



Advocacy Visit Checklist

Everything you need to prepare for your meeting with a local elected official.

Before the Visit

- Find your legislator
house.gov | senate.gov
- Request a meeting
 - Call or use their website's contact form (look for "Schedule a Meeting")
 - Scroll down to the bottom of their website- this is where the local in-district info usually is found
 - Requesting meetings with staff & elected official (may require 2 separate on-line forms)

PRO TIP: Submit the request as early as possible. May take up to 2 weeks to get scheduled.

Know your purpose

- Pick 1-2 key issues (HIV funding, Medicaid, global health, etc.)

Prepare your story

- People remember stories over statistics, think of a story to share during your meeting!

Not sure what to say, use one of these prompts and remember **YOU ARE THE EXPERT:**

- Describe a time you've witnessed a patient benefit from HIV care or PrEP access
- What would happen if funding was cut in your clinic or program?
- How will you and your loved ones be affected if your request isn't met?
- What motivates you to stay in this field?

Print or prep any materials you'd like to leave behind

During the Visit

- Be on time (but expect to meet with a staffer)
- Introduce yourself as a nurse and constituent
- Share your story and message clearly
- Stay on topic and respectful of time
- Ask for a business card or email

- Offer to follow up on any questions

After the Visit

- Send a thank-you email**

- Restate your key points
- Share any promised follow-up information

- Stay in touch**

- Advocacy is a relationship — not a one-time ask!

- Tell ANAC!**

- Let us know how your visit went and share with friends and family