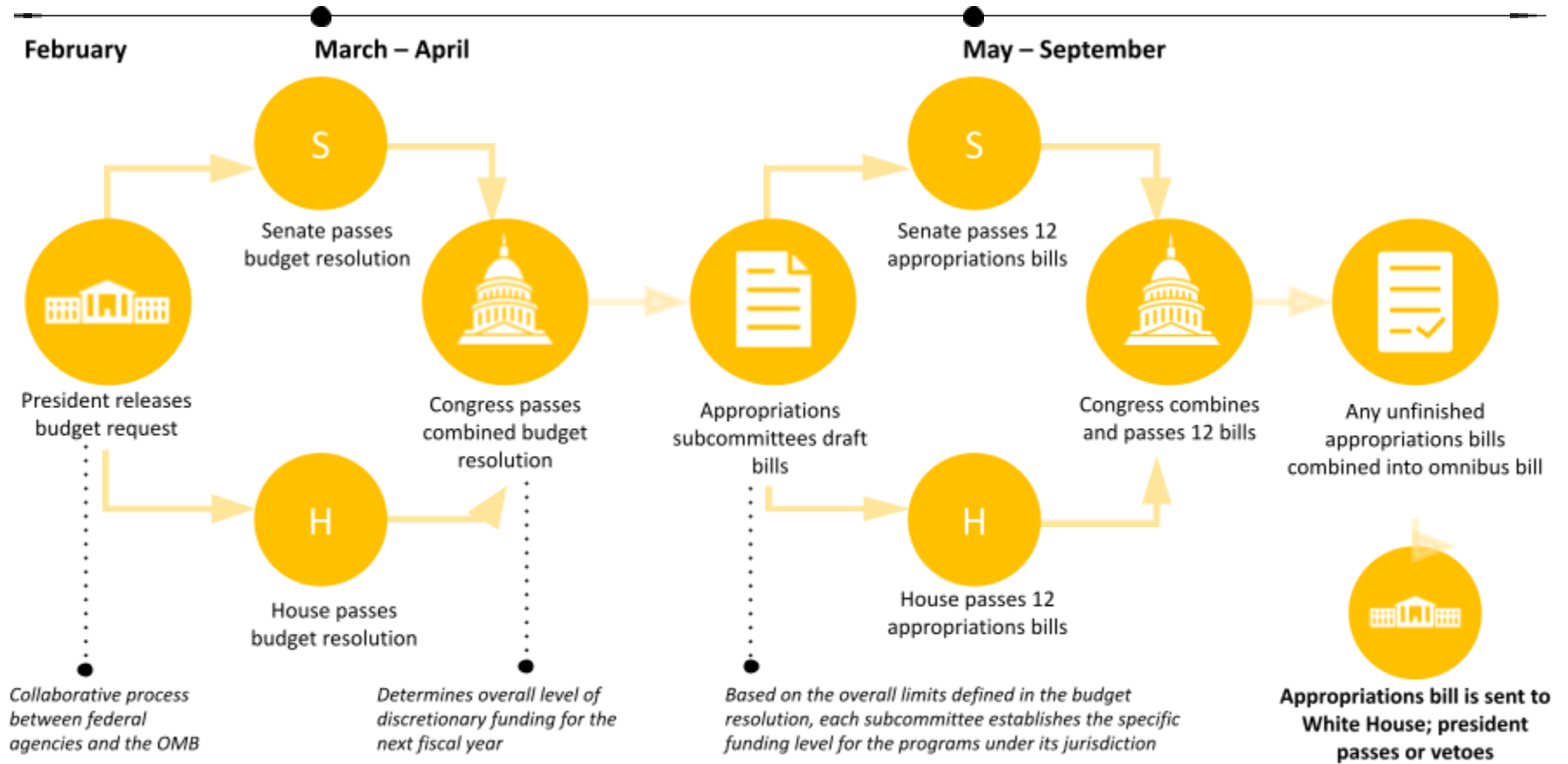


NOTE

- The Senate relies on unanimous consent to operate efficiently; therefore, individual senators have the power to delay or prevent a bill's passage by creating additional procedural hurdles, including filibusters

Appropriations process

Once a program is authorized, it can be funded through an appropriations bill



Sources: Congressional Research Service

Key Congressional Committees

House Committee on Appropriations Summary

Leadership



Chair Rosa DeLauro (D-CT-3)



Ranking Member Kay Granger (R-TX-12)

Chair priorities

- Appropriate the necessary resources to fund policy priorities
- Guide the American people/economy through the current pandemic

33 majority members (Democrats) and 26 minority members (Republicans)

Jurisdiction: Has one of the broadest jurisdiction of committees in Congress and is responsible for appropriating funding for most of the functions of the federal government.

12 Subcommittees

Subcommittee on Transportation, and Housing and Urban Development, and Related Agencies

Subcommittee on State, Foreign Operations, and Related Programs

Subcommittee on Military Construction, Veterans Affairs, and Related Agencies

Subcommittee on Legislative Branch

Subcommittee on Labor, Health and Human Services, Education, and Related Agencies

Subcommittee on Interior, Environment, and Related Agencies

Subcommittee on Homeland Security

Subcommittee on Financial Services and General Government

Subcommittee on Energy and Water Development, and Related Agencies

Subcommittee on Defense

Subcommittee on Commerce, Justice, Science, and Related Agencies

Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

Committee Membership

Democrats	Republicans
1. Rosa L. DeLauro (D-CT-3), Chair	1. Kay Granger (R-TX-12), Ranking Member
2. Marcy Kaptur (D-OH-9)	2. Harold Rogers (R-KY-5)
3. David E. Price (D-NC-4)	3. Robert B. Aderholt (R-AL-4)
4. Lucille Roybal-Allard (D-CA-40)	4. Michael K. Simpson (R-ID-2)
5. Sanford D. Bishop, Jr. (D-GA-2)	5. John R. Carter (R-TX-31)
6. Barbara Lee (D-CA-13)	6. Ken Calvert (R-CA-42)
7. Betty McCollum (D-MN-4)	7. Tom Cole (R-OK-4)
8. Tim Ryan (D-OH-13)	8. Mario Diaz-Balart (R-FL-25)
9. C. A. Dutch Ruppersberger (D-MD-2)	9. Steve Womack (R-AR-3)
10. Debbie Wasserman Schultz (D-FL-23)	10. Jeff Fortenberry (R-NE-1)
11. Henry Cuellar (D-TX-28)	11. Charles J. "Chuck" Fleischmann (R-TN-3)
12. Chellie Pingree (D-ME-1)	12. Jaime Herrera Beutler (R-WA-3)
13. Mike Quigley (D-IL-5)	13. David P. Joyce (R-OH-14)
14. Derek Kilmer (D-WA-6)	14. Andy Harris (R-MD-1)
15. Matt Cartwright (D-PA-8)	15. Mark E. Amodei (R-NV-2)
16. Grace Meng (D-NY-6)	16. Chris Stewart (R-UT-2)
17. Mark Pocan (D-WI-2)	17. Steven M. Palazzo (R-MS-4)
18. Katherine M. Clark (D-MA-5)	18. David Valadao (R-CA-21)
19. Pete Aguilar (D-CA-31)	19. Dan Newhouse (R-WA-4)
20. Lois Frankel (D-FL-21)	20. John R. Moolenaar (R-MI-4)
21. Cheri Bustos (D-IL-17)	21. John H. Rutherford (R-FL-4)

22. Bonnie Watson Coleman (D-NJ-12)

23. Brenda L. Lawrence (D-MI-14)

24. Norma J. Torres (D-CA-35)

25. Charlie Crist (D-FL-13)

26. Ann Kirkpatrick (D-AZ-2)

27. Ed Case (D-HI-1)

28. Adriano Espaillat (D-NY-13)

29. Josh Harder (D-CA-10)

30. Jennifer Wexton (D-VA-10)

31. David Trone (D-MD-6)

32. Lauren Underwood (D-IL-14)

33. Susie Lee (D-NV-3)

22. Ben Cline (R-VA-6)

23. Guy Reschenthaler (R-PA-14)

24. Mike Garcia (R-CA-25)

25. Ashley Hinson (R-IA-1)

26. Tony Gonzales (R-TX-23)

House Committee on Appropriations, Subcommittee on Labor, Health and Human Services, Education, and Related Agencies

Leadership



Chair Rosa DeLauro (D-CT-3)



Ranking Member Tom Cole (R-OK-4)

Jurisdiction

- Department of Education
- Department of Health and Human Services (except for certain programs)
- Department of Labor
- Related Agencies

Democrats	Republicans
1. Rosa L. DeLauro (D-CT-3), Chair	1. Tom Cole (R-OK-4), Ranking Member
2. Lucille Roybal-Allard (D-CA-40)	2. Andy Harris (R-MD-1)
3. Barbara Lee (D-CA-13)	3. Chuck Fleischmann (R-TN-3)
4. Mark Pocan (D-WI-2)	4. Jaime Herrera Beutler (R-WA-3)
5. Katherine M. Clark (D-MA-5)	5. John Moolenaar (R-MI-4)
6. Lois Frankel (D-FL-21)	6. Ben Cline (R-VA-6)
7. Cheri Bustos (D-IL-17)	
8. Bonnie Watson Coleman (D-NJ-12)	
9. Brenda Lawrence (D-MI-14)	
10. Josh Harder (D-CA-10)	

House Committee on Energy and Commerce Summary

Leadership



Chair Frank Pallone (D-NJ-6)



**Ranking Member Cathy McMorris Rodgers
(R-WA-5)**

Chair priorities

- Combat COVID-19
- Affordability of health care and prescription drugs
- Rebuild and modernize nation's infrastructure
- Combat climate change
- Protect consumer privacy

32 majority members (Democrats) and 26 minority members (Republicans)

Jurisdiction

- Health care, including mental health and substance abuse
- Health insurance, including Medicare and Medicaid
- Biomedical R&D
- Food, drug, device and cosmetic safety
- Environmental protection
- Safe air drinking water
- Toxic chemicals and hazardous waste
- National energy policy
- Renewable energy and conservation
- Nuclear facilities
- Electronic communications and the internet
- Broadcast and cable television
- Privacy, cybersecurity and data security
- Consumer protection and product safety
- Motor vehicle safety
- Travel, tourism and sports
- Interstate and foreign commerce

6 Subcommittees

- Subcommittee on Oversight and Investigations

- **Subcommittee on Health**
- Subcommittee on Environment and Climate Change
- Subcommittee on Energy
- Subcommittee on Consumer Protection and Commerce
- Subcommittee on Communications and Technology

Committee Membership

Democrats	Republicans
1. Frank Pallone, Jr. (D-NJ-6), Chair	1. Cathy McMorris Rodgers (R-WA-5), Ranking Member
2. Bobby L. Rush (D-IL-1)	2. Fred Upton (R-MI-6)
3. Anna G. Eshoo (D-CA-18)	3. Michael C. Burgess (R-TX-26)
4. Diana DeGette (D-CO-1)	4. Steve Scalise (R-LA-1)
5. Michael F. Doyle (D-PA-18)	5. Robert E. Latta (R-OH-5)
6. Janice D. Schakowsky (D-IL-9)	6. Brett Guthrie (R-KY-2)
7. G. K. Butterfield (D-NC-1)	7. David B. McKinley (R-WV-1)
8. Doris O. Matsui (D-CA-6)	8. Adam Kinzinger (R-IL-16)
9. Kathy Castor (D-FL-14)	9. H. Morgan Griffith (R-VA-9)
10. John P. Sarbanes (D-MD-3)	10. Gus M. Bilirakis (R-FL-12)
11. Jerry McNerney (D-CA-9)	11. Bill Johnson (R-OH-6)
12. Peter Welch (D-VT-AL)	12. Billy Long (R-MO-7)
13. Paul Tonko (D-NY-20)	13. Larry Bucshon (R-IN-8)
14. Yvette D. Clarke (D-NY-9), Vice Chair	14. Markwayne Mullin (R-OK-2)
15. Kurt Schrader (D-OR-5)	15. Richard Hudson (R-NC-8)
16. Tony Cárdenas (D-CA-29)	16. Tim Walberg (R-MI-7)
17. Raul Ruiz (D-CA-36)	17. Earl L. "Buddy" Carter (R-GA-1)
18. Scott H. Peters (D-CA-52)	18. Jeff Duncan (R-SC-3)
19. Debbie Dingell (D-MI-12)	19. Gary Palmer (R-AL-6)
20. Marc A. Veasey (D-TX-33)	20. Neal Dunn (R-FL-2)
21. Ann M. Kuster (D-NH-2)	21. John Curtis (R-UT-3)
22. Robin L. Kelly (D-IL-2)	22. Debbie Lesko (R-AZ-8)
23. Nanette Diaz Barragán (D-CA-44)	23. Greg Pence (R-IN-6)
24. A. Donald McEachin (D-VA-4)	24. Dan Crenshaw (R-TX-2)
25. Lisa Blunt Rochester (D-DE-AL)	25. John Joyce (R-PA-13)
26. Darren Soto (D-FL-9)	26. Kelly Armstrong (R-ND-AL)
27. Tom O'Halleran (D-AZ-1)	
28. Kathleen M. Rice (D-NY-4)	
29. Angie Craig (D-MN-2)	
30. Kim Schrier (D-WA-8)	
31. Lori Trahan (D-MA-3)	
32. Lizzie Fletcher (D-TX-7)	

House Committee on Energy and Commerce, Subcommittee on Health

Leadership



Chair Anna Eshoo (D-CA-18)



Ranking Member Brett Guthrie (R-KY-2)

Jurisdiction

- Public health and quarantine, including emergency preparedness and response
- HHS
- Hospital construction
- Mental health
- Health disparities
- Biomedical R&D
- Health IT, privacy, and cybersecurity
- Public and private health insurance
- Medical malpractice
- Regulation of human and animal drugs, vaccines and other biological products, devices, food, cosmetics, and tobacco (FDA)
- Substance use and misuse

Democrats	Republicans
1. Anna G. Eshoo (D-CA-18), Chair	1. Brett Guthrie (R-KY-2), Ranking Member
2. G. K. Butterfield (D-NC-1)	2. Fred Upton (R-MI-6)
3. Doris O. Matsui (D-CA-6)	3. Michael C. Burgess (R-TX-26)
4. Kathy Castor (D-FL-14)	4. H. Morgan Griffith (R-VA-9)
5. John P. Sarbanes (D-MD-3)	5. Gus M. Bilirakis (R-FL-12)
6. Peter Welch (D-VT-AL)	6. Billy Long (R-MO-7)
7. Kurt Schrader (D-OR-5)	7. Larry Bucshon (R-IN-8)
8. Tony Cárdenas (D-CA-29)	8. Markwayne Mullin (R-OK-2)
9. Raul Ruiz (D-CA-36)	9. Richard Hudson (R-NC-8)
10. Debbie Dingell (D-MI-12)	10. Earl L. "Buddy" Carter (R-GA-1)
11. Ann M. Kuster (D-NH-2)	11. Neal Dunn (R-FL-2)

12. Robin L. Kelly (D-IL-2)	12. John R. Curtis (R-UT-3)
13. Nanette Diaz Barragán (D-CA-44)	13. Dan Crenshaw (R-TX-2)
14. Lisa Blunt Rochester (D-DE-AL)	14. John Joyce (R-PA-13)
15. Angie Craig (D-MN-2)	15. Cathy McMorris Rodgers (R-WA-5), Ex Officio
16. Kim Schrier (D-WA-8)	
17. Lori Trahan (D-MA-3)	
18. Lizzie Fletcher (D-TX-7)	
19. Frank Pallone, Jr. (D-NJ-6), Ex Officio	

House Committee on Education and Labor Summary

Leadership



Chair Bobby Scott (D-VA-3)



Ranking Member Virginia Foxx (R-NC-5)

Chair priorities

- Protecting the Right to Organize Act
- K-12 and higher education investments in the American Rescue Plan
- Raising the minimum wage to \$15 an hour
- Strengthen workplace and school safety
- Reopening schools safely
- Continuing to enforce civil rights in education

29 majority members (Democrats) and 24 minority members (Republicans)

Jurisdiction

- Elementary and secondary education initiatives
- **Higher education programs**
- Early childhood education programs
- **Financial oversight of the Dept. of Education**
- Programs and services for the care and treatment of at-risk youth, child abuse prevention, and child adoption
- **Adult education, job training, and workforce development**
- Anti-poverty programs
- All matters dealing with relationships between employers and employees
- Pension and retirement security for US workers
- Access to quality health care for working families and other employee benefits
- Worker health and safety, including occupational health and safety
- Equal employment opportunity and civil rights in employment

5 Subcommittees

- Subcommittee on Workforce Protections
- Subcommittee on Higher Education and Workforce Investment
- Subcommittee on Health, Employment, Labor, and Pensions

- Subcommittee on Early Childhood, Elementary, and Secondary Education
- Subcommittee on Civil Rights and Human Services

House Committee on Education and Labor, Subcommittee on Higher Education and Workforce Investment

Leadership



Chair Frederica Wilson (D-FL-24)

Ranking Member Greg Murphy (R-NC-3)

Jurisdiction

- Education and workforce development beyond high school
- Higher education generally, postsecondary student assistance and employee services, and the Higher Education Act
- Adult education
- Postsecondary career and technical education, apprenticeship programs, and workforce development
- Programs related to the arts and humanities, museum and library services, and arts and artifacts indemnity
- Science and tech programs
- Domestic volunteer programs and national service programs

Democrats	Republicans
1. Frederica S. Wilson (D-FL-24), Chair	1. Greg Murphy (R-NC-3), Ranking Member
2. Mark Takano (D-CA-41)	2. Glenn Grothman (R-WI-6)
3. Pramila Jayapal (D-WA-7)	3. Elise M. Stefanik (R-NY-21)
4. Ilhan Omar (D-MN-5)	4. Jim Banks (R-IN-3)
5. Teresa Leger Fernandez (D-NM-3)	5. James Comer (R-KY-1)
6. Mondaire Jones (D-NY-17)	6. Russ Fulcher (R-ID-1)
7. Kathy E. Manning (D-NC-6)	7. Mariannette Miller-Meeks (R-IA-2)
8. Jamaal Bowman (D-NY-16)	8. Bob Good (R-VA-5)
9. Mark Pocan (D-WI-2)	9. Lisa McClain (R-MI-10)
10. Joaquin Castro (D-TX-20)	10. Diana Harshbarger (R-TN-1)

11. Mikie Sherrill (D-NJ-11)
12. Adriano Espaillat (D-NY-13)
13. Raul Grijalva (D-AZ-3)
14. Joe Courtney (D-CT-2)
15. Suzanne Bonamici (D-OR-1)

11. Victoria Spartz (R-IN-5)
12. Vacant

Senate Health, Education, Labor, and Pension Committee

Leadership



Chair Patty Murray (D-WA)



Ranking Member Richard Burr (R-NC)

Chair priorities

- COVID-19 relief
- Education and child safety
- Improving healthcare infrastructure
- Addressing systemic racism, inequities, sexism, and ableism
- Issues on child care
- Worker rights including paid-sick leave and increasing the federal minimum wage and economic growth

11 majority members (Democrats) and 11 minority members (Republicans)

Jurisdiction

- Most of the agencies, institutes, and programs of HHS including FDA, CDC, NIH, Administration on Aging, SAMHSA, and the Agency for Healthcare Research and Quality
- Most federal labor and employment laws
- Private retirement plans and the Pension Benefit Guaranty Corporation
- Education

3 Subcommittees

- Subcommittee on Children and Families
- Subcommittee on Employment and Workplace Safety
- Subcommittee on Primary Health and Retirement Security

Democrats	Republicans
1. Patty Murray (D-WA), Chair	1. Richard Burr (R-NC), Ranking Member
2. Bernie Sanders (D-VT)	2. Rand Paul (R-KY)
3. Bob Casey (D-PA)	3. Susan Collins (R-ME)
4. Tammy Baldwin (D-WI)	4. Bill Cassidy (R-LA)
5. Chris Murphy (D-CT)	5. Lisa Murkowski (R-AK)
6. Tim Kaine (D-VA)	6. Mike Braun (R-IN)
7. Maggie Hassan (D-NH)	7. Roger Marshall (R-KS)
8. Tina Smith (D-MN)	8. Tim Scott (R-SC)
9. Jacky Rosen (D-NV)	9. Mitt Romney (R-UT)
10. Ben Lujan (D-NM)	10. Tommy Tuberville (R-AL)
11. John Hickenlooper (D-CO)	11. Jerry Moran (R-KS)

Arranging Your Capitol Hill Visit

SCHEDULE AHEAD. You may directly email the staff member who handles Labor-HHS or education issues or call your Member’s local office. To meet with the Member, you will need to contact the Scheduler or fill out a form on their website.

Key info to provide is the primary contact’s name and email, company/group name, meeting topic, names and number of attendees, and requested date (*insert date*). Some offices may not respond if key info is missing.

KNOW YOUR MEMBERS. Look up your Members’ biographical information, resumes, congressional committee assignments, caucuses joined, and voting records.

PREPARE A CONCISE ONE-PAGER to leave behind. The one-pagers should be simple and to the point. You can include any of the following suggestions:

- Descriptions of the problems you want to be solved and what actions you want your Members to take to solve them (a specific “ask”);
- Background information about your institution/organization — services you provide or impacts your program has in the District/State
-
- Employers with which you engage;
-
- Photographs and easy-to-understand charts and graphs.

NOTIFY ASAHP OF YOUR MEETINGS. Please include in your email to ASAHP your schedule of meetings:

- Member Name
- Staff Member Name (if applicable)
- Meeting Time
- Meeting Location

Before Your Visit

- **BE ON TIME:** Allow at least 10 minutes to get through building security.
- **BE PATIENT:** Members/Aides may be late due to meetings and votes.
- **BE ORGANIZED:** Choose one person to serve as a facilitator. This person will organize introductions, make opening remarks, and keep things flowing.
- **BE PREPARED:** If your meeting is cut short, have a two-minute elevator ask highlighting exactly how the Member/office can help you.

During the Visit

- **BRING BUSINESS CARDS.** Have them prepared to hand to the front office when you enter and for the Member/staff.
- **INTRODUCE ALL MEMBERS OF THE GROUP.** Each person should have something to add to the discussion.
- **STAY ON TOPIC.** Your ask should be brief and simple. Avoid long stories.
- **AVOID ACRONYMS** and program lingo
- **EMPHASIZE THE DISTRICT/STATE.** Talk about local examples and the impact on your community – their constituents.
- **BE SPECIFIC ABOUT “THE ASK”.** Be clear about what you are asking for from the Member and office.
- **INVITE THE MEMBER TO VISIT** your site the next time he or she is back in the district if you are prepared for such a visit.
- **BECOME A RESOURCE.** Remind the staff that they can depend on you for reliable info about health professions education.
- **REMEMBER STAFF REPRESENTS THE MEMBER.** You might meet with young staff, but they still have significant influence.

After Your Visit

- Send a thank you email to the Member and staff.
- Send relevant info requested during the meeting.
- Add your Members and staff to your mailing list (newsletters, press releases, invitations to events).
- Follow-up on having the Member visit your site on their next district visit.

Dos and Don'ts

DO ...

- ✓ Tell them you are a constituent or have programs that serve constituents.
- ✓ Demonstrate your broad community-based support.
- ✓ Be brief and listen respectfully. Find common ground.
- ✓ Focus on specific issues and proposals, not vague goals.
- ✓ Keep the long-term perspective.
- ✓ Tailor your remarks and presentation to the time allotted.

DON'T ...

- Make long speeches.
- Ignore the staff — despite their young age, they have substantial knowledge and influence.
- Be afraid to say, “I don’t know.” You can always research information and get back to them later.
- Be partisan or argumentative.
- Forget to invite your Members to visit your program and follow up after the meeting.
- Forget “The Ask” during the meeting (be specific).
- Forget to thank your Members/ Aides for their time, even if they don’t agree with your position — there’s always a next time!

CONTACTING HILL OFFICES

Email addresses of House and Senate staff usually follow the format below:

- **House staff:**
[FirstName].[LastName]@mail.house.gov
(e.g., Jane.Doe@mail.house.gov).
- **Senate staff:**
[FirstName]_[LastName]@[Senator’s Last Name].senate.gov (e.g., Jane_Doe@Durbin.senate.gov).

Phone numbers for their DC or local offices can be found on their website.

NAVIGATING THE CAPITOL

- The Senate buildings (Russell, Dirksen, and Hart) are all connected through underground tunnels, as well as the House buildings (Rayburn, Longworth, and Cannon). You do not need to be staff to walk through the tunnels. There are signs to help direct you.
- If you are in a Senate building and your next meeting is on the House side (or vice versa), you may kindly ask staff for help to get to the other side without having to walk outside (an intern may escort you through the Capitol to the other side). You are not permitted to bring food and drinks through the Capitol.